

INTERact



Bratislava Self Governing Region

Sabinovská 16, 820 05 Bratislava 25

Issues the following

C A L L

for tenders in market survey under Section 117 of Act No 343/2015 on public procurement
and amending certain acts, as amended

No:

001/2019

Name of the subject matter of the contract:

OPERATIONAL EVALUATION OF THE INTERACT PROGRAMME

(hereinafter the „Evaluation“)

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I GENERAL INFORMATION

1 IDENTIFICATION OF THE CONTRACTING AUTHORITY

<p>Interact Programme Bratislava Self Governing Region Sabinovská 16, P.O.Box 106, 820 05 Bratislava 25 IČO: 42259967 represented by: Juraj Droba, Chairman Bratislava Self Governing Region contact person: Petra Masáková, Head of the Managing Authority/Interact Secretariat</p> <p>Contact person for tender: Ing. Martin Filičko PROCESS MANAGEMENT, s.r.o. Gaštanová 13, 811 04 Bratislava Telephone: +421 911 292 287 E-mail: mfilicko@p-m.sk</p>

2 SUBJECT MATTER OF THE CONTRACT

- 2.1 **Subject matter of the contract:**
Operational evaluation of the Interact Programme
- 2.2 **CPV**
79313000-1 Performance evaluation
72225000-8 Quality system assessment and review
- 2.3 **Description of the subject matter of the contract:**
The subject matter of the contract is provision of services for the operational evaluation of the Interact Programme – in accordance with the conditions laid down in **Annex 1 of this document**.

3 BUSINESS TERMS AND CONDITIONS OF PERFORMANCE

- 3.1 A contract for services will be concluded for the subject matter of the contract under point 2.
- 3.2 Place of implementation of the subject matter of the contract: Slovak Republic
- 3.3 Expected time of fulfilment of the subject matter of the contract: **from the effective date of the contract to 31 July 2020.**
- 3.4 The contract will be financed from the Contracting Authority's funds designated for the purpose.
- 3.5 The estimated value of the contract is 60 000 EUR excluding VAT.
- 3.6 The payment period of an invoices will be 30 days from its delivery to the Contracting Authority. Invoicing will be accepted after completion of the individual phases listed in Table 1: foreseen provisional timeframe (in Annex 1).

4 CONDITION OF PARTICIPATION FOR TENDERERS

- 4.1 The contract award process is open only to those who meet the conditions of participation relating to personal status laid down in Annex 2 – A bona fide statement.
- 4.2 The tenderer is entitled to deliver the goods, to carry out the works or to provide the service, which it proves by the current verified scanned proof of business authorization, not older than three months as of the date of submission of tenders. This document is e.g. printout from the Commercial Register or printout from the Trade Register, or equivalent document issued in the tenderer's country of residence.
- 4.3 The conditions of participation relating to the financial and economic position shall be demonstrated by an overview of total turnover and, where appropriate, an overview of the turnover achieved in the area covered by the contract or concession, for the most recent three economic years for which they are

available or commencement of the activity. The minimum total turnover for the last three economic years for which they are available, depending on the formation or commencement of the activity (cumulative) of is required in minimum amount 90 000 EUR.

The tenderer shall submit a solemn declaration signed by the person authorized to act on behalf of the tenderer, stating the total turnover for the last three economic years for which they are available depending on the establishment or commencement of the activity.

At the same time, the tenderer shall submit from the financial statements a copy of the profit and loss accounts, or a copy of the income and expenditure statements, for the required years.

The contracting authority also accepts the submission of information that the document has been published in the Register of Financial Statements, which is administered by the Ministry of Finance of the Slovak Republic (<http://www.registeruz.sk/>) or a similar institution in the country of residence of the tenderer which is not registered in Slovakia.

- 4.4 The evaluation team has to consist of at least 2 evaluators, one senior – key evaluator 1 and one junior – key evaluator 2. Specifically, the tenderers must comply with the following minimum criteria regarding key evaluators 1 and 2, due to evidence of the education and professional experience or professional qualifications of the persons assigned to perform the contract:

4.4.1 Minimum criteria for **Key evaluator 1**:

- knowledge of the EU cohesion policy in general and the Interreg/European Territorial Cooperation;
- knowledge and proven professional experience of at least 7 years in carrying out similar evaluations in relation to Interreg programmes (European Territorial Cooperation programmes);
- Experience in carrying out evaluations of decentralised organisations with a matrix structure and international/intercultural team;
- Management experience in managing international team;
- Experience in data collection (both quantitative and qualitative data), data analysis, and in drafting reports and recommendations;
- Fluency and proficiency in English – min. C1 certificate according to CEFR (European Framework of Reference for Languages) or native speaker.

