

CLASS: 406-01/16-01/3

REFNUM: 328-16-2

Zagreb, 29 September 2016

## **INVITATION TO TENDER**

**for the Procurement of services for the assessment of the project proposals  
received within the 1<sup>st</sup> Call for Proposals of Interreg IPA Cross-border  
Cooperation Programme Croatia-Serbia 2014-2020**

## CONTENT

I.	INSTRUCTIONS FOR THE PREPERATION OF TENDER.....	2
1.	General information about the Contractor and the procurement procedure .....	2
1.1.	Type of procurement procedure.....	2
1.2.	Type of contract .....	2
2.	Information on the subject of procurement.....	3
2.1.	Description of the subject of the procurement .....	3
2.2.	The quantity of the subject of the procurement .....	3
2.3.	Estimated value of the procurement .....	3
2.4.	Terms of reference.....	3
2.5.	Location of the assignment.....	3
2.6.	Duration of the assignment .....	3
3.	Reasons for exclusion of tenderers.....	4
4.	Eligible tenderers .....	4
4.1.	Eligibility criteria.....	4
4.2.	Assets .....	4
5.	Information about the tender and procurement conditions.....	5
5.1.	Content of the tender .....	5
5.2.	Preparation of the tender .....	5
5.3.	Period of validity of the tender .....	6
5.4.	Submission of tenders.....	6
5.5.	The deadline for submission of tenders.....	6
5.6.	Assessment and selection of tenders .....	6
5.7.	Contracting and fees .....	8
5.8.	The deadline, method and terms of payment .....	8
II.	ANNEXES .....	8

## I. INSTRUCTIONS FOR THE PREPERATION OF TENDER

### 1. General information about the Contractor and the procurement procedure

Title	Agency for Regional Development of the Republic of Croatia - Managing Authority of Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020
Address	Ulica grada Vukovara 284 (objekt A), 10 000 Zagreb, Croatia
OIB	77950792246
Telephone	+385 (0)1 64 00 620
Fax	+385 (0)1 64 47 608
E-mail	<a href="mailto:nabava@arr.hr">nabava@arr.hr</a>
Web page	<a href="http://www.arr.hr">www.arr.hr</a>
Procurement registration number	14

**Note:** The Contractor has prepared this Invitation to tender in Croatian and English language. In line with Article 78, paragraph 6 of Public Procurement Law ("Official Gazette", No 90/11, 83/13, 143/13 and 13/14 - Decision of the Croatian Constitutional Court), in case of discrepancies the Invitation to tender in Croatian language shall prevail.

#### 1.1. Type of procurement procedure

Procurement will be carried out through a public procurement procedure of minimal value in line with the Instruction on creation of contractual obligations by procurement procedures of minimum value issued by the Agency for Regional Development of the Republic of Croatia in accordance with the provisions of the Public Procurement Law, the Budget Act ("Official Gazette", No 87/08 and 136/12) and other relevant regulations in the field of public procurement.

In accordance with Article 18, paragraph 3 of the Public Procurement Law, for the procurement of goods and services of estimated value up to 200,000.00 and for the procurement of works of estimated value up to 500.000,00 HRK, the contractor is not obliged to carry out public procurement procedures prescribed by the Public Procurement Law.

#### 1.2. Type of contract

On the basis of the completed public procurement procedure a service contract will be signed.

## 2. Information on the subject of procurement

### 2.1. Description of the subject of the procurement

The subject of procurement is services of quality assessment of the project proposals received under the 1<sup>st</sup> Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020.

For the purposes of the delivery of the abovementioned services, external independent experts (assessors) are to be contracted. External independent expert shall be the one who meets all the eligibility criteria of the tenderer and is selected by the Contractor to implement the quality assessment of the project proposals within the concerned public procurement procedure.

### 2.2. The quantity of the subject of the procurement

The contractor envisages to contract maximum 8 assessors.

### 2.3. Estimated value of the procurement

The estimated value of the procurement is 175.000,00 HRK (VAT excluded).

### 2.4. Terms of reference

Terms of reference are Annex 1 to this Invitation to tender.

