Public document to be completed by the Contracting Authority

SERVICE CONTRACT NOTICE

Technical Assistance to the programme: Renewable energy and energy efficiency programme in Jordan

The Hashemite Kingdom of Jordan

1. Publication reference
EuropeAid/134941/C/SER/JO

2. Procedure
Restricted.

3. Programme
ENPI.

4. Financing

5. Contracting Authority
The European Union, represented by the European Commission on behalf of and for the account of the Hashemite Kingdom of Jordan.

CONTRACT SPECIFICATION

6. Nature of contract
Fee-based.

7. Contract description

The overall objective of the project of which this contract will be a part is as follows: To facilitate the implementation of strategies enabling Jordan to reach the medium and long term goals for the development of renewable energy and energy efficiency, considered by the Government as vital for the sustainable economic growth of the country.

The purposes of this contract are as follows:

• To support the relevant institutions, in establishing detailed plans of actions and implementing a set of policy instruments which will encourage energy consumers and enterprises to improve the efficiency of energy use and invest for renewable energy and energy efficiency in all sectors of Jordan’s economy (such policy instruments include regulations, standards, information, promotion and training, fiscal and financial incentives, demonstration projects and dedicated financing schemes).
• To help design complementary equipment and resources, to enable relevant institutions to monitor wind and solar investments, and carry out demonstration projects and related activities in the fields of bio-energy.

• To mobilise the constructors and users of residential, commercial and public services buildings, so that they contribute to reaching the renewable energy and energy efficiency goals established for 2020 in the Government strategic guidelines, and to the application of the new thermal regulation of buildings.

8. Number and titles of lots

One contract with two components:

01 Institutional Technical Assistance to the Ministry of Energy and Mineral Resources (MEMR), National Energy Research Centre (NERC), National Centre for Research and Development (NCRD)/Energy Programme, Jordan National Building Council (JNBC) and Jordan Renewable Energy and Energy Efficiency Fund (JREEF) and other relative institutions.

02 Technical assistance to support Renewable Energy (RE) and Energy Efficiency (EE) development in buildings (government and private).

9. Maximum budget

EUR 1,500,000.00

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of candidates] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 29 below). Participation is also open to international organisations. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) 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.
13. Number of applications

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

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Prag 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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.

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PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

October 2013

19. Provisional commencement date of the contract

March 2014

20. Initial period of implementation of tasks

20 Months

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SELECTION AND AWARD CRITERIA

21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.
Criteria for legal and natural persons:

1. The average annual turnover of the candidate must exceed the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years); and

2. The financial situation of the candidate should not be in deficit, taken into account debts, at the beginning and end of year.

2) Professional capacity of candidate (based on items 4 and 5 of the application form)

Criteria for legal and natural persons:

- At least 10 staff currently works for the candidate in fields related to this contract.

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

Criteria for legal and natural persons:

- The candidate has provided services under at least 3 references with the following:
  - The budget of each of the references has to be at least that of this contract. In the case of a consortium, the part implemented by the candidate may be at least equal to the announced value of the contract.
  - The subject of the contracts must be technical and institutional capacity building as well as planning in renewable energy and/or energy efficiency. Both sectors of expertise must be covered but not necessarily under the same reference.
  - The projects implementation must be during the following period: 2009-2012.

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.

An economic operator 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. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- The highest number of projects in criteria 3.
- The highest value of the projects in criteria 3.
- Preference will be given to experience in the Mediterranean region, as it represents similar application/planning of both renewable energy and energy efficiency sectors.
22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

Applications must be submitted at the close of business of Sunday 13 October 2013 at 3:00 pm Jordan local time

Any application received after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to:

  Mr Jean-Marc Dewerpe
  European Commission Delegation to Jordan
  North Abdoun, Princess Basma Street
  POBox: 852099 Amman 11185
  Jordan

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

  Mr Jean-Marc Dewerpe
  European Commission Delegation to Jordan
  North Abdoun, Princess Basma Street
  Jordan

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

26. Alteration or withdrawal of applications

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. **Operational language**

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

28. **Date of publication of prior information notice**

13/08/2013

29. **Legal basis**

ENPI Regulation

30. **Additional information**

Opening hours of the contracting authority are 8 am to 4 pm, from Sunday to Thursday.