4.4.2 Minimum criteria for **Key evaluator 2**:

- knowledge of the EU cohesion policy in general and the Interreg/European Territorial Cooperation;
- knowledge and proven professional experience of at least 4 years in carrying out similar evaluations in relation to Interreg programmes (European Territorial Cooperation programmes)
- Experience in carrying out evaluations of decentralised organisations with a matrix structure and international/intercultural team;
- Management experience in managing international team;
- Experience in data collection (both quantitative and qualitative data), data analysis, and in drafting reports and recommendations;
- Fluency and proficiency in English – min. C1 certificate according to CEFR (European Framework of Reference for Languages) or native speaker.

- 4.5 The tendering company has to provide a proof of having performed at least 5 evaluations in the field of European Structural and Investment Funds, namely Interreg/European Territorial Cooperation in the last 3 years since the announcement of the competition. (list of evaluations with short description, contracting authority with contacting person, duration).

5 INSPECTION OF THE PLACE OF FULFILMENT OF THE SUBJECT MATTER OF CONTRACT

- 5.1 Not applicable.

6 BID CONTENT

- 6.1 Tenders submitted by tenderers **must contain**:

- **A Bid Form** completed and signed by the authorized person (annex 1).
- **A bona fide statement** of compliance with the conditions of participation relating to the bidder's personal status (submitted as a scanned, completed and signed form).
- **Proof of authorization to conduct a business** not older than three months or equivalent.
- **A solemn declaration** with information about total turnover and **copy of the profit and loss accounts, or a copy of the income and expenditure statements**, conditions laid down in 4.3.
- **Curriculum vitae (CV) of Key evaluator 1** – minimum conditions laid down in 4.4.1.
- **Curriculum vitae (CV) of Key evaluator 2** – minimum conditions laid down in 4.4.2.
- **English certificate min. C1 or higher of Key evaluator 1** - in case no native speaker.
- **English certificate min. C1 or higher of Key evaluator 2** - in case no native speaker.
- **List of evaluations with short description, contracting authority with contact person and durations**, conditions laid down in 4.5.
- **Competition terms and conditions statement** (annex 4).
- **Brief content of the offer** (annex 5).
- **Description of the proposed evaluation methodology** (annex 6)

7 PLACE, FINAL DATE AND METHOD FOR SUBMISSION OF TENDERS, PERIOD DURING WHICH THE TENDERER IS BOUND TO KEEP OPEN THE TENDER

- 7.1 Tenderers must deliver tenders in **electronic format** to the e-mail address: tender_evaluation@p-m.sk.
- 7.2 The final date and time for delivery of tenders is **28/11/2019**.
- 7.3 Tenderers must keep open their bid until **29/02/2020**.

The Contracting Authority accepts the submission of the entire offer and related documents in the state (Slovak) language or in English language. If the document is written in a foreign language (other than SK or EN), it shall be submitted together with its translation into the state (Slovak) or English language. This does not apply to offers, documents and documents drawn up in the Czech language. If a difference in their content is found, the translation shall prevail.

8 OPENING AND CHECKING OF TENDERS

- 8.1 All tenders submitted within the period for the submission of tenders will be opened at the same time after expiry of the period for submission of tenders. Members of the public will not be admitted to the opening of tenders.
- 8.2 Tenders will be accepted for evaluation if:
 - 8.2.1 **they include all the documents/particulars specified in Article 6 of this document,**
 - 8.2.2 **meet the requirements and conditions laid down in this document.**
- 8.3 A valid tender must not include any restrictions and reservations contrary to the requirements and conditions laid down in this document or any matters contrary to acts of general application. Other tenders will be excluded from the award procedure.
- 8.4 The assessment of the fulfillment of the conditions of participation of the tenderers referred to in Article 4 shall be based on an assessment of the documents submitted. If the applicant fails to submit any of the required documents proving that the conditions for participation have been fulfilled, or if he does not fulfill the conditions for participation, he will be excluded from the competition.
- 8.5 In the case of uncertainties and the need for clarification of the tenders, or the need for their completion by the contracting authority, the tenderer will be asked electronically for explanation, or completion of its tender within the time limit fixed by the contracting authority.
- 8.6 If the tenderer fails to submit an explanation of the tender or does not complete it within the time limit set by the contracting authority in the invitation under point 8.5, or if the explanation submitted is not sufficient, his tender will be excluded from the tender.

