

# Call for tenders (normal procedure)

ÚVO Identifier: 1320064

Date of sending: -

## 1. Basic information

**Organization: Bratislavský samosprávny kraj (ID: 72083)**

Subject of the contract: Operational Evaluation of Interact Programme IV (ID: 520540) Form

Type: Competition

Version identifier of the notification: 07a78030-0fb9-44f3-ac68-c2c59003db38

Version of the notice: 01

Subtype of notification: PF-SUTAZ-1

## 2. Organization

### 2.1 Public Procurement Office (ORG-0001)

Name of the organization: Úrad pre verejné obstarávanie (ÚVO)

Company ID No.: 31797903

TAX ID: 2021511008

#### 2.1.1 Address

Street: Ružová dolina

No: 10

City: Bratislava - Ružinov

Post code: 82109

A subdivision of a country: Bratislava region

Country: Slovakia

#### 2.1.2 Contact details

E-mail: info@uvo.gov.sk

Phone No: +421250264111

### 2.2 Bratislavský samosprávny kraj (ORG-0002)

Name of the organization: Bratislavský samosprávny kraj

Company ID No: 36063606

TAX ID: 2021608369

#### 2.2.1 Address

Street: Sabinovská

No: 16

City: Bratislava - Ružinov

Post code: 82005

Country: Slovakia

#### 2.2.2 Contact details

E-mail: katarina.vancova@region-bsk.sk

Phone No: +421248264207

### **2.2.3 Information relating solely to the ordering party**

Main ordering party: Yes

Central procuring entity that awards contracts or concludes framework agreements for works, goods or services intended for other purchasers: No

Central Procuring Entity acquiring goods and/or services for other ordering parties: No

## **3. Ordering party and service provider**

### **3.1 Ordering party**

#### **3.1.1 Ordering 1**

##### **Basic information about the ordering party**

Ordering party ID: ORG-0002 (Bratislavský samosprávny kraj)

Type of legal ordering party: Regional authority

Activity of the contracting authority: General public services

Ordering party profile (URL): <https://www.uvo.gov.sk/vyhľadavanie/vyhľadavanie-profilov/detail/2750>

### **Service providers**

#### **Service provider 1**

Service Provider ID: ORG-0001: (Úrad pre verejné obstarávanie)

Service Provider Type: TED eSender

## **4. Procedure**

### **4.1 Purpose**

#### **4.1.1 Description**

Reference No: 11254/2024/VO

Name: Operational Evaluation of Interact Programme IV

Description: The subject of the contract is the provision of an operational evaluation of the programme Interact IV for the programming period 2021-2027, including an evaluation of the Communication strategy in accordance with the relevant provisions of Regulation (EC) No 2021/1059 of the European Parliament and of the Council, in particular Articles 35 and 36 and of Commission Staff Working Document (SWD (2021) 198).

Type of contract: Services

#### **4.1.2 Scope of procurement**

##### **Estimated Contract Value (BT-27-Procedure)**

Value: 63 000.00 EUR excl. VAT

### **Information on the main classification of the subject of the contract**

Classification type: Common Procurement Vocabulary (CPV)

Main CPV code: 79313000

### **Information on the additional classification of the subject of the contract**

Additional classification

Classification type: Common Procurement Vocabulary (CPV)

Additional CPV code: 72225000

### **4.1.3 Information on the place of performance**

#### **Place of performance**

Street: 12 Sabinovská

City: Bratislava - Ružinov

Post code: 82005

A subdivision of a country: Bratislava region

Country: Slovakia

### **4.2 Conditions of tender**

#### **4.2.1 Grounds for exclusion**

List and brief description of conditions:

An economic entity may participate in the public procurement procedure if it fulfils the exhaustively specified conditions of participation relating to personal capacity pursuant to § 32(1)(e) and (f) of the Public Procurement Act No. 343/2015 Coll (hereinafter referred to as Public Procurement Act).

A detailed definition of the terms and conditions of participation relating to personal capacity pursuant to § 32(1)(e) and (f) of the Public Procurement Act is set out in Annex 4 to the Tender Documents.

