Document to be completed by the contracting authority and submitted to the invited tenderers

(not published for the simplified procedure or negotiated procedure)

How to complete this standard contract notice.Please insert information between the <> brackets as indicated for each tender procedure. Square brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable, but should only be modified in exceptional cases, dictated by the requirements of a specific call for tenders. All other parts of these standard instructions should be left unchanged. In the final version of the instructions to tenderers, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**SERVICE CONTRACT NOTICE**

**<Contract title>  
<Location -** Area/region and country/countries **>**

**1. Reference**

< Reference >

**2. Procedure**

[Simplified][Negotiated]

**3. Programme titles**

< Please specify the title of the Interreg programme mentioned in the applicable financing decision>

**4. Project name**

<Please specify the project name and acronym>

**5. Contracting authority**

<Name of the contracting authority >

**CONTRACT SPECIFICATION**

**6. Nature of contract**

[Lump-sum[[1]](#footnote-1)] [Fee-based]

**7. Contract description**

< Recommended 10 lines, maximum 20 lines>

**8. Number and titles of lots**

[One lot only]

[If more than one lot: <number of lots : >

<Lots Titles:

01

02

(…)>

**9. Maximum budget (VAT excluded)**

**Give figures only:**

[EUR] [<ISO code of national currency > <amount>

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility**

Interreg regulation 2021/1059 and Programme Document and related programme rules of Interreg <name of the programme>

**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.

[if the number of lots is more than one lot: No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.]

**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 the declaration on honour.

Tenderer included in the lists of EU restrictive measures at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

< Date >

**15. Implementation period of the tasks**

< To be specified >

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e., 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 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 selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period for financial capacity may not go beyond the last 3 years for which accounts have been closed. The reference period for professional and technical capacities may not go beyond the past 3 years from the submission deadline. However, where necessary in order to ensure an adequate level of competition, the contracting authority may indicate that evidence of relevant services performed more than 3 years before will be taken into account. Consideration has to be made regarding which proof documents should be requested for the relevant selection criteria. Please remember that the selection criteria are applied to the entity/entities signing the contract and cannot be applied to the experts whose CVs are evaluated in the technical evaluation. Therefore, particular attention should be paid when setting specific selection criteria for assessing the technical and professional capacity of natural persons. As a general rule, selection criteria cannot be re-used as award criteria.

If appropriate for the service contract and subject to the principle of equal treatment separate criteria for natural persons may be published and applied.

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.

[In case of either a contract without lots, or a contract divided into lots whereby no different minimum levels of capacity are set for each lot:

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 objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

* will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
* has sufficient financial stability to handle the proposed contract.

**[If same criteria for legal and natural person**

**Examples of financial criteria for legal and natural persons:**

* the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
* [Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.]

Criteria for legal and natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

**[ If separate criteria for legal and natural person**

**Examples of financial reference criteria for legal persons:** see examples of financial criteria for legal and natural persons above

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

**Examples of financial criteria for natural persons:**

* the available financial resources of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

Criteria for legal and natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

**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 objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

* has sufficient ongoing staff resources and expertise to be able to handle the proposed contract
* is not a so-called ‘body shop’, i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the service contract description

Note that criterion should not discourage participation to this call for tenders.

**[If same criteria for legal and natural persons**

**Examples of professional criteria for legal and natural persons:**

* has a professional certificate appropriate to this contract, such as <specify>;
* at least <number related to the quantity of expertise required for this contract> staff currently work for the tenderer in fields related to this contract; and

Criteria for legal and natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

**[If separate criteria for legal and natural persons**

**Examples of professional criteria for legal persons:** see examples of professional criteria for legal and natural persons above.

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

**Examples of professional criteria for natural persons:**

* has a professional certificate appropriate to this contract, such as <specify>;
* is currently working/has worked during the past 3 years < as manager/team-leader etc. > with <number related to the quantity of expertise required for this contract> collaborators in fields related to this contract.

Criteria for natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

**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.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**[If same criteria for legal and natural persons**

**Example of technical criterion for legal and natural persons:**

* the tenderer has provided services under at least < insert number > contract[s] [each] with a budget of at least that of this contract in <specify fields> which [was] [were] implemented at any moment during the following period: < dates>.

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.]

Criteria for legal and natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

**[If separate criteria for legal and natural persons**

**Example of technical criterion for legal persons:** see example of technical criterion applicable to both legal and natural persons above.

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

**Example of technical criterion for natural persons:**

* the tenderer has worked successfully on at least < insert number > project[s] with a budget of at least that of this contract in fields related to this contract in the past three years

Criteria for natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>]

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, in accordance with the scoring of the evaluation grid.[[2]](#footnote-2)

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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 must be accompanied by a declaration on honour on exclusion and selection criteria.

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][national language]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, tenderers 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][national language].

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in [EUR] [<ISO code of national currency>]. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] [<ISO code of national currency>] shall be made in accordance with the [InforEuro exchange rate](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en) of [<**MONTH and YEAR>** of the applicable InforEuro exchange rate, which can correspond to the month and year of the publication of the present contract notice].

1. global price [↑](#footnote-ref-1)
2. The templates for services are an example for applying the award criterion “best price-quality ratio”. In addition, according to art. 167.4 of the Financial Regulation, the award criterion “lowest price” may also be chosen by the contracting authority. [↑](#footnote-ref-2)