9 TENDER EVALUATION CRITERIA

9.1 The Contracting Authority will evaluate tenders that were not excluded from the award procedure.

9.2 The Contracting Authority will evaluate tenders according to the following criteria:

Awarding criteria	Weighting
<p>The total price for the subject matter of the contract in EUR including VAT.</p> <ul style="list-style-type: none"> <i>The maximum number of points will be awarded to the tenderer with the lowest price proposed for the criterion.</i> <i>For further proposals to fulfill the criterion set out in other tenders, the number of points awarded shall be determined by proportion.</i> 	70 points
<p>Total number of experiences of Key evaluator 1 with participation in the Interreg / European Territorial Cooperation evaluation team. (clearly identifiable in the CV)</p> <ul style="list-style-type: none"> <i>The maximum score will be awarded to the tenderer with the highest number of experience for the criterion, where the maximum number of experiences for which the points will be awarded is 10, that is, any further experience will not be scored and such a bid will be awarded the maximum number of points,</i> <i>For further proposals to fulfill the criterion set out in other tenders, the number of points awarded shall be determined by proportion.</i> 	20 points
<p>Total number of experiences of Key evaluator 2 with participation in the Interreg / European Territorial Cooperation evaluation team.</p> <ul style="list-style-type: none"> <i>The maximum score will be awarded to the tenderer with the highest number of experience for the criterion, where the maximum number of experiences for which the points will be awarded is 5, that is, any further experience will not be scored and such a bid will be awarded the maximum number of points,...</i> <i>For further proposals to fulfill the criterion set out in other tenders, the number of points awarded shall be determined by proportion.</i> 	10 points

9.3 The successful tenderer will be the tenderer whose bid, after comparing the total number of points awarded after the sum of the final scores, reaches the highest score evaluated by the Commission.

9.4 The Contracting Authority will send an electronic notice of the evaluation of tenders to the tenderers that submitted tenders within the period submission of tenders within the period for which tenderers are bound to keep their tenders open.

9.5 By submitting a tender, a tenderer accept all conditions of the award procedure without reservation.

9.6 The Contracting Authority reserves the right to reject all the submitted tenders.

9.7 No tenderer is entitled to charge the Contracting Authority for any costs incurred as a result of the cancellation of the award procedure, a change in the terms of the award procedure or any other decision of the Contracting Authority.

10 CONCLUSION OF A CONTRACT

- 10.1 The Contracting Authority, by decision of the evaluation committee, will notify the successful tenderer of the procedure for concluding the contract by electronic means or by telephone within the period for which the tenderer is bound to keep the tender open.
- 10.2 The contracting authority informs tenderers about the condition of approval of the proposed evaluation methodology, which has to be described in Annex 6, before the contract with the winning tenderer is signed. The Contracting Authority reserves the right to require certain changes in the methodology in order to enhance the quality of the evaluation.

11 CANCELLATION OF THE AWARD PROCEDURE

- 11.1 The Contracting Authority reserves the right to cancel the award procedure without specifying the reason. The cancellation will be announced by the same means as the contract award procedure was announced.

12 CONFIDENTIALITY AND PROTECTION OF PERSONAL DATA, COMMUNICATION

- 12.1 For the duration of this market survey procedure, The Contracting Authority will not provide or disclose information on the content of tenders to tenderers or to third parties before the evaluation of bids.
- 12.2 Information that tenderers mark as confidential will not be disclosed or otherwise provided without the tenderer's prior consent.
- 12.3 The Contracting Authority undertakes that personal data provided by a tenderer will be processed and protected in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data, repealing Directive 95 / 46 / EC (General Data Protection Regulation) and Act No 18/2018 on the protection of personal data and amending certain acts, as amended.
- 12.4 Should any point herein be unclear or if clarification is needed, tenderers may request an explanation by electronic means to contact person, Article 1.
- 12.5 Should any point in a tender be unclear or if the Contracting Authority requires clarification relating to a tender, they will send an electronic request for the tenderer to explain or add to the tender within a period set by the Contracting Authority.

ANNEX 1: DESCRIPTION OF THE SUBJECT MATTER OF THE CONTRACT

See Terms of reference (ToR)

ANNEX 2: BID FORM
Operational evaluation of the Interact Programme

Tenderer name

Does tenderer is VAT payer?¹

YES	NO
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Tender evaluation criteria	Bid
The total price for the subject matter of the contract in EUR including VAT. EUR
Total number of experiences of Key evaluator 1 with participation in the Interreg / European Territorial Cooperation evaluation team. (clearly identifiable in the CV)	
Total number of experiences of Key evaluator 2 with participation in the Interreg / European Territorial Cooperation evaluation team. (clearly identifiable in the CV)	

Place date

.....
 First name, surname, function, signature²

¹ strike out what does not apply

² The bid form must be signed by the tenderer's authorised representative, i.e. its statutory representative or a member of the statutory body or another representative of the tenderer authorised to act on behalf of the tenderer in commercial relations.

ANNEX 3: BONA FIDE STATEMENT

Business name:

Registered office/place of business.

