**Additional information about the Contract Notice**

**Service Contract for Cleaning Services No. 9**

**Pristina – Kosovo**

Please note that the awarding of the contract is subject to the condition of the prior adoption of a financing decision and the prior conclusion of a financing agreement which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

1. **Nature of contract**

**Global price.**

1. **Programme title**

**Council Decision (CFSP) 2023/1095 of 05 June 2023 amending the Joint Action 2008/124/CFSP on the European Union Rule of Law Mission in Kosovo (EULEX Kosovo).**

1. **Financing**

**CFSP/2023/10/EULEX Kosovo.**

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

Council Joint Action 2008/124/CFSP of 04 February 2008, on the European Union Rule of Law Mission in Kosovo, (hereafter “EULEX Kosovo”) as amended by Joint Action 2009/445/CFSP of 9 June 2009 and by Council Decision 2010/322/CFSP of 8 June 2010, Council Decision 2012/291/CFSP of 5 June 2012, Council Decision 2013/241/CFSP of 27 May 2013, Council Decision 2014/349/CFSP of 12 June 2014, Council Decision 2014/685/CFSP of 29 September 2014 and Council Decision (CFSP)2015/901 of 11 June 2015, Council Decision (CFSP)2016/947 of 14 June 2016, Council Decision (CFSP) 2016/1990 of 14 November 2016 Council Decision (CFSP) 2017/973 of 8 June 2017, Council Decision (CFSP) 2018/856 of 8 June 2018, Council Decision (CFSP) 2020/792 of 11 June 2020, Council Decision (CFSP) 2021/904 of 03 June 2021 and Council Decision (CFSP) 2023/1095 of 05 June 2023.

Participation is open to all natural persons and/or legal persons participating either individually or in a grouping (consortium), as authorized by Council Decision (CFSP) 2023/1095 of 05 June 2023 amending Joint Action 2008/124/CFSP on the European Union Rule of Law Mission in Kosovo (EULEX KOSOVO). The participation of natural and legal persons in the award of procurement contracts financed out of the Mission's budget is open without limitations. Participation is also open to international organisations.

No rule of origin is applied.

1. **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 partners of a consortium (i.e., the leader and all other partners) 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.**

1. **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 partner of a consortium submitting a request to participate or tender). If 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.**

1. **Grounds for exclusion**

Candidates shall submit a signed declaration, included in the request to participate form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG).** Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she shall provide the same declaration signed by this/these entity(ies).

Candidates 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.

1. **Sub-contracting**

Subcontracting is not allowed.

1. **Number of candidates to be short-listed**

**On the basis of the request to participate received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the Contracting Authority will rank them using the re-examination criteria stated below.**

1. **Short-list alliances prohibited**

**Any tenders received from tenderers having a different composition that the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the Contracting Authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.**

1. **Provisional date of invitation to tender**

April 2025

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

June 2025.

1. **Period of implementation of tasks**

The period for implementing the tasks is twelve (12) months from the commencement date of the contract, although the contract may be terminated at short notice. (See Article 5 of the Contract).

The **Contracting Authority** may, at its own discretion extend this contract. Such extension shall be made under negotiated procedure. The contract may only be extended once, such that the duration of extension does not exceed the duration of the initial contract. Any extension will be conditioned and limited by the Mission’s mandate, the availability of corresponding budgetary funds and the satisfactory fulfilment of its obligations by the contractor.

1. **Language of the procedure**

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

1. **Additional information**

Financial data to be provided by the tenderer in the standard tender form shall be expressed in EUR. If applicable, where a tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **January 2025** of the applicable InforEuro exchange rate, which can be found at the following [address](http://ec.europa.eu/budget/graphs/inforeuro.html).

**SELECTION AND AWARD CRITERIA**

1. **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 shall 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, shall respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and shall 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**.

Regarding 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.

Regarding 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 candidates. In the case of requests to participate 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 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:

1. **Economic and financial capacity of candidate** (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 considered are the last three years for which accounts have been closed.
	* **The average turnover of the tenderer for the last three (3) years shall be at least 350,000.00 Euros;**
2. **Professional capacity of candidate Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be considered are the last three years preceding the submission deadline.
	* **At least 80 staff currently working for the candidate, out of which at least 40 staff work in the cleaning services area;**
3. **Technical capacity of candidate** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be considered are the last three years from submission deadline.
	* **The candidate has provided services under at least 3 (three) contracts with a budget of at least of 100,000.00 Euros each, or 1 (one) project with a budget of at least 300,000.00 Euros, in the cleaning services area, which were/was implemented at any moment in the past three (3) years from the submission deadline.**

This means that the contract the candidate 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. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects 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 candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed shall be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates shall be re-examined to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

* the highest cumulated value of the projects that meet criterion 3a; and
* **the highest number of projects that meet criterion 3a.**
1. **Award criteria**

Best price-quality ratio.

**PARTICIPATION**

1. **Requests to participate format and details to be provided**

Requests to participate shall be submitted using the **request to participate form**, the format and instructions of which shall be strictly observed. The request to participate form is available from the following Internet [address](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes).

The request to participate shall be accompanied by a **declaration on honour on exclusion and selection criteria** using the template available from the following Internet [address](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General).

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what is requested will not be taken into consideration.

1. **How requests to participate may be submitted**

Requests to participate shall be submitted in English exclusively to the **Contracting Authority** in a sealed envelope, either:

* **By post or by courier service**, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

**EULEX Kosovo – Procurement Unit**

**Lidhja e Pejës, Industrial Zone, P.O. Box 268**

**10000 Pristina, Kosovo**

* or **hand delivered** by the participant in person or by an agent directly to the premises of the **Contracting Authority** in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**EULEX Kosovo – Procurement Unit**

**Lidhja e Pejës, Industrial Zone, P.O. Box 268**

**10000 Pristina, Kosovo**

The contract title and publication reference (see contract notice) shall be clearly marked on the envelope containing the request to participate and shall always be mentioned in all subsequent correspondence with the **Contracting Authority**.

Requests to participate submitted by any other means shall not be considered.

1. **Deadline for submission of requests to participate**

The candidate’s attention is drawn to the fact that there are two different systems for sending: one by post or private mail service and the other by hand delivery.

In the first case, the request to participate shall be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

**The deadline for submission of requests to participate can be found in the Contract Notice under IV.2.2.**

Any request to participate sent to the **Contracting Authority** after this deadline shall not be considered. The **Contracting Authority** may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the **Contracting Authority**'s control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

1. **Clarifications on the contract notice**

Any request for clarifications shall be made in writing from the **Contracting Authority** at the following email address: tenders@eulex-kosovo.eu at the latest 21 days before the deadline for submission of requests to participate stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on TED eTendering website at [address](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home) and/or EULEX [website](https://www.eulex-kosovo.eu/?page=2,6), 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.

1. **Outcome of the evaluation**

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the **Contracting Authority** sends it to the electronic address referred to in the request to participate form.

1. **Alteration or withdrawal of requests to participate**

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) shall be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

*EoT*

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)