



Czech Development Agency

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**PROJECT MANAGER FOR DELEGATED
COOPERATION PROJECT IN MOLDOVA
“IMPROVEMENT OF MEDICO-SOCIAL CARE
SERVICES FOR PEOPLE WITH LONG-TERM
CARE NEEDS ON BOTH SIDES OF THE NISTRU
RIVER”**

Tender Documentation for a Small-Scale Public Contract

2020

Ref. No.: 282458/2020-ČRA

TENDER DOCUMENTATION

For a Small-Scale Public Contract

For Services

Czech Development Agency

Nerudova 3, 118 50 Prague 1, Czech Republic

announces

In accordance with Act no. 151/2010 Coll., on Development Cooperation and Humanitarian Aid and Amendments to related Acts and in accordance with Czech Government Resolution no. 586 of 26 August 2019 on Czech Development Cooperation in 2020 and mid-term outlook of its funding until 2022

Small-Scale Public Contract

Project Manager for Delegated Cooperation Project in Moldova “Improvement of medico-social care services for people with long-term care needs on both sides of the Nistru River”

The intervention will be implemented within the framework of the Czech Development Cooperation in the Republic of Moldova.

Contracting Authority:

Czech Republic—Czech Development Agency

Represented by: Mgr. Jan Slíva, Director

Address: Nerudova 3, 118 50 Prague 1, Czech Republic

Company ID no.: 75123924

Bank connection: Czech National Bank, Na Příkopě 28,
Prague 1, Czech Republic

Account no.: 0000-72929011/0710

(“Contracting Authority” or “CzechAid”)

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1. Contact Details

Contracting Authority

- Name: Czech Republic – Czech Development Agency
- Address: Nerudova 3, 118 50 Prague 1, Czech Republic
- Registration Number: 75123924
- Tax identification number: not registered for VAT
- Person authorized to negotiate in the contractual matters: Mgr. Jan Slíva, director
- Contact e-mail address in technical matters: tender@czechaid.cz

2. Introductory Provisions

The Tender Documentation (TD) defines the subject of the public contract at a level of detail necessary for the preparation of a tender bid. It specifies procurement conditions required by the Contracting Authority. **Tender bids that do not meet these conditions will be excluded from the procurement procedure. TD is binding for the tenderers (participants in the procurement procedure).** The Annexes no. 1–2 are an integral part of TD. TD has been prepared in English language.

The Contracting Authority strongly recommends to the tenderers to study the Tender Documentation and all its Annexes thoroughly in order to understand the requested scope of work and to submit a bid properly.

Based on the procurement procedure the Contracting Authority aims to conclude a contract with the selected tenderer (supplier). The Draft of the Contract forms the Annex no. 1 of this TD. In the draft, the Contracting Authority is called “Contract Owner” and the selected tenderer is called “Supplier”.

This procurement procedure does not follow the Act on Public Procurement (APP) of the Czech Republic, no. 134/2016 Coll. as amended, in accordance with its Section 31. However, in accordance with Section 6 of APP, the Contracting Authority will act in a transparent and proportionate manner and all tenderers will be treated equally and without discrimination.

All documents submitted by the supplier must be processed in accordance with legal regulations governing the protection of personal data, in particular the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the

free movement of such data, and repealing Directive 95/46/EC (hereinafter the “GDPR“) and Czech Act no. 110/2019 Coll., on personal data processing. If consent of a data subject with the processing of personal data by the Contracting Authority is required, the supplier shall provide personal data of the data subject to the Contracting Authority only if the data subject gives consent with data processing in a written form and in accordance with the legal regulations governing the protection of personal data. This consent must be provided to the Contracting Authority together with personal data. The supplier may use the consent form that is available on the Contracting Authority’s website.

3. Subject of the Public Contract

The subject of the public contract is to ensure the services of the Project Manager for Delegated Cooperation Project in Moldova called “Improvement of medico-social care services for people with long-term care needs on both sides of the Nistru River” (hereafter “project”).

The context of the project:

- The project “Improvement of medico-social care services for people with long-term care needs on both sides of the Dniester River” is a three-year project funded by the European Union (EU) and co-financed by the Federal Ministry for Economic Cooperation and Development of Germany, under the general EU Confidence Building Measures Programme (V) – Health sector modernization.
- The total budget of the project is EUR 1, 2 million.
- The overall objective of the project is to increase confidence between regions on both sides of the Dniester River through the coordination of primary health and social care services. The specific objective of the project is to provide the patients with long-term care needs better access to primary medico-social services, with establishment of home-care centre and transfer of know-how in terms of medico-social homecare services.
- The project is implemented by consortium of the German Agency for International Cooperation (GIZ) and the Czech Development Agency (CzechAid).

The Project Manager will be responsible for the following tasks within the project:

- The Project Manager will coordinate and monitor the whole project.
- The Project Manager will monitor implementation of activities and outputs of the grant recipient in accordance with the project document and European Commission rules.
- The Project Manager will ensure close cooperation with GIZ and Delegation of the European Union (DEU) in Moldova and other relevant stakeholders.

- The Project Manager will report of ongoing project results to the CzechAid representative (once per week).
- The Project Manager will prepare reports for GIZ and DEU according to the Partnership Agreement and DEU rules.
- The Project Manager will represent the Czech Republic in key negotiations with DEU, GIZ and other relevant actors in Moldova in the project implementation.
- The Project Manager will ensure cooperation in identifying problems and risks associated with the implementation of the project and proposing modifications to the project.
- The Project Manager will participate in negotiations on other delegated cooperation projects in Moldova.

