

## SERVICE CONTRACT NOTICE

### Technical Assistance to the Inter-Ministerial Coordinating Committee on Decentralisation, in support of the decentralisation process in Ghana

#### GHANA

Please note that the awarding of the contract is subject to the condition of the prior adoption of a financing decision and the prior conclusion of a financing agreement which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

**1. Publication reference**

EuropeAid/139163/IH/SER/GH

**2. Procedure**

Restricted

**3. Programme title**

European Union Support to Decentralisation in Ghana, Phase II

**4. Financing**

FED/2017/39769

**5. Contracting Authority**

The National Authorising Officer for European Development Fund  
Ministry of Finance  
P.O. Box MB 40  
Accra, Ghana

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Fee-based

**7. Contract description**

This service contract constitutes the complementary measure under the European Union Sector Budget Support Programme to Decentralisation in Ghana (2018-2020) to build effective, accountable and inclusive institutions at all levels for sustainable development through the implementation of the National Decentralisation Policy Framework (NDPF).

The service contract foreseen is to support the institutions in charge of the decentralisation reforms, particularly the Inter-Ministerial Coordinating Committee (IMCC) on

Decentralisation and its members. This support will take the form of technical assistance focusing on skills transfer and capacity development in the planning and implementation of the National Decentralisation Policy Framework and the National Decentralisation Action Plan.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 4,600,000.00

**10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to the estimated amount of approximately EUR 4,600,000. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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## **CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 29 below). Participation is also open to international organisations.

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications**

No more than one application 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 an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the

contract in question.

### **15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

### **16. Sub-contracting**

Subcontracting is allowed.

### **17. Number of candidates to be short-listed**

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

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## **PROVISIONAL TIMETABLE**

### **18. Provisional date of invitation to tender**

1<sup>st</sup> March, 2018

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

July, 2018

### **20. Initial period of implementation of tasks**

July 2018 – December 2020

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## **SELECTION AND AWARD CRITERIA**

### **21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless 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 candidate** (based on item 3 of the application form). In case of candidate 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.
  - The average annual turnover for each one of the last three years (2016, 2015 and 2014) of the tenderer must exceed EUR 1,500,000.00;
  - 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 candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.
- At least 10 staff currently working for the tenderer in the fields related to this contract and notably Administrative Decentralisation, Local Economic Development, Fiscal Decentralisation, Public Finance Management at sub-national level, Popular Participation in Local Governance.
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.

1. The candidate has provided services under at least two (2) contracts with a budget of at least EUR 2,000,000.00) in the Administrative Decentralisation or Local Economic Development, or Fiscal Decentralisation or Public Finance Management at sub-national level or Popular Participation in Local Governance.

The contracts were implemented at any moment during the reference period: January 2013 – January 2018. This means the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to started and completed during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still ongoing, only the portions satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similar to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used,

2. In addition, the candidate should have completed one (1) service contract under a Sector Budget Support programme financed by the European Union during the reference period: January 2013 – January 2018. The service contract will be considered completed if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract or proof of final payment).

Previous experience which caused 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 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

1. the highest number of projects in criteria 21.3.1 implemented in Sub Saharan Africa;
2. the highest project value in criteria 21.3.1 implemented in Sub Saharan Africa.

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

All applications should be received **on 31 January 2018, by 16:00 GMT (Ghana Local Time)**.

Any application received by the Contracting Authority after this deadline will not be considered.

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

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

The application must be accompanied by a declaration of 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 an application will not be taken into consideration.

## **25. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :

**National Authorising Officer for the EDF  
Ministry of Finance  
P.O. Box MB 40, Oval Road  
Accra, Ghana**

**Attn: Mr. Cosmos Kipo – ACP-EU Unit/Room G13/ Annex A**

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**National Authorising Officer for the EDF  
Ministry of Finance  
P.O. Box MB 40, Oval Road  
Accra, Ghana**

**Attn: Mr. Cosmos Kipo – ACP-EU Unit/Room G13/ Annex A**

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The Contract title "*Technical Assistance to the Inter-Ministerial Coordinating Committee on Decentralisation, in support of the decentralisation process in Ghana*" and the Publication reference (**EuropeAid/139163/IH/SER/GH**) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

## **26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **27. Operational language**

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

## **28. Date of publication of prior information notice**

12<sup>th</sup> August, 2017

## **29. Legal basis**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **30. Additional information**

N/A

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