

## SERVICE CONTRACT NOTICE

Socio-economic status of children, women and people with Disabilities in Khartoum State.

### 1. Reference

AID 11113 - CIG: Z55353EED9

### 2. Procedure

Single tender

### 3. Programme title

Social inclusion, human capital development and protection of vulnerable groups within migrants, refugees and host communities\_AID 11113

### 4. Financing

The programme is financed by AICS

### 5. Contracting authority

AICS - Italian Agency for Development Cooperation  
Khartoum Office  
St. no 33rd Amarat, House no 25 Block 12 K-east  
Khartoum, SUDAN

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## CONTRACT SPECIFICATION

### 6. Nature of contract

Global price

### 7. Contract description

The contracting authority has to draft, develop and deliver a Socio-Economic Research targeting the area of Khartoum aimed at promoting the social inclusion of children, women and person with disabilities, belonging to hosting and migrant communities and refugees.

The research method should combine both qualitative and quantitate data collection, using the so-called “mixed methods research”.

### 8. Number and titles of lots

One lot only.

### 9. Maximum budget

EUR 12.000 (twelve thousand euro/00)

## CONDITIONS OF PARTICIPATION

### 10. Legal basis, eligibility and rules of origin

Participation in this tender is open only to the invited tenderers.

### 11. Number of tenders

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

### 12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

### 13. Sub-contracting

Subcontracting is **not** allowed.

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

At contract signature

### 15. Implementation period of the tasks

Three (3 months) from the signature of the contract.

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## SELECTION AND AWARD CRITERIA

### 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 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 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 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.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer 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:

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- The average annual turnover of the tenderer in the past 3 years must be at least equivalent to € 24.000,00 which is the double of the maximum budget estimated for the service

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- The Team Leader should have at least 10 years of experience in socio-economic research and working in similar context.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- Have completed and published at least n. 3 research in the last three (3) years in the socio-economic sector.

This means that the service contract the tenderer refers to could have been started 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. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (- statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the 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.

Previous experience which would have led to breach of contract and termination by a contracting

authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

### **17. Award criteria**

Best price-quality ratio: 80% technical / 20% financial.

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## **TENDERING**

### **18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

### **19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on 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 a tender will not be taken into consideration.

### **20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderer accept to receive notification of the outcome of the procedure by electronic means.

### **21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

### **22. Operational language**

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

### **23. Additional information**

Financial data to be provided by the candidate in the standard application 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 February 2022 which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

Payments will be made in EUR currency from the AICS Sudanese bank account (Bank of Khartoum) to the tenderer bank account as stated in the “Financial Identification” document.

The transferred amount could be subject to the exchange rate applied by the involved Bank institutions and to the rules applied by the Central Bank of Sudan at the date of the transfer.