### 2.5. Location of the assignment

The assessors will use their own space and resources to perform the task.

Furthermore, they are obligated to attend at least two meetings with the Contractor which will be held in Zagreb, Croatia.

### 2.6. Duration of the assignment

The period for the delivery of the services which are the subject of the procurement shall be agreed with the Managing Authority of the Programme. The starting date of the assignment is envisaged for October 2016.

It is expected that the selected assessors are available at least six (6) months after the date of signing of the service contract.

### 3. Reasons for exclusion of tenderers

The reasons for the exclusion of tenderers are obligatory reasons stated in Article 67, paragraph 1 of the Public Procurement Law. The tenderer is obligated to submit a signed Statement on the absence of the conditions for exclusion in accordance with Article 67, paragraph 1 of the Public Procurement Law (Annex 4).

### 4. Eligible tenderers

Eligible tenderers are **natural persons** that meet a minimum set of criteria specified in this Tender Documentation. Independent assessors must demonstrate a high level of professional experience in one or more thematic areas covered by the Priority Axes of the Programme.

#### 4.1. Eligibility criteria

The tenderers must meet the following criteria:

- University degree (VSS), level of education which corresponds to completed study (4 years) or an equivalent qualification,
- At least five (5) years of professional work experience after acquiring university degree, of which at least three (3) years of relevant experience in the field/s covered by the Priority Axis/Axes of the Programme for which the tender is submitted,
- Experience in managing EU projects (e.g. the experience in the preparation and/or implementation of EU projects, experience in the assessment of the project proposals, experience in the financial monitoring of EU projects and similar)
- Advanced computer literacy,
- Excellent knowledge of English language.

#### 4.2. Assets

In addition to the criteria set out in section 4.1., the following assets will be taken into consideration when selecting the assessors:

- Experience in the assessment of projects financed by the EU funds and/or funds of the other international organizations (e.g., UNDP, World Bank, EBRD, etc.) and/or funds of state institutions (e.g. Ministries, foundations and similar);
- Experience in the assessment of the project proposals (*grant scheme*) under the European Territorial Cooperation Programmes;
- Good knowledge of the specificities of the Programme area and knowledge of the previous EU cooperation programmes implemented in the Programme area;

- Experience in the development of programme documents and/or feasibility studies and/or strategic documents/analysis related to the Programme area;
- Good knowledge of one of the official languages of the Programme participating countries (Croatia, Serbia).

## 5. Information about the tender and procurement conditions

### 5.1. Content of the tender

The tender needs to contain:

1. Application form – filled in and signed (Annex 2),
2. CV<sup>1</sup> - in the Europass format,
3. Evidence of acquired professional qualifications (e.g. copy of diploma or equivalent document),
4. Statement of impartiality and availability - filled in and signed (Annex 3),
5. Statement on the absence of the conditions for exclusion in accordance with Article 67, paragraph 1 of the Public Procurement Law - filled in and signed (Annex 4),
6. Copy of a valid identification document (identity card, passport).

### 5.2. Preparation of the tender

The tender needs to be drafted in English language or in one of the official languages of the Participating Countries and in Latin alphabet.

The tender needs to be submitted in electronic form and including all individual documents (completed, signed and scanned) referred to in the content of the tender:

1. Application form (PDF or JPG format),
2. Expert's CV (PDF or JPG format),
3. Evidence of acquired professional qualifications (PDF or JPG format),
4. Statement of impartiality and availability (PDF or JPG format),
5. Statement on the absence of the conditions for exclusion in accordance with Article 67, paragraph 1 of the Public Procurement Law, (PDF or JPG format),
6. Copy of a valid identification document (PDF or JPG format).

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<sup>1</sup> Prior to the signature of the service contract, the Contractor may request from the selected tenderer (and the Tenderer is obliged to deliver) evidence of experience specified in the CV (e.g. copy of the electronic record, statement of the former employer with the job description, copy of the employment contract, service contract, contract of the copyright work, etc.).

