

Additional information about the Contract Notice

Supply, delivery and installation of IT Hardware and e-learning platform to the Ghana Audit Service (GAS), and IT hardware and web-based internal Audit Management Information System to the Internal Audit Agency (IAA)

Location - Accra, Ghana

PIN reference: EuropeAid/140690/IH/SUP/GH

1. Nature of contract

Unit price

2. Programme title

Support Programme to Public Finance Management & the Stepping Stone Economic Partnership Agreement (EPA)

3. Financing

FED/2017/39770

4. Eligibility and rules of origin

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are established in one of the Member States 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 heading ‘Legal basis’ below). Participation is also open to international organisations.

The rule of origin is not applicable. Nevertheless, the tenderer will have to provide a certification from an authorised distributor attesting the conformity of supplies to international standards.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014** and Annex IV of the ACP-EU Partnership Agreement***, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom ****. Those persons and goods are therefore eligible under this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

** Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

*** Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

**** including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.

5. Candidature

All eligible natural and legal persons (as per item 4 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 partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation 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.

6. Number of applications or tenders

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

Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the works or supplies required in the tender dossier.

7. Tender guarantee

Tenderers must provide a tender guarantee of EUR 20,000 when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

8. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

9. Information meeting and/or site visit

No information meeting is planned.

10. Tender validity

Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

11. Grounds for exclusion

Candidates or tenderers must submit a signed declaration, included in the application form or tender 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)**.

Candidates or tenderers 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.

12. Sub-contracting

Sub-contracting is allowed.

13. Provisional date of invitation to tender

7 December 2020

14. Provisional commencement date of the contract

February 2020

15. Period of implementation of tasks to check

The period of implementation of tasks, starting from the commencement date of the contract shall be 240 calendar days.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders 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.

The selection criteria for each tenderer are as follows:

1. Economic and financial capacity (based on item 3 of supply 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 financial years for which accounts have been closed.

1.1 The average annual turnover of the tenderer for 2017, 2018, and 2019 must exceed EUR 1,000,000 each year; and

1.2 The 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 (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

2.1 Experience during the past 3 years **as manager/team-leader** with a **minimum of two** collaborators in fields related to this contract;

2.2 At least **three** staff currently work for the tenderer in fields related to this contract;

2.3 Must demonstrate successful implementation of at least two Learning Management System evidenced by completion certificate signed by the beneficial entities; and

2.4 Must demonstrate successful implementation of at least two Audit Management Information Systems evidenced by completion certificate signed by the beneficial entities.

3. Technical capacity (based on items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.

3.1 The tenderer must have delivered supplies under at least **One** contract with a budget of at least **EUR 1,000,000** in **Information technology supply** which were implemented during the following period: **2017- 2019**; and

3.2 The tasks performed under such contract must cover all together the following elements: supply, delivery, installation, commissioning and training.

This means that the contract 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, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

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. If the economic operator relies on other entities 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 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, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must 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.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Price

APPLICATION AND TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the TED E-Tendering platform at the following Internet address: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=6677>

The tender dossier is also available from the Contracting Authority.

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to

Office of the National Authorizing Officer,

Ministry of Finance

P.O. Box MB 40

Accra – Ghana

Attn: Mr. Ebenezer Nortey– Head of EU/Europe/Americas Unit/Room G13/Annex A

E-mail: ENortey@mofep.gov.gh and DAhmed@mofep.gov.gh;

with copies to:

Eva-Maria.Estaun-Sanz@eeas.europa.eu;delegation-ghana-fcs@eeas.europa.eu;

mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 'Deadline for submission of applications or tenders'. The contracting authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Possible clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the F&T portal at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>.

19. Tender opening session

Tenders will be opened on 14 December 2020. The venue of tender opening is:

**Office of the National Authorising Officer,
Ministry of Finance
P.O. Box MB 40
Accra – Ghana
Annex A, Room G13**

20. How applications may be submitted

Applications must 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:

***Officer of the National Authorizing Officer,
Ministry of Finance
P.O. Box MB 40
Accra – Ghana***

Attn: Mr. Ebenezer Nortey– Head of EU/Europe/Americas Unit/Room G13/Annex

- 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:

***Office of the National Authorizing Officer,
Ministry of Finance
P.O. Box MB 40
Accra – Ghana***

Attn: Mr. Ebenezer Nortey– Head of EU/Europe/Americas Unit/Room G13/Annex

Opening hours: Monday to Friday 9:00am – 4:00pm Ghana time

The contract title and publication reference (see contract notice) 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 form.

21. Deadline for submission of applications

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

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

The deadline for submission of applications can be found in the Contract Notice under IV.2.2.

Any application sent to the contracting authority after this deadline will not be considered.

¹ It is recommended to use registered mail in case the postmark would not be readable.

The contracting authority may, for reasons of administrative efficiency, reject any application 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 applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

22. Clarifications on the contract notice

Clarifications may be sought from the contracting authority at the following email address ENortey@mofep.gov.gh and DAhmed@mofep.gov.gh

with copies to: Eva-Maria.Estaun-Sanz@eeas.europa.eu; delegation-ghana-fcs@eeas.europa.eu

at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on TED eTendering accessible from the F&T portal at

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

at the latest 11 days before the deadline for the submission of applications.

23. Alteration or withdrawal of applications

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications 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) must be marked 'Alteration' or 'Withdrawal' as appropriate.

24. Language of the procedure

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

28. 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.

29. Additional information

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR.