

## **SERVICE CONTRACT NOTICE**

### **Provision of Security Guarding Services at EUPOL COPPS**

**2017/2018**

#### **Location: Middle East– Occupied Palestinian Territories**

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/138449/IH/SER/MULTI

**2. Procedure**

International Restricted

**3. Programme title**

Council Decision CFSP 2016/1108 of 07 July 2016 on the European Union Police Mission for the Palestinian Territories (EUPOL COPPS)

**4. Financing**

Financing Agreement: CFSP/2016/13-EUPOL COPPS

**5. Contracting Authority**

EUPOL COPPS represented by the Head of Mission, Ramallah, Occupied Palestinian Territory

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The objective is to provide managed and supervised guarding services for EUPOL COPPS Headquarters in Ramallah. They consist of 2 sites, in close proximity to each other. The services will include the following.

- Watch-keeping desk, maintaining radio and telephone communications with all staff

during movements, tracking of mission vehicles.

- Buildings and car park guarding and access control.
- Briefing the Mission Security Office of security related incidents and daily reporting
- Monitor CCTV system.
- React and report on incidents such as fire, intrusion and medical emergencies.
- Provide a foot security patrol in the environs of the HQ
- Maintain incident and provide written reports.

#### **8. Number and titles of lots**

One lot only

#### **9. Maximum budget**

Five hundred and ten thousand (510,000) Euros including five thousand (5,000) Euros incidental expenses. The Contracting Authority may, at its own discretion, make changes and/or request additional services to this contract in accordance to the security situation and the needs requirements as deemed fit by the same Contracting Authority.

#### **10. Scope for additional services**

The Contracting Authority may, at its own discretion, make changes and/or request additional services to this contract in accordance to the security situation and the needs requirements as deemed fit by the same Contracting Authority.

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## **CONDITIONS OF PARTICIPATION**

#### **11. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Article 10.1 of regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 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**

26.01.2017

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

01.04.2017

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

The Guarding Services are to commence at 0001hrs on 1<sup>st</sup> April 2017 for a 12 month period. The Contracting Authority may renew the contract for further 12 months but it depends on the renewal of the EUPOL COPPS mandate and the availability of budgetary funds.

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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 consortium, these selection criteria will be applied to the consortium as a whole:

#### **1) Economic and financial capacity of candidate:**

In the case of the applicant being public body equivalent information should be provided:  
The average annual turnover of the candidate must exceed the annualized maximum budget of the contract for the last 3 years (i.e. for 2013, 2014 and 2015).

#### **2) Professional capacity of candidate:**

1. Has a professional certificate appropriate to this contract, such a certificate of official registration and operating license as private Security Company;
2. At least 20 staff currently works for the applicant in fields related to this contract.

#### **3) Technical capacity of candidate:**

1. Has worked successfully on at least 3 projects with a budget of at least that of this contract (annualized maximum budget) in fields related to this contract in the past 3 years.
2. 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. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate relies on other entities 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 an undertaking 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 and notably that of nationality, as the economic operator. 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 furnished when requested by the contracting authority.

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

- 1) The number of projects related to this contract completed in the last 3 years;
- 2) In the case of equal number of projects, the total amount (in Euros) of the projects completed in the last 3years

### **22. Award criteria**

Best value for money.

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# APPLICATION

## 23. Deadline for receipt of applications

19.01.2017 @16:00hrs (all times are in the time zone of the country of the Contracting Authority).

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:

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

**For the attention of: The Procurement and Contracting Unit**

**21 Tokyo Street – Ramallah, oPT**

**Tel: 00972-2-2976677-156**

**Opening hours: Monday to Friday, from 8:00 – 16:30**

The Contract title and the Publication reference (see item 1 above) 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.

## 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**

28.10.2016

Number in the official journal: **EA1316 JOS**

**29. Legal basis<sup>1</sup>**

Regulation (EU) N°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 and Council Decision CFSP 2016/1108 of 07 July 2016 on the European Union Police Mission for the Palestinian Territories EUPOL COPPS (Pending approval of the new Council Decision for the Mandate 2017-2018).

**30. Additional information**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract . Any extension of the contract would be subject to satisfactory performance by the Contractor.

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<sup>1</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).