

## **Additional information about the Contract Notice**

### **Supply of equipment for Mine action in Serbia Location – Republic of Serbia**

**1. Nature of contract**

Unit price

**2. Programme title**

European Integration Facility RS2021AAP

**3. Financing**

Financing agreement: IPA III/2021/43652

**4. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex a2a1 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional organisations.

All supplies under this contract may originate in any country.

## **5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement 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 or tender of an ineligible natural or legal person 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.

## **6. Number of requests to participate or tenders**

No more than one request to participate or 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 request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

## **7. N/A**

## **8. Sub-contracting**

Sub-contracting is allowed.

## **9. N/A**

## **10. N/A**

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

N/A

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

N/A

## **13. Period of implementation of tasks**

**Lot 1:** 365 days from the day of issuance of Commencement Order until the provisional acceptance.

**Lot 2:** 540 days from the day of issuance of Commencement Order until the provisional acceptance.

**Lot 3:** 540 days from the day of issuance of Commencement Order until the provisional acceptance.

## **14. Language of the procedure**

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

## **15. Additional information**

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR. If applicable, where a candidate refers to amounts

originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **July 2025**, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

The tenderers are strongly advised not to wait until the last day to submit the offer, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contracting authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

All tenderers have the possibility to attend the opening session by videoconference. The opening will take place via WEBEX Application available at <https://www.webex.com>. Attendance is not mandatory.

Once the offer is successfully submitted in eSubmission, the tenderer needs to send a request to attend the opening session by sending an email to the functional mailbox [DELEGATION-SERBIA-PPMT@eeas.europa.eu](mailto:DELEGATION-SERBIA-PPMT@eeas.europa.eu).

When sending the request to attend the opening session, tenderers must provide the full names and email addresses of the participants and the name of the tenderer they represent as well as the submission receipt generated by eSubmission.

Once the deadline for eSubmission is over, the participants requesting attendance will receive a WEBEX link for the videoconference opening session from the contracting authority.

## 16. Selection criteria

### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) 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. If the economic operator 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 the performance of the contract by producing a commitment by 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 relying on them and must fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the request to participate form but in a separate document.** Proof of the capacity will also have to be provided 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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The following selection criteria will be applied to candidates. **In the case of requests to participate 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.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

## Lot n° 1

The selection criteria for tenderers to **Lot n° 1** are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender 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 3 (three) years for which accounts have been closed.**

### **Criterion 1: average annual turnover**

The candidate's or tenderer's average annual turnover of the **last 3 (three) financial years** for which **the accounts have been closed** must be not less than **75,000 EUR**.

- 2) Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be **the last 3 (three) years preceding the submission deadline.**

- **Criterion 1:** the candidate has, during the current year and the previous two years, on average, at least: **2 (two) personnel** directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- **Criterion 2:** the candidate is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

- 3) Technical capacity** (based on item 6 of the tender form for supply contracts).

### **Criterion:**

- The candidate has completed supplies under at least **3 (three) contracts** implemented at any moment during the last **4 (four) years** before submission deadline.
- For each contract, the value of the supplies completed must not be less than **20,000 EUR**.
- The completed services or supplies are in the domain of **personal protective equipment**.

This means that the contract the candidate or tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates or tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided/supplies delivered.

## Lot n° 2

The selection criteria for tenderers to **Lot n° 2** are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender 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 3 (three) years for which accounts have been closed.**

### **Criterion 1: average annual turnover**

The candidate's or tenderer's average annual turnover of the **last 3 (three) financial years** for which **the accounts have been closed** must be not less than **175,000 EUR**.

**2) Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be **the last 3 (three) years preceding the submission deadline**.

- **Criterion 1:** the candidate has, during the current year and the previous **2 (two) years**, on average, at least **3 (three) personnel** directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- **Criterion 2:** the candidate is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

**3) Technical capacity** (based on item 6 of the tender form for supply contracts).

**Criterion:**

- The candidate has completed supplies under at least **3 (three) contracts** implemented at any moment during the last **four years** before submission deadline.
- For each contract, the value of the supplies completed must not be less than **140,000 EUR**.
- The completed services or supplies are in the domain of **Mine/metal detectors and cluster bomb/UXO**.

This means that the contract the candidate or tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates or tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided/supplies delivered.

**Lot n° 3**

The selection criteria for tenderers to **Lot n° 3** are as follows:

**1) Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender 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 3 (three) years for which accounts have been closed**.

