



## **Additional information about the Contract Notice**

### **Contract Title**

**Contract Title: Enhance extension services for crop and animal production towards tackling impacts of climate change, efficient and sustainable management of natural resources and agrifood-ecosystems in Sohag, Beni Suf and Assiut.**

### **Location - EGYPT**

**Contract notice:** EU-ZIRA3A/01/2024

#### **1. Nature of contract**

**Lot 1:** Capacity building services for the improvement of extension services. Training, field demonstration. CIG B1AB73560B.

- **Service contract – Global price**

**Lot 2:** Supply of equipment for offices, for extension departments and artificial insemination centres. CIG B1AB7366DE.

- **Supply contract – Hybrid (both unit price & lump sum)**

**Lot 3:** New construction of animal housing and animal feeds production units, in Sohag, Assiut and Beni Suf. Rehabilitation works for artificial insemination center in Beni Suf, and liquid nitrogen production units in Sohag and Assiut. CIG B1AB7377B1.

- **Works contract – Hybrid (both unit price & lump sum)**

#### **2. Programme title**

EU-ZIRA3A – EU Integrated Rural Development Programme for Egypt

#### **3. Financing**

ENI/2021/427-389

#### **4. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is 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 and Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument. See Annex A2 of the practical guide.

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established

in a Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed.

## 5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement 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 or tender 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 requests to participate or tenders

No more than one request to participate 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 a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

**In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. They may participate on one, two, or all of the three tenders each separately/lot by lot. Contracts will be awarded lot by lot and each lot will form a separate contract.**

## 7. Grounds for exclusion

Candidates must **submit a signed declaration, included in the request to participate 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)**. Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates 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.

## 8. Sub-contracting

Sub-contracting is allowed.

## 9. Number of candidates to be short-listed

On the basis of the request to participate received, between 4 - 8 candidates (for Lot 1 Service & Lot 2 Supply) and 4 - 6 candidates (for Lot 3 Works) 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. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

## 10. Short-list alliances prohibited

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

## 11. Provisional date of invitation to tender

15/07/2024

## **12. Provisional commencement date of the contract**

25/10/2024

## **13. Period of implementation of tasks**

Lot 1: Service Contract – approx. 36 months from contract signature

Lot 2: Supply Contract – approx. 12 months from contract signature and/or until the provisional acceptance

Lot 3: Works Contract – approx. 20 months from contract signature and/or until the provisional acceptance

## **14. Language of the procedure**

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

## **15. Additional information**

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting requests to participate or submission of tender, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>. For the tender submission, the conversion to EUR shall be made in accordance with InforEuro exchange rate for the month and year of the invitation to tender or to the deadline for submission of tenders, refer to the above web link.

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

#### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) 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 the 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.

The following selection criteria will be applied to candidates. In the case of requests to participate 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.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

**Candidates applying for more than one Lot must comply with the outlined criteria for each category of each lot applied for.**

**The selection criteria for each tenderer are as follows:**

#### **LOT 1 SERVICE – Capacity building services for the improvement of extension services. Training, field demonstration. CIG B1AB73560B.**

The selection criteria for tenderers to Lot n°1 are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate form for service contracts (annex b3\_req\_part\_form\_en)). 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.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

**The financial criteria applicable for both legal and natural persons:**

- **1.1** Based on item 3 of the Request to Participate form, the average annual turnover of the candidate or tenderer for the years 2023, 2022 and 2021, i.e., the 3 last financial years available must exceed or be equal to the annualised maximum budget of this contract i.e., 584,093.33 EUR; 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 request to participate form for service contracts (annex b3\_req\_part\_form\_en)). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the candidate/tenderer (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- has sufficient ongoing staff resources, expertise and experience to be able to handle the proposed contract.
- is not a so-called ‘body shop’, i.e., a candidate/tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

**The professional criteria applicable for both legal and natural persons:**

- **2.1** Based on item 5 has a professional experience appropriate to this contract, such as specialisation in the areas of training/capacity building, agricultural extension or any other related field(s).
- **2.2** Based on items 4, at least 3-7 staff currently work for the tenderer in fields related to this contract.

**3) Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts (annex b3\_req\_part\_form\_en)). The reference period which will be taken into account will be the: last three years from submission deadline.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**The technical criteria applicable to both legal and natural persons**

- **3.1** Based on item 3 of request to participate form for service contracts (annex b3\_req\_part\_form\_en), the candidate has provided services at least one contract with a budget of at least 300,000.00 EUR in the fields of training/capacity building, agricultural extension or any other related field(s), which was implemented at any moment during the reference period: 2021 -2024 , i.e., current year and the last 3 years.

This means that the contract the candidate refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

**Candidates applying for more than one lot must meet the outlined criteria for each lot applied for.**

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the highest number of projects that meet criterion 3.1; and
- the highest cumulated value of the projects that meet criterion 3.1.

