**SERVICE CONTRACT NOTICE**

**Contract title:** **Conducting face-to-face population baseline, mid-term and follow-up survey, in-depth expert interview, stakeholder mapping and analysis and focus groups  
Location –** Armenia, Vanadzor

**1. Reference**

TS/2020/421-733\_VM/Ser-31

**2. Procedure**

Single tender

**3. Programme title**

**ABC.GoV: Alliance for Better City Governance**

**4. Financing**

Budget lines: 5.4 Evaluation costs (baseline, mid-term and follow-up)

Financing agreement: Grant Contract-External Actions of The European Union-NEAR- TS/2020/421-733

Project funded within the frameworks of the contract signed between the European Union, represented by the European Commission, and ''Vanadzor Municipality Staff'' Community Management Institution on 28.12.2020.

**5. Contracting authority**

''Vanadzor Municipality Staff'' Community Management Institution

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

1. **Designing and conducting face-to-face baseline, mid-term and follow-up survey**.

* Detailed face-to-face population survey methodology including sampling method
* Survey questionnaire;
* Transcript of in-depth interviews;
* Completed database with cleaned data;
* Analytical report of the survey including analysis of qualitative and quantitative data, findings and recommendations in Armenian and English;
* Power-point presentation in Armenian and English on the assessment results.

1. **Stakeholder analysis and mapping**

* Narrative stakeholder analysis in Armenian and English.
* A spreadsheet and graph/chart in Armenian and English representing the mapping of the stakeholders in Gyumri and Vanadzor per their focus areas.

1. **Focus Group session**

* Transcripts of the focus group session
* Report with recommendations.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

9,401,700 AMD

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

24 January 2022

**15. Implementation period of the tasks**

The tasks under this contract shall be implemented within 25 months. Provisionally, the contract will be signed for 12 months and will be extended automatically beyond that period upon availability of funds by contracting authority.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of the tenderer (**based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

* will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
* has sufficient financial stability to handle the proposed contract.
* the available financial resources of the tenderer must exceed the annualised maximum budget of the contract.
* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.
* The available financial resources of the tenderer must exceed the annualised maximum budget of the contract
* Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

* has sufficient ongoing staff resources and expertise to be able to handle the proposed contract.
* is not a so-called ‘body shop’, i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the service contract description
* experience in provision of technical assistance and consultancy during last 3 (three) to the EU/USAID projects or other international projects, waste management, urban planning, public transportation.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

* the tenderer has provided services under at least 3 contracts last 5 (five) years  with a budget of at least that of this contract in the fields of  **conducting baseline, mid-term and follow-up assessments**, which were implemented at any moment during the following period: 2017 December 28 -2021 December 28.
* The tenderer has technical capacity to carry out the technical assistance under this contract: operating office space, necessary office equipment (computers, printers, copiers, multi-media projector), stable internet connection.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Legal basis**

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the practical guide.

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in AMD.