

SERVICE CONTRACT NOTICE

Design and Supervision of the Construction of Two Regional Emergency Shelters

Commonwealth of Dominica

1. Reference

EDF/11/SRBC/SER/1

2. Programme title

11th EDF B-Envelope – Construction of Regional Emergency Shelters

3. Financing

State and Resilience Building Contract for Rehabilitation following the Hurricane Maria in favour of the Commonwealth of Dominica - FED/2017/040-855

4. Contracting Authority

Government of the Commonwealth of Dominica
Represented by Ms. Carleen Roberts
National Authorising Officer for the European Development Fund
3rd Floor, Financial Centre
Kennedy Avenue
P.O. Box 1102
Roseau
COMMONWEALTH OF DOMINICA

Clarifications may be sought from the Contracting Authority at the following email address edf@cwdom.dm at the latest 21 days before the deadline for submission of applications stated at the point 23 below.

Clarifications will be published on the Office of the National Authorising Officer's website www.nao.dm at the latest 5 days before the deadline.

CONTRACT SPECIFICATION

5. Nature of contract

Global price

6. Contract description

The overall objective of the project of which this contract will be a part is a reduction in vulnerability and risk and an increase in climate resilience at the community level. The specific objective is the construction of two regional emergency shelters (Jimmit and Castle Bruce), each specifically designed to provide a safe, family-friendly, climate resilient environment where persons can be protected from extreme weather conditions and be provided with a temporary respite until their previous residence is restored.

The purpose of this contract is to provide consultancy services for the following:

- Feasibility confirmation and validation of selected sites for regional emergency shelters.
- Design and cost estimates for regional emergency shelters.
- Supervision of works for construction of regional emergency shelters.

CONDITIONS OF PARTICIPATION

7. Eligibility

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP_EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations.

8. 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.

9. 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 exclusion situations listed at <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.6.10.1.1>

Tenderers included in the list of EU Restrictive Measures (www.sanctionsmap.eu) at the moment of the Award Decision cannot be awarded the contract.

10. Sub-contracting

Subcontracting is allowed up to 30% of the total contract cost.

PROVISIONAL TIMETABLE

11. Provisional commencement date of the contract

1st May 2019

12. Implementation period of the tasks

Twenty-seven (27) months

SELECTION AND AWARD CRITERIA

13. Selection criteria

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.

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 years for which accounts have been closed.

FINANCIAL CRITERIA FOR LEGAL 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.

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.

2) Professional capacity of the tenderer (based on item 4 of the tender form).

The reference period which will be taken into account will be the last three years from submission deadline.

PROFESSIONAL CRITERIA FOR LEGAL PERSONS:

- Has a professional certificate appropriate to this contract, such as a Degree from an accredited university programme in Civil Engineering or equivalent, relevant, or directly related discipline;
- A least 5 staff currently work for the tenderer in fields related to this contract;

PROFESSIONAL CRITERIA FOR NATURAL PERSONS:

- Has a professional certificate appropriate to this contract, such as a Degree from an accredited university programme in Civil Engineering or equivalent, relevant, or directly related discipline;
- Is currently working/has worked during the past 3 years as manager/team-leader with 5 collaborators in fields related to this contract.

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 seven years from submission deadline.

TECHNICAL CRITERION FOR LEGAL AND NATURAL PERSONS:

- the tenderer has provided services under at least 4 contracts each with a budget of at least that of this contract in Construction Management or related field relevant to the contract, which were implemented at any moment during the following period: 1st January 2012 to 1st January 2019.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project 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.

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 a commitment 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 - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. 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 works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

14. Award criteria

Best price-quality ratio.

TENDERING

15. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers. It is Friday, March 29, 2019.

16. 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 form is available from the following internet address: <http://nao.dm/tenders>, under the file folder called *Design and Supervision of the Construction of Two Regional Emergency Shelters, Commonwealth of Dominica*.

The tender must be accompanied by a Declaration of Honour on exclusion and selection criteria using the template available from the same internet address above.

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

17. How tenders may be submitted

Tenders must be submitted in English 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.

18. 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 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

19. Operational language

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

20. Additional information

The opening hours of the Contracting Authority are: Mondays 8 a.m. to 5 p.m. and Tuesdays to Fridays 8 a.m. to 4 p.m.