### **4.3 Information on the procedure**

#### **4.3.1 Procedure**

Type of procedure: other one-step procedure

#### **4.3.2 Other information**

Additional information:

1. When awarding a contract, the contracting authority shall provide for electronic communication, which shall be implemented through an electronic platform using the Electronic Public Procurement Information System (hereinafter referred to as "IS EVO").
2. The contracting authority shall not allow a site visit. Further information is given in the tender documents.
3. The contractor group does not need to establish a legal form, but must designate a leader of the contractor group. All members of such a contractor group formed to perform the subject matter of the Contract are required to grant a power of attorney to one of the members of the contractor group to act on behalf of all members of the contractor group and to take instructions in this public procurement, as well as to act on behalf of the group in the event of acceptance of their tender, signing of the Contract, and communication/liability in the process of performance of the Contract. In the event of acceptance of a tender from a group of Contractors, the group of Contractors shall be required, prior to the signature of the Contract, to conclude and submit to the Contracting Authority a Contract which clearly sets out the mutual rights and obligations, who will share what part of the Contract, and that all members of the group of Contractors are jointly and severally liable to the Contracting Authority for their obligations to the Contracting Authority.
4. Details of the conditions of performance of the contract are set out in the Evaluation Contract.
5. The contracting authority does not require a guarantee.

6. The economic entity may provisionally replace the documents specified by the contracting authority to demonstrate compliance with the terms and conditions for participation by the Single European Procurement Document in accordance with § 39 of the Public Procurement Act or by an affidavit in which it declares that it meets the conditions of participation specified by the contracting authority and provides the contracting authority, upon request, with the documents which it has replaced by the affidavit.

7. The contracting authority has set structured criteria in connection with the "on-line" availability of tenders, the tenderer must fill them in the IS EVO ver. 18.0 system when submitting the tender.

8. Public procurement is not green public procurement, innovation public procurement or social public procurement.

9. The successful tenderer undertakes to submit to the contracting authority the documents referred to in point 23.3 of the tender documents before signing the Evaluation Contract.

10. Facts relating to the public procurement procedure not covered by this Call for tenders and in the tender documents, shall be governed by the relevant Act provisions.

#### **4.4 Information on the submission of tenders for lots**

##### **4.4.1 Maximum number of lots**

Maximum number of lots for which one tenderer may submit tender(s): 1

#### **5. Tender lots**

##### **5.1 Lot information**

###### **5.1.1 Lot (LOT-0001)**

Name: Operational Evaluation of Interact Programme IV

##### **Purpose**

##### **Lot description**

Reference No: 11254/2024/VO

Name: Operational Evaluation of Interact Programme IV

Description: The subject of the contract is the provision of an operational evaluation of the programme Interact IV for the programming period 2021-2027, including an evaluation of the Communication strategy in accordance with the relevant provisions of Regulation (EC) No 2021/1059 of the European Parliament and of the Council, in particular Articles 35 and 36 and of Commission Staff Working Document (SWD (2021) 198).

Type of contract: Services

##### **Scope of procurement**

##### **Estimated Contract Value (BT-27-Procedure)**

Value: 63 000.00 EUR excl. VAT

##### **Information on the main classification of the subject of the contract**

Classification type: Common Procurement Vocabulary (CPV)

Main CPV code: 79313000

##### **Information on the additional classification of the subject of the contract**

**Additional classification**

Classification type: Common Procurement Vocabulary (CPV)

Additional CPV code: 72225000

**Information on strategic public procurement****Strategic procurement objective 1**

Strategic procurement: None

**Information on the place of performance****Place of performance**

Street: 12 Sabinovská

City: Bratislava - Ružinov

Post code: 82005

A subdivision of a country: Bratislava region

Country: Slovakia

**Estimated duration****Duration (period)****Duration (BT-36-Lot)**

Value: 12

Period: Months

**Terms and conditions of the electronic auction**

Use of electronic auction: No

**EU funding**

EU funding: The procurement is wholly or partly financed by EU funds

**Information on the framework agreement and the dynamic purchasing system**

Framework agreement: None

**Other information**

Additional information: Time limit for performance: within 12 months from the entry into force of the Evaluation Contract, but not later than 31.01.2026.

Further details are given in the Evaluation Contract

**Conditions of competition****List of Terms and conditions for participation****Condition for participation 1**

Type of the Condition for participation: Technical or professional competence

Name of the Condition for participation: § 34(1)(a) of the Public Procurement Act

Description of the Condition for participation: In order to demonstrate compliance with the technical or professional competence pursuant to § 34 (1)(a) of the Public Procurement Act, the tenderer must submit a list of services of the same or similar nature as the subject of the Contract for the preceding three (3) years from the date of the call for tenders, indicating the prices, delivery

dates and customers; the document shall be a reference if the customer was the contracting authority or the contracting entity pursuant to this Public Procurement Act.

The list of services provided must show that the total value of the services of the same or similar nature as the subject of the contract has been at least EUR 63 000,00 excl. VAT, including at least one (1) contract of the same or similar nature as the subject of the contract with a minimum value of EUR 20 000,00 excl. VAT, during the decisive period of three (3) years from the date of the call for tenders.