To be considered valid and correct, the tender must contain all the information and annexes referred in this Invitation to Tender. Tenders which are not submitted by the specified deadline, which are incomplete and/or are not filled in English language or in one of the official languages of the participating countries in Latin alphabet, will be rejected.

### 5.3. Period of validity of the tender

The tender is valid within 60 days from the deadline for the submission of tenders.

### 5.4. Submission of tenders

The tender needs to be submitted in electronic form at the following e-mail address: [nabava@arr.hr](mailto:nabava@arr.hr) with reference: "Usluge ocjenjivanja HR-RS".

### 5.5. The deadline for submission of tenders

The deadline for the submission of tenders is 7 October 2016.

### 5.6. Assessment and selection of tenders

The selection criterion is the most economically advantageous tender.

Price is not a criterion for the selection of tender since the Contractor has estimated unique price of 700,00 HRK (total cost of the employer) per project proposal assessed by the tenderer.

Tenders are assessed according to the quality which is evaluated according to the criteria indicated in the table below:

CRITERIA			
1.	University degree (VSS), level of education which corresponds to completed study (4 years) or an equivalent qualification	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Advanced computer literacy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Excellent knowledge of English	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Experience in the management of the EU projects (e.g. experience in the preparation and / or implementation of the EU projects, experience in the assessment of the project proposals,	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	experience in the financial monitoring of the EU projects and similar)		
5.	Years of the professional work experience after obtaining of the University degree (VSS)	5-10	>10
	<i>Number of points</i>	5	10
6.	Years of the relevant work experience in the field / s covered by the Priority axis / axes of the Programme for which the application is submitted	3-5	>5
	<i>Number of points</i>	5	10
A	POINTS	20	
ADVANTAGES			
7.	Experience in the assessment of projects financed by the EU funds and / or funds of the other international organizations (e.g. UNDP, World Bank, EBRD, etc.) and / or funds of the state institutions (e.g. the Ministries, foundations) – <i>the number of the conducted assessments</i>	1-3	>3
	<i>Number of points</i>	1	3
8.	Experience in the assessment of the project proposals (grant scheme) under the European Territorial Cooperation Programmes	1-3	>3
	<i>Number of points</i>	2	4
9.	Good knowledge of the specificities of the Programme area and knowledge of the previous EU cooperation programmes implemented in the Programme area	<input type="checkbox"/> YES (3 points)	<input type="checkbox"/> NO
10.	Experience in the development of program documents and / or feasibility studies and / or strategic documents / analysis related to the Programme area	<input type="checkbox"/> YES ( 3 points)	<input type="checkbox"/> NO
11.	Good knowledge of one of the official languages of the Programme participating countries (Croatia, Serbia)	<input type="checkbox"/> YES ( 3 points)	<input type="checkbox"/> NO
B	POINTS	16	
A+B	TOTAL SCORE	36 POINTS	

In order to be eligible as external assessors, tenderers must meet ALL minimum criteria and achieve at least 10 points (criteria 1 to 6).

All tenders which meet the minimum criteria will be ranked according to the achieved points separately for the each Priority Axis of the Programme (4 lists).



**Note:** One tenderer may apply as assessor in more than one Priority Axes of the Programme, but can be selected for the assessment of the project proposals in not more than two (2) Priority Axes of the Programme.

The Contractor will make a decision on the selection / cancellation of the procurement procedure within 20 (twenty) days after the deadline for the submission of tenders.

### **5.7. Contracting and fees**

Fees will be paid on the basis of the signed contract with the selected assessors. By signing the contract, the assessor commits itself to assess all project proposals assigned to him/her in accordance with the given time frame and other instructions.

Fees for the assessors for the concerned services are calculated and contracted according to the allocated number of proposals which will be assessed on the quality assessment. The Contractor has estimated a unique price of 700.00 HRK (total cost of the employer) per project proposal assessed by the assessor (the total amount shall be specified in the Contract). All costs associated with the execution of the concerned service, including travel costs and accommodation costs, will be calculated in the amount of the fee.

### **5.8. The deadline, method and terms of payment**

The deadline for payment is 60 (sixty) days from the date of fulfilment of all contractual obligations to the Contractor. Payment will be made by payment transfer to the bank account of the tenderer.