Company no./ID:

Tender number: 01/2019_ Operational evaluation of the Interact Programme

Bona fide statement on fulfilment of the conditions of participation relating to the tenderer's personal status

The tenderer hereby declares that:

- neither they nor any statutory representative, nor any member of their statutory or supervisory bodies nor any appointed proxy has been definitively convicted of a crime of corruption, a crime of adversely affecting the financial interests of the European Communities, a crime of money laundering, a crime of establishing, organising or supporting a criminal group, a crime of establishing, organising or supporting a terrorist group, a crime of terrorism or any form of participation in terrorism, a crime of human trafficking, a crime related to business activity or a crime of manipulating public procurement or a public auction,
- they have no registered arrears in insurance premiums for health insurance, social insurance and contributions for old-age pension saving in the Slovak Republic or in the state where they have their registered office, place of business or permanent residence,
- they have no registered tax arrears in the Slovak Republic or in the state where they have their registered office, place of business or permanent residence,
- they have not been declared bankrupt they are not in restructuring, they are not in liquidation nor has a bankruptcy proceeding against them been suspended or cancelled due to lack of assets,
- the tenderer has not been prohibited from participation in public procurement by a final decision of the Slovak Republic or the state where they have their registered office, place of business or permanent residence,
- they have not committed, in the three years prior to the issuing of the call for tenders or demonstrable start of the contract award procedure, a severe breach of obligations related to protection of the environment, social law or labour law under special legislation for which a penalty was definitively imposed, which can be demonstrated by a contracting authority or contracting entity,
- they have not committed, in the three years prior to the issuing of the call for tenders or demonstrable start of the contract award procedure, a severe breach of professional obligations which can be demonstrated by a contracting authority or contracting entity.

The tenderer further declares that all statements made in this declaration are truthful and complete. The tenderer is aware of the legal consequences of providing untruthful or incomplete information in the declaration under the terms of the award procedure (exclusion from the award procedure, loss of bond), including liability for damage caused to the Contracting Authority under applicable legislation of the Slovak Republic.

Place date

.....
First name, surname, function, signature¹

¹ ' The bona fide statement must be signed by the tenderer's authorised representative, i.e. its statutory representative or a member of the statutory body or another representative of the tenderer authorised to act on behalf of the tenderer in commercial relations.

ANNEX 4: COMPETITION TERMS AND CONDITIONS STATEMENT

Business name:

Registered office/place of business.

Company no./ID:

Tender number: 01/2019_ Operational evaluation of the Interact Programme

1. We declare that we agree to the terms and conditions of the competition for the subject of the contract **"Operational evaluation of the Interact Programme"** as determined by the contracting authority in the terms of the competition.
2. We declare that all documents and data presented in the offer are true and complete.
3. We declare that we are submitting only one tender and are not a member of the group of tenderers submitting the tender nor will we act as a subcontractor of another tenderer submitting the tender.

Place date

.....

First name, surname, function, signature¹

¹ ' The bona fide statement must be signed by the tenderer's authorised representative, i.e. its statutory representative or a member of the statutory body or another representative of the tenderer authorised to act on behalf of the tenderer in commercial relations.

ANNEX 5: BRIEF CONTENT OF THE OFFER

Business name:

Registered office/place of business.

Company no./ID:

Tender number: 01/2019_ Operational evaluation of the Interact Programme

The contracting authority requires the following questions to be answered in order to become familiar with the proposed evaluation solution.

Apart from the professional competencies of the evaluation team, the roles and responsibilities of all members should be clearly defined in the presented offer. In addition, the tenderer is expected to detail in the proposal the mechanism of quality assurance that will be used for implementation of the evaluation, and how quality standards will be ensured for each deliverable.

What are the tasks of each person involved in the evaluation?
Answer:
Do the tasks/responsibilities correspond to the knowledge and expertise of the person as presented in the CV?
Answer:
Based on the information provided, is the team composed of persons that together are able to deliver the evaluation (to the highest standards)?
Answer:

How will the quality control be assured?

E.g. does the team include a quality manager who will assess ex-ante the approach to each evaluation task and ex-post the outputs? How will the quality of the data collection be assured? (e.g. surveys, focus groups – depending on the proposed methodology); How will the quality of the outputs be assured? (consistency, language check, regular meetings of the evaluation team/ liaison with Interact, etc.).

Answer:

Place date

.....
First name, surname, function, signature¹

¹ ' The bona fide statement must be signed by the tenderer's authorised representative, i.e. its statutory representative or a member of the statutory body or another representative of the tenderer authorised to act on behalf of the tenderer in commercial relations.

ANNEX 6 : DESCRIPTION OF THE PROPOSED EVALUATION METHODOLOGY

Business name:

Registered office/place of business.

Company no./ID:

Tender number: 01/2019_ Operational evaluation of the Interact Programme

Description of the proposed evaluation methodology

Place date

.....

First name, surname, function, signature¹

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