

SERVICE CONTRACT NOTICE

PS-Ramallah: Provision of Security Guarding Services at EUPOL COPPS

2015/2016

Location: Mediterranean partners – Occupied Palestinian Territories

Service procurement

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/136035/IH/SER/Multi

2. Procedure

Restricted

3. Programme title

Council Decision 2014/447/CFSP of 09 July 2014 on the European Union Police mission for the Palestinian Territories (EUPOL COPPS).

4. Financing

Financing Agreement: CFSP/2014/16/EUPOLCOPPS

5. Contracting Authority

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

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

entering and leaving the West Bank.

- Building and car park access control.
- Briefing the Mission Security Office of security related incidents.
- 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.

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 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.

CONDITIONS OF PARTICIPATION

11. Eligibility

Council Decision: 2014/447/CFSP of 09 July 2014.

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 (ie, 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 not 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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

01.12.2014

19. Provisional commencement date of the contract

01.04.2015

20. Initial period of implementation of tasks

The Guarding Services are to commence Wednesday 1st April 2015 for a 12 month period. The Contracting Authority may, at its own discretion, extend the service contract in duration up to further twelve (12) months by means of an addendum to the contract in accordance with paragraph 3.2.4.1 of the Practical Guide to Contracts Procedures for EU external actions. The extension is conditioned by the Mission's mandate and the availability of budgetary funds.

SELECTION AND AWARD CRITERIA

21. Selection criteria

Same criteria for legal and natural person.

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:

1. The average annual turnover of the candidate must exceed the annualised maximum budget of the contract for the last 3 years (i.e. for 2011, 2012 and 2013).

2) Professional capacity of candidate:

1. Has a professional certificate appropriate to this contract, such a certificate of official registration and operating licence 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.

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 8 best 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.

APPLICATION

23. Deadline for receipt of applications

17.11.2014 @ 16:00hrs

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?group=B>

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

08.07.2014

Number in the official journal: 2014/S 128-227753

29. Legal basis¹

Council Decision 2014/447/CFSP of 09 July 2014 amending and extending Decision 2013/354/CFSP on the European Union Police Mission for the Palestinian Territories (EUPOL COPPS).

30. Additional information

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

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 do not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the time-frame, 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

31. Date of dispatch of this notice:

14 October 2014