



European Development Fund

Practical Guide to contract procedures for EC external actions

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Management methods

- Centralised (direct or indirect):
implementation directly by Commission departments or entrusted to:
 - agencies governed by Community law,
 - bodies set up by the Communities ,
 - national public-sector bodies or
 - bodies governed by private law with a public-service mission
- Shared management:
implementation tasks are delegated to Member States

Management methods

- Decentralised management:
implementation tasks are delegated to ACP countries. Main part of EDF projects.
- Joint management:
certain implementation tasks requiring the pooling of resources may be entrusted to international organisations.

Procurement and Grants

- PROCUREMENT CONTRACTS

- Services
- Supplies
- Works

- GRANT AGREEMENTS

Different procedures depending on the amount

Procedures for SERVICES (EDF)



200.000

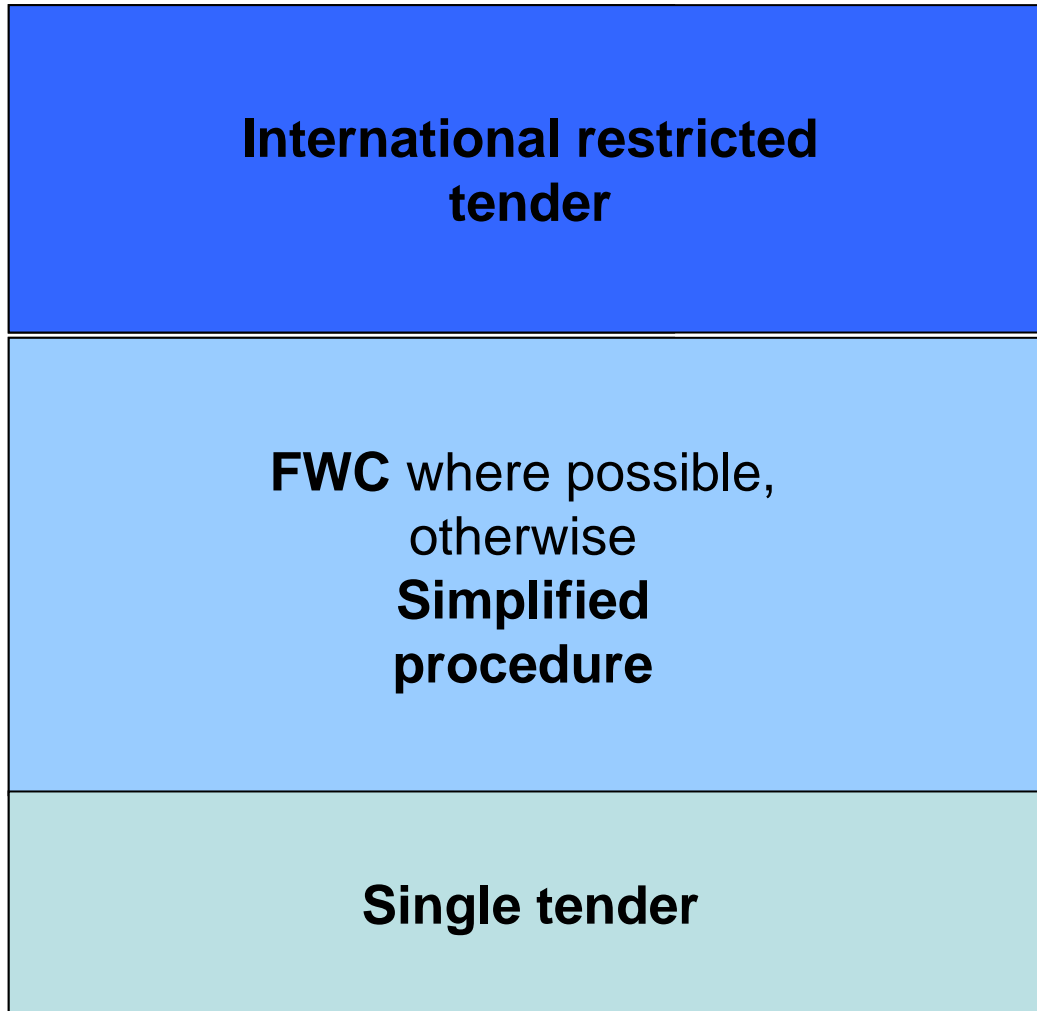
**International restricted
tender**

FWC where possible,
otherwise
**Simplified
procedure**

10.000

Single tender

0



International Restricted Procedure : Steps

1. Publication
 - Forecast
 - Procurement Notice
2. Shortlist
3. Tender launch
4. Evaluation
5. Contract Award
6. Contract Signature