**N.B.:** additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria.

**LOT 2 SUPPLY – Supply of equipment for offices, for extension departments and artificial insemination centres. CIG B1AB7366DE.**

The selection criteria for tenderers to Lot n°2 are as follows:

- 1) Economic and financial capacity** (based on item 3 of request to participate for supply contract (annex c4l\_tenderform\_en)). 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.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

**The financial criteria applicable for both legal and natural persons:**

- **1.1** Based on item 3 of request to participate for supply contract (annex c4l\_tenderform\_en), the average annual turnover of the candidate or tenderer for the years 2023, 2022 and 2021, i.e., the 3 last financial years available must exceed or be equal to the 80% of the annualised maximum budget of this contract i.e., 377,600.00 EUR; 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 request to participate for supply contract (c4l\_tenderform\_en)). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the candidate/tenderer (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- has sufficient ongoing staff resources, expertise and experience to be able to handle the proposed contract.
- is not a so-called ‘body shop’, i.e. a candidate/tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

**The professional criteria applicable for both legal and natural persons:**

- **2.1** Based on item 5 of request to participate for supply contract (c4l\_tenderform\_en) has a professional qualification appropriate to this contract, such as specialisation in the fields of general supply, agricultural equipment, animal health, livestock, IT, furniture, and other related fields.
- **2.2** Based on items 4 of tender supply form, at least 3-5 staff currently work for the tenderer in fields related to this contract.

- 3) Technical capacity** (based on items 5 and 6 of request to participate for supply contract). The reference period which will be taken into account will be the: last three years from submission deadline.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**The technical criteria applicable to both legal and natural persons:**

- **3.1** Based on item 6 of request to participate for supply contract (c4l\_tenderform\_en), the candidate has supplied items under at least one contract each with a budget of at least 25% of this contract (118,180.00 EUR) in the fields of general supply, agricultural equipment, animal health, livestock, IT, furniture and other related fields, which was implemented at any moment during the reference period: 2021 -2024, i.e., current year and the last 3 years.

This means that the contract the candidate refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

**Candidates applying for more than one Lot must meet the outlined criteria for each lot applied for.**

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the highest number of projects that meet criterion 3.1; and
- the highest cumulated value of the projects that meet criterion 3.1.

**N.B.**: additional comparative criterion No. 1 shall be applied to all the eligible candidates that meet the selection criteria.

**LOT 3 WORKS - New construction of animal housing and animal feeds production units, in Sohag, Assiut and Beni Suef. Rehabilitation works for artificial insemination center in Beni Suef, and liquid nitrogen production units in Sohag and Assiut. CIG B1AB7377B1.**

The selection criteria for tenderers to Lot n° 3 are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate form for Works contract).  
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.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

**The financial criteria applicable for both legal and natural persons:**

- **1.1** Based on item 3 of the request to participate form for Works contract, the average annual turnover of the candidate or tenderer for the years 2023, 2022 and 2021, i.e., the past 3 years must be at least 2 times the estimated annual contract value i.e., EUR 275,000.00; 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) Technical & Professional capacity** (based on items 4 and 5 of the request to participate form for Works contract). The reference period which will be taken into account will be the last five years preceding the submission deadline.

The objective of this criterion is to examine whether or not the candidate/tenderer (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

- has sufficient ongoing staff resources, expertise, and experience to be able to handle the proposed contract.
- is not a so-called ‘body shop’, i.e., a candidate/tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

**The technical & professional criteria applicable for both legal and natural persons:**

- **2.1** Based on item 4 has completed at least 2 projects of the same nature OR complexity OR scope as the works concerned by the tender or contract notice and implemented during the following period: 5 years from the submission deadline of the contract (years 2019, 2020, 2021, 2022, 2023, including 2024).
- **2.2** Based on items 5, all its key personnel must have at least 5 years’ appropriate experience and proven qualifications relevant to works of a similar nature to this project.

This means that the contract the candidate refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

**Candidates applying for more than one Lot must meet the outlined criteria for each lot applied for.**

If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 6 best requests to participate for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

- the highest number of projects that meet criterion 2.1; and
- the highest cumulated value of the projects that meet criterion 2.1.

**N.B.:** additional comparative criterion no. 1 shall be applied to all the eligible candidates that meet the selection criteria.

## 17. Award criteria

**Lot 1 Service:** Best-price-quality ratio

**Lot 2 Supply:** Best-price

**Lot 3 Works:** Best-price-quality ratio

## PARTICIPATION



## 18. Requests to participate format and details to be provided

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is annexed to the published contract notice at the following internet address: <https://ilcairo.aics.gov.it/home/opportunities/tenders/> . The form is also available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template annexed to the published contract notice at the following internet address <https://ilcairo.aics.gov.it/home/opportunities/tenders/>. The template is also available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

## 19. How requests to participate may be submitted

Requests to participate 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:

**EU-ZIRA3A Programme  
AICS CAIRO  
20th Floor, 1081, Corniche El Nile, Garden City, Cairo**

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:

**EU-ZIRA3A Programme  
AICS CAIRO  
20th Floor, 1081, Corniche El Nile, Garden City, Cairo  
Working hours: 10:00 AM – 04:00 PM**

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

## 20. Deadline for submission of requests to participate

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

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

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

**The deadline for submission of requests to participate can be found in the Contract Notice under IV.2.2.**

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation 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 requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## **21. Clarifications on the contract notice**

Any request for clarifications must be made in writing to the following address: [euzira3a@aics.gov.it](mailto:euzira3a@aics.gov.it) The contract title and publication reference (see contract notice) must be clearly indicated in the subject title. This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called “Additional information to the contract notice.” at the latest 10 days before the deadline for submission of requests to participate stated at section **IV.2.2) of the contract notice.**

Clarifications will be published on AICS website <https://ilcairo.aics.gov.it/home/opportunities/tenders/> at the latest 7 days before the deadline for the submission of requests to participate. The website will be updated regularly, and it is the candidates responsibility to check for updates and modifications during the submission period.

## **22. Outcome of the evaluation**

By submitting a request to participate 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 request to participate form.]

## **23. Alteration or withdrawal of requests to participate**

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate 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.