The provision of evaluation services in the field of the European Structural and Investment Funds, namely Interreg/European Territorial Cooperation programmes, is considered to be of the same or similar nature as the subject-matter of the contract.

The list of services provided must include:

- (a) identification of the Ordering Party,
- (b) the name of the Contract,
- (c) a brief description of the subject-matter of the contract, from which it must be clear that the Contract was of the same or similar nature,
- (c) the price of the performance, excl. VAT in EUR,
- (d) the period of performance (month, year),
- (e) the name, telephone number and e-mail address of the Ordering party's contact person, for verification of the above information
- (f) if a reference has been issued for the performance, the identification of the contract concerned and a reference to the published reference.

The list must be signed by the statutory representative(s) of the tenderer.

The contracting authority reserves the right to verify the correctness of the information given.

A call for tenders shall be deemed to be a call for tenders published in the Public Procurement Bulletin.

Where services other than those covered by the contract have been provided in the context of the list of services submitted, the value of the services covered by the contract must be obvious from the document for an objective assessment of compliance with the conditions of participation.

In case the tenderer submits/claims a contract or a contract whose performance/provision exceeds a specified period of years, i.e. the provision of services started three (3) years ago or has not been completed by the time of the call for tenders (hereinafter also referred to as the 'Relevant Period'), or a contract/purchase order the performance of which started more than three (3) years after the call for tenders, the tenderer shall list separately the prices and volumes for that part of the services provided which were provided within the required Relevant Period.

For the conversion of other currencies into euro, the exchange rate of the European Central Bank valid on the date of publication of the call for tenders in the Tender Bulletin shall be used.

In accordance with § 34 (3) of the Public Procurement Act, a tenderer may use the technical and professional capacities of another person, regardless of their legal relationship, to demonstrate

technical competence or professional competence. In such a case, the tenderer or candidate must demonstrate to the contracting authority that it will actually use the capacities of the person whose competence it uses to demonstrate technical or professional competence in the performance of the contract. The tenderer shall prove this by a written contract concluded with the person whose technical and professional capacities he intends to use to demonstrate his technical competence or professional competence. The written contract must show an undertaking by the person to make his capacities available throughout the duration of the contractual relationship.

The person whose capacities are to be used to demonstrate technical or professional competence must demonstrate compliance with the conditions of participation relating to personal capacity pursuant to § 32(1)(e) and (f) of the Public Procurement Act and must not have grounds for exclusion pursuant to § 40(6)(f) and (8)(d) of the Public Procurement Act; he must demonstrate the authorisation to provide the service in relation to the part of the subject-matter of the contract for which the capacities have been provided to the tenderer.

Application of the conditions for participation: Applicable

## **Condition for participation 2**

Type of the Condition for participation: Technical or professional competence

Name of the Condition for participation: § 34(1)(g) of the Public Procurement Act

Description of the Condition for participation: In order to demonstrate technical or professional competence as per § 34(1)(g) of the Act, the tenderer must submit in its tender the details of an evaluation team consisting of at least 2 evaluators:

- Key Evaluator 1,
- Key Evaluator 2.

Minimum requirements for a Key Evaluator 1:

- Knowledge of EU cohesion policy in general and Interreg/European Territorial Cooperation programmes;
- knowledge and proven professional experience of at least 5 years in carrying out similar evaluations in the context of Interreg/European Territorial Cooperation programmes
- experience in carrying out evaluations of decentralised organisations with a matrix structure and an international/intercultural team;
- managerial experience in managing an international team;
- Experience in data collection (both quantitative and qualitative data), data analysis and preparation of reports and recommendations;
- English language skills at least at C1 level according to the Common European Framework of Reference for Languages - to be demonstrated by a professional CV.

Minimum requirements for a Key Evaluator 2:

- Knowledge of EU cohesion policy in general and Interreg/European Territorial Cooperation programmes;
- knowledge and proven professional experience of at least 3 years in carrying out similar evaluations in the context of Interreg (European Territorial Cooperation) programmes
- experience in carrying out evaluations of decentralised organisations with a matrix

- structure and an international/intercultural team;
- experience in managing an international team;
- Experience in data collection (quantitative and qualitative data), data analysis and preparation of reports and recommendations;
- English language skills at least at C1 level according to the Common European Framework of Reference for Languages - to be demonstrated by a professional CV

The applicant shall provide evidence for the key evaluators by submitting a professional curriculum vitae/equivalent document.

