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REPUBLIC OF ALBANIA

"EQREM ÇABEJ" UNIVERSITY GJIROKASTËR

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## SERVICE CONTRACT NOTICE

**Project:** INECO "Innovative Economy Ecosystem", Subsidy Contract A2-2.2.-4 under the INTERREG IPA CBC PROGRAMME "GREECE-ALBANIA 2014-2020"

**Contract Title:** External Expertise for Project Management Assistance, Pre-Incubation Strategy Studies, Acceleration Tools, International Mentors Network and Holistic Support Programme including Training, Mentoring and Coaching Activities

**Location:** Gjirokaster, Albania

**1. Reference**

INECO/A2-2.2-4/PB6/SER

**2. Procedure**

Simplified procedure (with online publication)

**3. Programme title**

Interreg IPA CBC Programme "Greece – Albania 2014 – 2020"

**4. Financing**

IPA II Cross Border Cooperation Programme

**5. Contracting authority**

University of Gjirokastra / Albania

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## CONTRACT SPECIFICATION

### 6. Nature of contract

Global price

### 7. Contract description

The current contract is related to the provision of service for the following deliverables as per the Approved Application Form for the PB6 University of Gjirokastra:

WP1: Overall Project Management Support to the Staff of the University

WP3: Pre-incubating Strategy including

- Need Analysis & Action Plan on pre-incubation Strategy in the CB area,
- Identification of the latest innovation trends and Good Practices in Europe. Capitalisation of existing methodologies
- Survey to gain deep understanding of potential entrepreneurs' attitudes towards pre-incubation
- Formulation of different scenarios on pre-incubation strategy based on analyses and debate and Formulation of Business Plans, development of prototypes

WP4: Pre-incubating Mechanism & Tools, specifically in

- Business Pre-incubating Acceleration Tool- Modules e-material
- International Mentors Network - Advisory Board - Pre-incubator Group

WP5: Pre-incubating Capacity Building including

- Holistic pre-incubating support program involving training activities - Training Modules
- Holistic pre-incubating support program involving mentoring & coaching activities

### 8. Number and titles of lots

One lot only

### 9. Maximum budget

[EUR] 80.000,00 without VAT<sup>1</sup>

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<sup>1</sup> with specific maximum budget per deliverable as described in the Terms of Reference

## **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 (see item 23 below). 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.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

### **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**

< 24/4/2020>

### **15. Implementation period of the tasks**

From the signature of the contract until the official end of the project (October 2020) including any further amendments.

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## **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 average annual turnover of the tenderer must exceed the 50% of budget of the maximum budget stated in the contract notice; and
- 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.

- has an official registration (based on Official Statute and/or Business Registry e.g. NACE or

similar coding as per country of residence) appropriate to this contract, such as one of the following: Consulting Services, Information Technology Services, Event Organization, Scientific Studies, Technical Management, etc;

- has at last one permanent staff member with specialisation related to the project requirement in Innovation Management, Studies or similar as above

**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 five years preceding the submission deadline.

- the tenderer has provided services under at least three similar contracts in one or more of the following domains: Mentoring, Coaching and Consulting Services, Innovation Management, Information Technology Services, Event Organization, Business Consulting and Training which were implemented at any moment during the years 2014-2019.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference.

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 (80/20).

## **TENDERING**

### **18. Deadline for receipt of tenders**

The deadline for receipt 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 (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action:
- 2462/2015 Financial Rules applicable to the general budget of the Union
- 207/2015 Implementing Regulation (Reporting)
- 1011/2014 Implementing Regulation (Exchange of information between beneficiaries and Programme authorities)
- 481/2014 Eligibility of Expenditures
- 447/2014 Implementing Regulation – Instrument of Pre-Accession Assistance
- 236/2014 Common Rules and Procedures for the Implementation of the Union's Instruments for financing External Actions
- 231/2014 Establishing an Instrument for Pre-Accession Assistance
- 215/2014 Methodologies for Climate Change Support, Determination of Milestones and Targets in the Performance Framework and the Nomenclature of Categories for Intervention for the European Structural and Investment Funds
- 1315/2013 Union Guidelines for the Development of the trans-European Transport Network
- 1303/2013 Common and General Provisions
- 1302/2013 Clarification, Simplification and Improvement of the Establishment and Functioning of EGTC groupings
- 1301/2013 European Development Fund and Specific Provisions concerning the Investment for Growth and Jobs Goal
- 1300/2013 Annulment of Regulation 1084/2006
- 1299/2013 Specific Provisions for the Support from ERDF to the European Territorial Cooperation goal

- 1268/2012 Rules of Application of Regulation 966/2012
- 966/2012 Financial Rules Applicable to the General Budget of the Union

#### **24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in [EUR]. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] shall be made in accordance with the InforEuro exchange rate of the month and year corresponding to the deadline for submitting applications, which can be found at the following address:  
<http://ec.europa.eu/budget/graphs/inforeuro.html>.