## **II. ANNEXES**

Annex 1 Terms of reference (ToR)

Annex 2 Application form

Annex 3 Statement of impartiality and availability

Annex 4 Statement on the absence of the conditions for exclusion in accordance with Article 67, paragraph 1 of the Public Procurement Law

### TERMS OF REFERENCE (ToR)

The Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020<sup>2</sup> is a cross-border cooperation programme which overall aim is to strengthen the social, economic and territorial development of the cross-border Programme area through implementation of joint projects and activities.

The Programme consists of following 4 Priority Axes and respective Specific Objectives:

Priority axis (PA)	Specific objectives (SO)
<b>PO 1 - Improving the quality of the services in public health and social care sector</b>	<b>SO 1.1.</b> To improve the quality of the services in public health and social care sector across the borders
<b>PO 2 - Protecting the environment and nature, improving risk prevention and promoting sustainable energy and energy efficiency</b>	<b>SO 2.1.</b> To promote and improve environment and nature protection and management systems for risk prevention <b>SO 2.2.</b> To promote utilization of renewable energy resources and energy efficiency.
<b>PO 3 - Contributing to the development of tourism and preserving cultural and natural heritage</b>	<b>SO 3.1.</b> To strengthen and diversify the tourism offer through cross border approaches and to enable better management and sustainable use of cultural and natural heritage
<b>PO 4 - Enhancing competitiveness and developing business environment in the Programme area</b>	<b>SO 4.1.</b> To enhance institutional infrastructure and services in order to accelerate the competitiveness and development of business environment in the Programme area

**The Programme area** covers 4 counties in the Republic of Croatia and 5 districts in Republic of Serbia.

The overall budget of the Programme for financial period 2014-2020 is **40.344.930 EUR**, out of which 34.293.188 EUR is the EU funding (ERDF/IPA II). The amount of EU funds in euro represents the total amount of EU support (without national co-financing), which is available to applicants from the Programme participating countries. The total amount of available funds within the 1<sup>st</sup> Call for Proposals is 15.009.809 EUR.

#### Institutional structure of the Programme

The Managing Authority of the Programme is the Agency for Regional Development of the Republic of Croatia. The preparation and implementation of the Programme are also coordinated by the National Authorities of the participating countries: Ministry of Regional Development and EU Funds of the Republic of Croatia and EU Integration Office of the Government of the Republic of Serbia.

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<sup>2</sup> More info about the Programme: <http://www.interreg-croatia-serbia2014-2020.eu>

## Annex 1 Terms of reference

Within the 1<sup>st</sup> Call for Proposals of the Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020 a total of 127 project proposals were submitted and will be included in the process of assessment and selection. In line with the Guidelines for Applicants of the 1<sup>st</sup> Call for Proposals (section 4 Assessment and selection of applications), assessment of the project proposals will be conducted in two steps:

1. Administrative compliance and eligibility check;
2. Quality assessment.

Independent assessors will be contracted to conduct a thorough quality assessment of the project proposals that met all the administrative and eligibility criteria during administrative and eligibility check (step 1). Project proposals will be assessed according to the assessment and selection criteria indicated in section 4.1. of the Guidelines for Applicants (Assessment and Selection), and includes three sets of criteria:

- Relevance criteria,
- Operational criteria,
- Sustainability criteria.

Each project proposal must be assessed by at least two (2) assessors (*4 eyes principle*), working independently. The assessment of project proposals will be carried out through an electronic monitoring system (eMS) on English language. The assessors will use their own working space and resources to perform the task. The number of project proposals per each assessor, as well as the time frame of the assessment process will be determined in the service contract.

During the quality assessment of the project proposals, each assessor must give clear comments and recommendations related to the advantages and disadvantages of each project proposal. The assessor must ensure that his/her comments and scores are compliant and that high scores are not accompanied by negative comments or vice versa. The results of the work (assessment) need to be presented to the Joint Steering Committee, which is responsible for the verification / approval of the services performed.

