

**SERVICE CONTRACT NOTICE**  
**MONTEAQUA EVENT ORGANIZER**  
**INSTITUTE OF MARINE BIOLOGY, KOTOR, MONTENEGRO**

**1. Reference**

008-MA/2018

**2. Procedure**

Competitive negotiated without previous announcement.

**3. Programme title**

“Marine Biodiversity Conservation Center “Boka Aquarium” (MonteAqua)” (MNE-17/0004)

**4. Financing**

MNE-7-17/0004 multiple budget lines

**5. Contracting Authority**

University of Montenegro, Institute of Marine Biology.

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Service contract with given ceiling.

**7. Contract description**

The purpose of this contract is to support MonteAqua management in organizing planned project events, and in particular support following activities:

- 4.1. Organizing Workshop “Regulation (EU) 1143/2014 (Invasive alien species)”
- 4.2. Organizing Workshop “Council Directive 1999/22/EC (Zoo)”
- 4.3. Organizing Workshop “Council Regulation (EC) No 338/97 (CITES), Commission Regulation (EC) No 865/2006 (CITES), Commission Regulation (EU) No 791/2012 (CITES)”
- 4.4. Organizing Workshop “Council Directive 92/43/EEC (Habitats)”
- 5.3. Organizing Workshop “Sustainable fishing”
- 5.5. Organizing Workshop “Conservation of Montenegrin coastal and marine areas”

**8. Number and titles of lots**

One lot only.

## **9. Maximum budget**

Ceiling of 20,000 EUR. Payments against invoice listing actual costs for each event.

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# **CONDITIONS OF PARTICIPATION**

## **10. Eligibility**

Participation in tendering is open on equal terms to legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, in a Candidate Countries<sup>1</sup> or in a country of the European Economic Area (EEA).

## **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 2.3.3. of the Practical Guide.

## **13. Sub-contracting**

Subcontracting is allowed.

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# **PROVISIONAL TIMETABLE**

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

10 May 2018

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

7 months

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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.

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<sup>1</sup> as listed on <http://ec.europa.eu/environment/enlarg/candidates.htm>

**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 years for which accounts have been closed.

- 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, confirmed by:
  - Annual turnover in the year before last year and in the last year at least 50,000 EUR (exceeding the annualised maximum budget of the contract), as confirmed in chapter 3 of the Service Tender Submission Form

**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 from submission deadline.

- Tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium) has sufficient ongoing staff resources and expertise to be able to handle the proposed contract, and 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 project description, confirmed by:
  - Permanent staff in the past and current year: at least 6 (six), out of which at least 1 (one) general manager and 1 (one) sales manager, as confirmed in chapter 4 of the Service Tender Submission Form
  - The contractor needs to have permanent presence in Montenegro, preferably Kotor, with at least 3 (three) staff members on the ground

**3) Technical capacity of candidate** (based on items 5 and 6 of the tender form). 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, confirmed by presented list of references. The reference period which will be taken into account will be the last three years from submission deadline.

In particular:

- The contractor must have experience in organizing customized events, preferably workshops, as confirmed in chapter 5 and 6 of the Service Tender Submission Form
- Experience in cooperation with public institutions in Montenegro
- The contractor needs to have capacity to allocate one staff member to be available for permanent support (presence) during organized events

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 performance of the contract, for example by producing a commitment on the part of 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 fulfil the same relevant selection criteria as the economic operator. 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 works or 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 (50% : 50%).

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## **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 Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://www.ucg.ac.me/objava/blog/1221/objava/14464-centar-za-zastitu-bioloske-raznovrsnosti-mora-boka-akvarijum-monteaqua>

under the zip file called MonteAqua-Simplified-Tender-dossier.zip.

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

<http://www.ucg.ac.me/objava/blog/1221/objava/14464-centar-za-zastitu-bioloske-raznovrsnosti-mora-boka-akvarijum-monteaqua>

under the file called 17-D-II-Declaration-honour.doc.

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 8 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**

Grant Agreement from 4 December 2017 between The Norwegian Ministry of Foreign Affairs and Univerzitet Crne Gore, Institute of Marine Biology regarding MNE-17/0004 IMB – Marine Biodiversity Conservation Center “BokaAquarium” – MonteAqua.

## **24. Additional information**

The contracting authority opening hours are Monday – Friday, 09:00-15:00.