Contract Forecast

- General Information
- Not binding
- Published at least **30 days** before Procurement Notice

Procurement Notice

- Contents legally binding
- Type of contract
- Tender dossier is ready
- Published at least **30 days** before deadline
- States maximum available budget (only for services)
- Defines selection criteria

Shortlist

4-8 companies will be invited to tender

- Selection criteria applied
- Result = Shortlist
- Report approved by Contracting Authority

Tender Dossier

- Instructions to Tenderers
- Terms of Reference
- Draft Contract & annexes
- Administrative Compliance Grid
- Evaluation Grid
- Tender Submission Form

Tender Launch

- Dispatch Tender Dossier
- Unsuccessful candidates informed + publication of shortlist notice
- Deadline for Submission = min. 50 days
- Questions 21 days – Answers 11 days



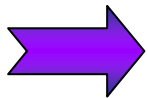
Tenders are valid for 90 days only!

Evaluation

- Odd number of voting members
- Held “in camera” in 5 phases:
 - Tender Opening Session
 - Administrative compliance
 - Technical Evaluation
 - Financial Evaluation
 - Conclusion

Tender Opening Session

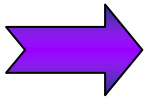
- Not public (for Supplies and Works it is Public)
- Declarations of impartiality & confidentiality
- Double Envelope System
- Check offers arrive sealed and within deadline
- Tender Opening Report



Only accepted offers go on to next phase!

Administrative Compliance

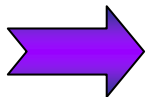
- Fill in Administrative Compliance Grid
 - Documentation complete as required
 - Evidence exclusion criteria
 - Nationality of Sub-Contractors
- May request clarifications



Only compliant offers go on to next phase!

Technical Evaluation

- Individual Evaluation Grids
- Evaluators give scores and comments
- Calculate average score for each offer
- Calculates technical score only if average >80
- Technical score = $\frac{\text{average score}}{\text{highest score}} \times 100$
- Highest scoring tender = 100 points



Only technically compliant offers go on to next phase!

Financial Evaluation

- Open financial envelopes
- Check arithmetical errors
- Financial offer within maximum budget
- Financial score $= \frac{\text{lowest fees}}{\text{actual fees}} \times 100$
- Cheapest offer = 100 points

Conclusion

$$\begin{aligned} &\text{Technical Score} \times 0.80 \\ &+ \\ &\text{Financial Score} \times 0.20 \end{aligned}$$



Most economically advantageous tender wins!

