

SERVICE CONTRACT NOTICE
SUPPORT FOR THE IMPLEMENTATION OF POPULATION AND HOUSING
CENSUS 2020, ALBANIA

Location - Albania (AL)

Please note that the awarding of the contract is subject to the condition of:

The prior conclusion of a financing agreement,

1. Publication reference

PHC 2020

2. Procedure

Restricted

3. Financing

EU Funds

4. Contracting Authority

National Statistical Institute of Albania

Clarifications may be sought from the contracting authority at the following email address info@instat.gov.al at the latest 21 days before the deadline for submission of applications stated at the point 22 below.

Clarifications will be published on the website of INSTAT, www.instat.gov.al, at the latest 5 days before the deadline.

CONTRACT SPECIFICATION

5. Nature of contract

Fee-based

6. Contract description

The overall objective of the contract is to assist INSTAT in the preparation of the Population and Housing Census (PHC) 2020 providing expertise and capacity building for methodological issues of the implementation of PHC 2020 as well as management and organization, tabulation, analysis and dissemination of Census results.

The project will support the Albanian National Institute of Statistics (INSTAT) in:

- preparing the population and housing census according to European and international standards and recommendations,
- support and monitoring the implementation of the general enumeration,
- increasing its capacity in the processing, analysis and dissemination of the census data.

7. Number and titles of lots

One lot only

8. Maximum budget

EUR 1,500,000

9. 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

10. Eligibility

Participation is open to all 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 an eligible country or territory as defined under the Regulation (EU) No 236/2014 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 28 below). Participation is also open to international organisations.

11. Candidature

All eligible natural and legal persons (as per item 10 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 and legal person (as per item 10) 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.

12. 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.

13. 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 – 2.6.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

14. 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 2.6.10.1 of the PRAG.

Candidates 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.

15. Sub-contracting

Subcontracting is allowed.

16. 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

17. Provisional date of invitation to tender

December 2018

18. Provisional commencement date of the contract

March 2019

29. Initial period of implementation of tasks

36 months

SELECTION AND AWARD CRITERIA

20. 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 a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise.

- 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 (2015, 2016, 2017) for which accounts have been closed.
 - The average annual turnover of the candidate must exceed 600000 EUR; and,
 - The averages of cash and cash equivalents at the beginning and end of year 2017 are positive.
- 2) **Candidate's professional capacity** (details to be given in sections 4 and 5 of the application form). The reference period will refer to 3 financial years prior to submission deadline.
 - in possession of a professional certificate related to this contract, such as registration in the commercial register for at least 3 years,
 - The candidate must have: at least 10 staff currently working in the field related to this contract.
 - At least 20 % of all staff currently working for the candidate in fields related to this contract are permanent.
- 3) **Candidate's technical capacity** (details to be given in sections 5 and 6 of the application form).
 1. In the past 5 years (from 2012 until 2017), the candidate has successfully completed at least 2 projects, each of them with a budget of at least 600 000 EUR (the proportion carried out by the candidate will be taken into consideration) in the field of statistics.

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 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 not ably that of nationality, as the economic operator.

Candidates 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-going only the portion satisfactory completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

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. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must 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 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 furnished 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 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 additional comparative criteria which will be taken into consideration during this re-examination, in the order that they appear below, are:

2. The highest number of projects compliant with selection criteria 20.3

3. If the number of candidates re-examined is still higher than 8, finally the highest value of the cumulative amount of the projects compliant with the selection criteria 20.3 will be applied to those candidates remaining at the end of the list with the same number of projects after application of the first re-examination criteria (only the proportion carried out by the candidate will be taken into consideration).

21. Award criteria

Best price-quality ratio.

APPLICATION

22. Deadline for receipt of applications

The candidate/tenderer's attention is drawn to the fact that there are two different systems for sending applications/tenders: one is by post or private mail service, or by hand delivery.

In the first case, the application/tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of

¹ It is recommended to use registered mail in case the postmark would not be readable.

receipt given at the time of the delivery of the application/tender which will serve as proof.

27 November 2018 at 16:00 Local Time

Any application submitted to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure (for instance when applications or tenders are received after the evaluation committee has finished its works and evaluating them would imply re-calling the evaluation committee) or jeopardise decisions already taken and notified.

23. 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.

24. How applications may be submitted

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

Albanian Institute of Statistics, INSTAT
Rr. Vllazën Huta,
Nd.35, H.1
Njesia Administrative Nr.2, 1017
Tirane, Shqipëri
Email: info@instat.gov.al
Telefon + (355) 42222411

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Albanian Institute of Statistics, INSTAT
Rr. Vllazën Huta,
Nd.35, H.1
Njesia Administrative Nr.2, 1017
Tirane, Shqipëri
Email: info@instat.gov.al
Telefon + (355) 42222411

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.

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.

25. 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 24. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

26. Operational language

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

27. Date of publication of prior information notice

03 /09/2018

28. Legal basis²

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 and - See Annex A2 of the practical guide.

29. Additional information

N/A

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).