

## SERVICE CONTRACT NOTICE

### **Technical Assistance to Support the Implementation of the Education Sector Plan 2015-2020 in the Republic of Botswana Location – Southern Africa/Botswana**

Please note that the awarding of the contract is subject to the condition of:  
the prior extension of a financing agreement.

**1. Publication reference**

EuropeAid/137936/IH/SER/BW

**2. Procedure**

Restricted

**3. Programme title**

Human Resource Development Sector Policy Support Programme (HRD-SPSP)

**4. Financing**

BW/FED/2009/ 21-637

**5. Contracting Authority**

National Authorizing Officer in the Ministry of Finance and Development Planning, Botswana

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Fee-based

**7. Contract description**

The aim of the contract is to support the implementation of the Education and Training Sector Strategic Plan (ETSSP) of the Ministry of Education and Skills Development and the Public Finance Management Reform Programme in the Ministry of Finance and Development Planning, Botswana. The contract will provide technical advisory services in the areas of education planning and management, education finance, PFM, teacher training and - development, curriculum development, organizational restructuring and decentralization, national credits and qualifications framework as well as other relevant areas on a per needs basis.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 1,400,000

## **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 of the initial value of the contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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# **CONDITIONS OF PARTICIPATION**

## **11. 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 (see also item 29 below). Participation is also open to international organisations.

## **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 Practical Guide – 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 PRAG.

## **16. Sub-contracting**

Subcontracting is allowed.

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

On the basis of the applications 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.

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**PROVISIONAL TIMETABLE**

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

1 June 2016

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

24 August 2016

**20. Initial period of implementation of tasks**

24 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 unless 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 candidate** (based on item 3 of the application form). In case of candidate 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.

Criteria for legal and natural persons:

- 1- The average annual turnover of the candidate must exceed the annualised maximum budget of the contract; and
- 2 - 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.

- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal and natural persons:

- 1- at least 5 staff currently working for the candidate in fields related to this contract

- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal and natural persons:

- 1- The candidate has provided services under at least five contracts, each with a budget of at least that of this contract in education reform related fields, which were implemented at any moment during the reference period: 2005-2016.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

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 fulfil the same relevant selection criteria as the economic operator. 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.

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:

- 1) the highest number of projects found eligible in criteria 3.1, and in case of equality on this criterion, then,
- 2) the highest value of the projects found eligible in criteria 3.1

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

16:15 Botswana local time on 26 May 2016.

Any application received by the Contracting Authority 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/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 Kgangmotse Eric Kgangmotse  
Chief Economist, National Authorizing Office  
The Development Programmes Section  
Ministry of Finance and Development Planning  
Private Bag 008, Gaborone, BOTSWANA  
Tel: +267-3950 307

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

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

Mr Kgangmotse Eric Kgangmotse  
Chief Economist, National Authorizing Office  
The Development Programmes Section  
Tel: +267-3950 307  
Physical address: Ministry of Finance and Development Planning, Government Enclave,  
Gaborone, BOTSWANA  
Opening hours: Monday to Friday 7.30 - 16.15

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

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.

By submitting an application 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 application.

## **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**

19 March 2016

**29. Legal basis**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

**30. Additional information**

The main counterparts in the Government of Botswana are the Ministry of Education and Skills Development and the Ministry of Finance and Development Planning.

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