The assessor must demonstrate appropriate ethical conduct and respect the confidentiality of all information and documents to which they will have access during the performance of the assignment. All assessors must submit signed Statement of Impartiality and Availability (Annex 3) when applying to this tender. When taking over the assignment, each assessor must guarantee (by signing the Declaration of impartiality and confidentiality) that he/she is not in a conflict of interest due to a link with any project and/or project partner or he/she must exclude himself/herself from the assessment process of the respective project proposal and notify the Joint Steering Committee.

Expected results of the assessment process are the following:

- assessment of project proposals in accordance with the given instructions - completed assessment grid for each assigned project proposal in English language, including comments and recommendations;
- participation on at least two meetings:

## Annex 1 Terms of reference

- 1) Kick off meeting with the Managing Authority, the Joint Secretariat and the Joint Steering Committee in Zagreb;
  - 2) Final meeting in order to present the results of the assessment to the Joint Steering Committee in Zagreb;
- completed and signed assessment grid for the assessed projects as evidence of execution of the services.

In case of major shortcomings in the execution of services (e.g. inadequate assessment grid, assessment without explanation, untimely execution of the services, failure to attend meetings and similar), the Contractor may decide to cancel the cooperation with the assessor and not to pay the total contracted amount for services of the concerned independent assessor.

## APPLICATION FORM

## I. PERSONAL DATA

Name and Surname:

Date of birth:

Address:

E-mail:

Telephone /mobile:

## II. AREA OF EXPERTISE

Select 1 or more Priority axes of the Programme within you want to perform the tasks of external assessor in accordance with your expertise:

	Priority axis of the Programme	Area of expertise- <i>indicative</i> <sup>3</sup>
<input type="checkbox"/>	1. Improving the quality of the services in public health and social care sector.	Health, social care, employment, lifelong learning, education, capacity building in the sector of health and social care, quality of life
<input type="checkbox"/>	2. Protecting the environment and nature, improving risk prevention and promoting sustainable energy and energy efficiency.	The environment, nature protection, biodiversity, preservation of sea and coastal areas, energy efficiency, sustainable energy, risk prevention (from flood, fire, earthquake, drought, pollution)
<input type="checkbox"/>	3. Contributing to the development of tourism and preserving cultural and natural heritage.	Tourism, culture, preservation of heritage, development of joint tourist offer
<input type="checkbox"/>	4. Enhancing competitiveness and developing business environment in the programme area.	Entrepreneurship, competitiveness, market, quality, clusters, innovation, new technologies

<sup>3</sup> Indicative areas in accordance with the approved Cooperation Programme and documentation of the 1st Call for Proposals. Documents are available at : <http://www.interreg-croatia-serbia2014-2020.eu>

### III. ELIGIBILITY CRITERIA

#### University degree

University degree (VSS), level of education which corresponds to completed study (4 years) or an equivalent qualification:

☐ YES

☐ NO

#### Professional experience

At least 5 (five) years of the professional work experience after obtaining of the University degree (VSS):

☐ YES

☐ 5-10 years

☐ more than 10 years

☐ NO

At least 3 (three) years of the relevant work experience in the field / s covered by the Priority axis / axes of the Programme for which is submitted application

☐ YES

☐ NO

Priority axis	Years of working experience
1. Improving the quality of the services in public health and social care sector.	<input type="checkbox"/> 3-5 years <input type="checkbox"/> more than 5 years
2. Protecting the environment and nature, improving risk prevention and promoting sustainable energy and energy efficiency.	<input type="checkbox"/> 3-5 years <input type="checkbox"/> more than 5 years
3. Contributing to the development of tourism and preserving cultural and natural heritage.	<input type="checkbox"/> 3-5 years <input type="checkbox"/> more than 5 years
4. Enhancing competitiveness and developing business environment in the programme area.	<input type="checkbox"/> 3-5 years <input type="checkbox"/> more than 5 years