**Criterion 1: average annual turnover**

The candidate's or tenderer's average annual turnover of the **last 3 (three) financial years** for which **the accounts have been closed** must be not less than **200,000 EUR**.

**2) Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be **the last 3 (three) years preceding the submission deadline**.

- **Criterion 1:** the candidate has, during the current year and the previous two years, on average, at least **3 (three) personnel** directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- **Criterion 2:** the candidate is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour

and, where applicable, the statements and other documents submitted.

3) **Technical capacity** (based on item 6 of the tender form for supply contracts).

**Criterion:**

- The candidate has completed supplies under at least **3 (three) contracts** implemented at any moment during the last **four years** before submission deadline.
- For each contract, the value of the supplies completed must not be less than **160,000 EUR**.
- The completed services or supplies are in the **domain of transportation of explosives and/or unexploded mines/UXOs.**

This means that the contract the candidate or tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates or tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided/supplies delivered.

In case a candidate applies simultaneously to the following lots No.1 and/or No.2 and/or No.3, the tenderer must comply with the following selection criteria:

1) **Economic and financial capacity** (based on item 3 of supply tender submission form).

- If a candidate or tenderer is applying for more than 1 (one) lot, **the amount of the average annual turnover must be at least equal to the sum of the annual turnover required for each lot tendered.**

2) **Professional capacity** (based on items 4 and 5 of the tender submission form for supply contracts).

- If a candidate or tenderer is applying for more than 1 (one) lot, the candidate or tenderer has, during the current year and the previous two years, **on average, at least: 4 (four) personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.**

3) **Technical capacity** (based on item 6 of the tender submission form for supply contracts)

- If a candidate or tenderer is applying for more than 1 (one) lot, **the technical capacity must be separately fulfilled for each lot tendered as specified in Lot 1, Lot 2 and Lot 3.**

17. N/A

18. N/A

19. N/A

## 20. Deadline for submission of requests to participate

**The time-limit for receipt of requests to participate is indicated in the contract notice.**

A request to participate received after the time-limit for receipt of requests to participate will be rejected. The submission receipt provided by eSubmission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of requests to participate<sup>1</sup>.

Candidates must ensure that their submitted requests to participate contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

## 21. Clarifications on the contract notice

Any request for clarifications must be made in writing through the F&T Portal<sup>2</sup>. This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called "Additional information to the contract notice." F&T Portal login is required to be able to create and submit a question. Clarifications can be requested by clicking "Create a question" in the Questions & Answers tab at the latest 21 days before the deadline for submission of requests to participate stated in the contract notice.

Clarifications will be published on F&T Portal at the latest 8 days before the deadline for the submission of requests to participate. The website will be updated regularly and it is the candidates responsibility to check for updates and modifications during the submission period.

## 22. Outcome of the evaluation

Candidates will be notified of the outcome of the evaluation of the requests to participate by e-mail. The notification will be sent to the e-mail address provided in the eSubmission application for the candidate (leader in case of consortium) under the section Contact Info. After submission of the request to participate, the e-mail address can be changed in the F&T Portal as described in the eSubmission Quick Guide (see the section "Manage roles in Funding & Tenders Portal")<sup>3</sup>.

The same e-mail address will be used by the contracting authority for all other communications during the procedure.

It is the candidate's responsibility to provide a valid e-mail address and to check it regularly.

## 23. Alteration or withdrawal of requests to participate

After submitting a request to participate, but before the deadline for receipt of the request to participate, a candidate may definitively withdraw its request to participate<sup>4</sup>, or withdraw it and replace it with a new one<sup>5</sup>. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

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<sup>1</sup> If no submission receipt is received in reasonable time after submission, please contact the eSubmission Helpdesk (see contact details in the above referred eSubmission Quick Guide) as soon as possible.

<sup>2</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

<sup>3</sup> For detailed instructions on how to submit a request to participate or tender, please consult the eSubmission Quick Guide available at: <https://wikis.ec.europa.eu/display/FTPPortal/Quick+guides+eSubmission>

<sup>4</sup> A submitted request to participate can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a request to participate, please consult the above referred eSubmission Quick Guide.

<sup>5</sup> To submit a new version, the candidate must create a new submission in eSubmission and include all the information and documents required in the procurement documents with the submission of a request to participate, even if some of them have already been included in the replaced request to participate.