Contract Award

Committee recommends to

- **Award** the contract to the most economically advantageous tenderer

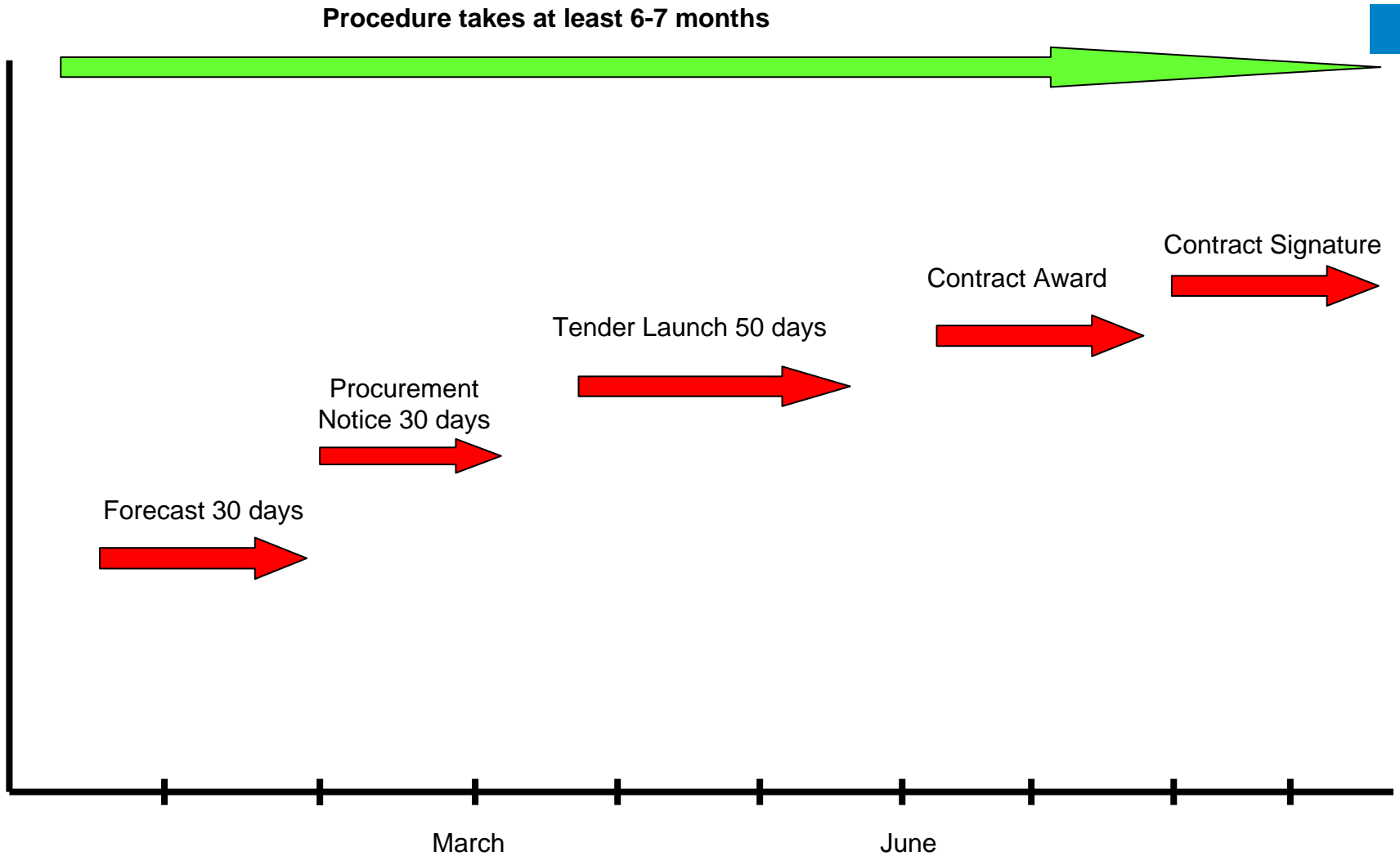
OR

- **Cancel** the procedure



Contracting Authority must approve the evaluation report

Time Line



Where to find Funding Opportunities

- On EuropeAid Website:

http://ec.europa.eu/europeaid/index_en.htm

- Click on « Funding Opportunities »:

<http://ec.europa.eu/europeaid/cgi/frame12.pl>

What to do next?

Some ideas:

- Closer to the action: Country/Countries

http://ec.europa.eu/development/Geographical/RegionsCountries_en.cfm

- Country Strategy Paper (CSP) and Multi-Annual Indicative Programme

http://ec.europa.eu/development/How/Methodologies/StrategyPapers_en.cfm

- 10th EDF Focal Sectors per ACP country

http://ec.europa.eu/development/Geographical/Maps/domaines_de_concentration.pdf

- Embassy/EU Delegation
- EuropeAid Annual Report
- Consortia

Some recommendations/suggestions

Pay extra attention to:

- Eligibility: origin and nationality
- Criteria on Procurement Notice
- Evaluation Grids
- Questions during procedure
- Quality of the Offer
- Respect of formal submission requirements

THANK YOU

Any questions?



Types of Service Contract

Global Price	Fee-based
specifies an outcome	specifies the means
Final Product	Tasks performed Payment linked to services actually provided
E.g. Study	E.g. Technical Assistance

Evaluation Grid

	Maximum
Organisation and methodology	
Rationale	20
Strategy	20
Timetable of activities	10
Total score for Organisation and methodology	50
Key experts	
Key expert 1 (Max 30 points)	
Qualifications and skills	5
General professional experience	5
Specific professional experience	20
Key expert 2 (Max 20 points)	
Qualifications and skills	5
General professional experience	5
Specific professional experience	10
Total score for Key experts	50
Overall total score	100

Criteria

- Exclusion
 - Bankruptcy, taxes...
- Selection
 - Experience, financial capacity...
- Evaluation
 - Quality of offer
- Award
 - Price, economically most advantageous

Point 21- Procurement Notice

1) Economic and financial standing of candidate

The average annual turnover of the candidate must exceed 3 times the annualised maximum budget of the contract

2) Professional capacity of candidate

At least 7 permanent staff members currently work in fields related to this contract.

3) Technical capacity of candidate

a) The candidate has worked successfully on at least one project with a budget of at least €500.000 in fields related to this contract in the past three years.

b) The candidate must have experience in ...

If more than 8 eligible candidates:

a) Preference will be given to candidates that have managed projects with similar objectives within ... sector of xyz country.

b) Performance in previous EC financed contracts.