**Advanced computer literacy**

☐ YES

☐ NO

**Excellent knowledge of English**

☐ YES

☐ NO

**IV.ASSETS**

*Describe your experience in the evaluation of projects financed by the EU funds and / or funds of the other international organizations (e.g., UNDP, World Bank, EBRD, etc.) and / or funds of the state institutions (e.g. ministries, foundations and similar) with the special reference to the number of conducted assessments, if applicable.*

Maximum 2000 characters

*Describe your experience in in the assessment of the project proposals (grant scheme) under the European Territorial Cooperation Programme with the special reference to the number of conducted assessments, if applicable.*

Maximum 2000 characters

*Describe your own knowledge and experience on the specifics of the Programme area of the Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020, and the knowledge and experience of the previous EU cooperation programmes in the indicated area, if applicable.*

Annex 2 Application form

Maximum 2000 characters

*Describe your relevant experience in the development of the programme documents and / or feasibility studies and / or strategic documents / analysis related to the Programme area, if applicable.*

Maximum 2000 characters

**Good knowledge of one of the official languages of the Programme participating countries (Croatia, Serbia)**

☐ YES

○ Specify language (s): \_\_\_\_\_

☐ NO

I hereby declare under full criminal and material liability that the information contained in the application form and tender is true.

\_\_\_\_\_  
(place and date)

\_\_\_\_\_  
(signature)



### STATEMENT OF IMPARTIALITY AND AVAILABILITY

I declare that my assessment of project proposals will be impartial and objective and I will not be influenced by the interests of any party in the assessment procedure of the project proposals within the 1<sup>st</sup> Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020.

I declare that I am independent of the institutional structure of Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020.

I declare that I have not submitted project proposal within the 1<sup>st</sup> Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020 either as Lead partner or Project partner (*in bona fide*).

I also declare that I agree to participate in the assessment of the project proposals of the Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020 as an independent expert, according to the requirements of the Contractor.

I declare that I am able and willing:

- to perform the required tasks within the stipulated period, as set out in the Invitation to Tender, and
- to be available within minimum of six months from the date of signing the service contract.

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(place and date)

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(signature)

**STATEMENT ON THE ABSENCE OF THE CONDITIONS FOR EXCLUSION IN ACCORDANCE  
WITH ARTICLE 67, PARAGRAPH 1 OF THE PUBLIC PROCUREMENT LAW**

Under full criminal and material liability I give the following statement of the absence of the mandatory conditions for the exclusion of tenderer, in accordance with Article 67, paragraph 1 of the Public Procurement Law, (OG No 143/13):

I, \_\_\_\_\_

(Name and surname)

from \_\_\_\_\_

(Address)

I hereby declare under full criminal and material liability that I did not receive a final and binding verdict for one or more of the following criminal acts:

a) fraud (Article 236), fraud in economic activities (Article 247), accepting a bribe in economic transactions (Article 252), corruption in economic operations (Article 253), malpractice in the public procurement procedure (Article 254), evasion of taxes or customs duties (Article 256), subsidy fraud (Article 258), money laundering (Article 265), abuse of position and authority (Article 291), illegal facilitation (Article 292), receiving a bribe (Article 293), offering a bribe (Article 294), trading with the influence (Article 295), bribery for trading with the influence (Article 296), criminal association (Article 328) and committing a crime in scope of the criminal association (Article 329) of the Criminal Law,

b) fraud (Article 224), money laundering (Article 279), fraud in economic activities (Article 293), accepting a bribe in economic transactions (Article 294a), offering a bribe in economic transactions (Article 294b), associating for the purpose of committing criminal offenses (Article 333), abuse of position and authority (Article 337), abuse of performing the tasks of state authority (Article 338), illegal mediation (Article 343), receiving a bribe (Article 347) and offering a bribe (Article 348) of the Criminal Law ("Official Gazette", No 110/97, 27/98, 50/00, 129/00, 51/01, 111/03, 190/03, 105/04, 84/05, 71/06, 110/07, 152/08, 57/11, 77/11 and 143/12).

I also declare that I have not provided any false information in the delivered documents, according to this tender and the Public Procurement Law (Official Gazette No 143/2013).

\_\_\_\_\_  
(place and date)

\_\_\_\_\_  
(signature)