Minimum content of the CV/equivalent document:

- the name and surname of the relevant Key Evaluator,
- the name of the subject matter on which the Key Evaluator concerned has been involved, the name, telephone number and e-mail address of the purchaser's contact person, for verification of the above information
- the period of performance of the subject-matter of the contract - i.e. from - to (month, year),
- the period during which the Key Evaluator has participated in the implementation of the project in question,
- a brief description of the subject of the assignment/project in such a way that it can be used as a basis for verifying that the contracting authority's requirements for demonstrating the Key Evaluator's professional practical experience have been met,
- current job position,
- information on the legal relationship with the tenderer - if an employee of the tenderer, the job title (current job title) is requested. In the event that the fulfilment of the participation condition is demonstrated by another person, the conditions of § 34(3) of the Public Procurement Act shall apply. In the case of an employee of another person, an indication of the relationship and job title of that person is also required.

The contracting authority reserves the right to verify the accuracy of the data provided.

CVs must be signed with the handwritten signatures of the key evaluators.

The contracting authority shall also accept other document(s) of equivalent content and scope for the fulfilment of the conditions of participation proving the required facts. The tenderer may submit document(s) on the basis of equivalent rules in the country of origin. The contracting authority will also accept equivalent document(s) and document(s) issued by other EU Member States.

Technical or professional competence for Key Evaluator no. 1 and 2 cannot be demonstrated by one person (two different persons are required).

In accordance with § 34 (3) of the Public Procurement Act, a tenderer may use the technical and professional capacities of another person, regardless of their legal relationship, to demonstrate technical competence or professional competence. In such a case, the tenderer or candidate must demonstrate to the contracting authority that it will actually use the capacities of the person whose competence it uses to demonstrate technical or professional competence in the performance of the contract. The tenderer shall prove this by a written contract concluded with the person whose technical and professional capacities he intends to use to demonstrate his

technical competence or professional competence. The written contract must show an undertaking by the person to make his capacities available throughout the duration of the contractual relationship.

The person whose capacities are to be used to demonstrate technical or professional competence must demonstrate compliance with the conditions of participation relating to personal capacity pursuant to § 32(1)(e) and (f) of the Public Procurement Act and must not have grounds for exclusion pursuant to § 40(6)(f) and (8)(d) of the Public Procurement Act; he must demonstrate the authorisation to provide the service in relation to the part of the subject-matter of the contract for which the capacities have been provided to the tenderer.

Application of the conditions for participation: Applicable

## **Tender Evaluation Criteria**

### **List of criteria**

#### **Criterion 1**

Type of the criterion for the evaluation of tenders: Price

Name of the criterion for the evaluation of tenders: Lowest total price for the entire subject of the contract in EUR, including VAT

Description of the criterion for the evaluation of tenders: Total price for the entire subject of the contract in EUR, including VAT

#### **Other requirements**

The group of contractors to which the contract will be awarded must have a specific legal form:  
No

## **Information on the restricted public procurement**

### **Restricted public procurement**

Restricted participation: None

## **Information on variants**

Variants: Not allowed

## **Contract performance requirements**

Contract performance must be carried out within the framework of sheltered workplace programmes: No

Electronic invoicing: Mandatory

## **Staff qualification requirements**

Qualifications of staff to be used for the performance of the contract: Tender requirement

## **Security Clearance**

Security Clearance Required: No

## **Electronic catalogue**

Submission of tenders in the form of an electronic catalogue: Not allowed

**Electronic signature**

An enhanced or qualified electronic signature or electronic seal [as defined in Regulation (EU) No 910/2014].: No

**Procedure after the granting process**

Electronic ordering: Yes

Electronic payment: Yes

**Information on the submission of tenders or requests to participate****Time limit I**

Deadline for submission of tenders (date): 09.12.2024

Deadline for submission of tenders (time): 10:00

**Language for submission of documents**

Languages in which tenders may be submitted: Slovak; Czech; English

**Information on the opening of tenders**

Date of opening of tenders: 09.12.2024

Time of opening of tenders: 10:15

Place of opening of tenders: Bratislavský samosprávny kraj, Sabinovská 16, 82005 Bratislava

**Method of submission of tenders or requests for participation**

Electronic submission of tenders: Mandatory

Address for submission of tenders (URL):

<https://www.uvo.gov.sk/vyhladavanie/vyhladavanie-zakaziek/detail/520540>

**Information on the tender documents**

Restricted access to tender documents: No restrictions on access to documents

Official language of the tender documents: slovak

Tender dossier (URL):

<https://www.uvo.gov.sk/vyhladavanie/vyhladavanie-zakaziek/dokumenty/520540>

**Ad hoc communication channel**

Name of the electronic means: electronic platform - IS EVO