The subject of the public contract is further specified in Annex no. 1 (Draft Contract).

CPV classification of the subject of the public contract:

- 72224000-1 Project management consultancy services
- 75112100-5 Administrative development project services
- 79421000-1 Project-management services other than for construction work

4. Estimated and Maximum Value of the Public Contract

The estimated value of the public contract is: CZK 1,394,340.00 excluding VAT (i.e. EUR 51,000.00¹). **The maximum value of the public contract** is: CZK 1,394,340.00 including VAT (i.e. EUR 51,000.00).

The maximum value of the monthly remuneration is CZK 54,680.00 including VAT (i.e. EUR 2,000.00).

The maximum value presents a maximum possible price which may not be exceeded. In the event that a tenderer's bid states a higher value, such bid shall be excluded by the Contracting Authority from the procurement procedure for the reason of failure to meet the procurement conditions.

The public contract is co-financed by the European Commission. Performance of the public contract in individual years is contingent upon obtaining funds from the European Commission.

5. Time and Place of Performance of the Public Contract

Time of performance of the public contract

¹ Exchange rate as of 15 October 2020: 1 EUR/27,34 CZK (Czech National Bank)

The public contract will be performed based on a contract concluded between the Contracting Authority and the selected tenderer.

The Contracting Authority sets the following conditions regarding the time of performance of the public contract:

- **Starting date:** immediately after the entry of the contract into force – November 2020 (estimated)
- **Closing date:** October 2022

Place of performance of the public contract

The place of the public contract performance is the Republic of Moldova including Transnistria.

6. Qualification Criteria

A tenderer demonstrates meeting the qualification criteria as it is detailed and required below:

Requirement	Proof of Evidence
<u>6.1 Basic qualification</u>	
A) The tenderer and its statutory representatives were not convicted of a criminal act in the country of its domicile in the last 5 years before the commencement of the procurement procedure.	A copy of extract from the Criminal Register for the tenderer.
B) The tenderer has no outstanding tax arrears registered in tax records in the Czech Republic or in the country of its domicile; the tenderer has no outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the country of its domicile; the tenderer has no outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy in the Czech Republic or in the country of its domicile.	A solemn declaration of the tenderer (see Declaration of Honour in Annex no. 2 of TD).
C) The tenderer is not in liquidation, has not been declared insolvent, the	A copy of extract from the Commercial Register for the

receivership has not been imposed in respect of the tenderer under another legal regulation and the tenderer is not in a similar situation pursuant to the law of the country of its domicile.	tenderer , or an equivalent document from abroad, if registered therein or an extract from other similar register, if registered therein (if not registered, then a solemn declaration of the tenderer – see Declaration of Honour in Annex no. 2 of TD).
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6.2 Technical qualification	
A tenderer will prove that he/she is the following person:	
<ul style="list-style-type: none"> • Project Manager – this person needs to meet the following requirements: 	
A) He/she has a professional experience in the area of preparation and implementation of the project(s) co-financed by DEU and/or other international donors as a project manager (or at a similar position) for at least 5 years.	A structured professional CV which will show the following information: <ul style="list-style-type: none"> • Professional experience according to requirements A) and B) (including time and description), supported by employer's confirmation in the form of attachment to the CV. Such employer's confirmation may be replaced by a solemn declaration containing the name of the employer and a contact person (full name, position, email, telephone number); • Language skills according to requirements C), D) and E), supported by the relevant certificate in the form of attachment to the CV. The certificate may be replaced by a solemn declaration; • Signature of the Project Manager.
B) He/she has a professional experience in the area of implementation of the project(s) in social sector and/or equivalent professional experience in social sector (e.g. from the ministry) for at least 5 years.	
C) He/she has a knowledge of English (minimum C1 according to the Common European Framework of Reference for Languages).	
D) He/she has a knowledge of Romanian (minimum C1 according to the Common European Framework of Reference for Languages).	
E) He/she has a knowledge of Russian (minimum C1 according to the Common European Framework of Reference for Languages).	

The Project Manager will personally participate in the performance of this public contract in the Republic of Moldova.

The Contracting Authority reserves the right to verify the information provided by the tenderer. The Contracting Authority reserves the right to verify (e.g. by means of an examination) the required level of language proficiency.

Authenticity of documents and declarations

The solemn declaration and documents proving basic qualification requirements (when requested) shall not be older than 90 days before the day of the bid submission. The documents shall be provided with translation to English or Czech language in case they are not written in one of these languages. The solemn declaration shall be signed by the tenderer.

The Contracting Authority reserves the right to verify the information declared, to request originals or certified copies of documents specified, and to request certified translation of these documents into English.

Consequences of failing to meet the qualification criteria

A tenderer who fails to meet qualification to the extent required will be excluded from the procurement procedure by the Contracting Authority.

Only the bids of the tenderers who meet the qualification criteria will be subject of evaluation (including the invitation to the interview).

7. Bid Price

Requirements on the bid price

- By submitting a bid into this procurement procedure, the tenderer acknowledges that the price offered must cover all the costs of the implementation of the subject of the public contract. The tenderer is obligated to include these costs within the bid price.
- The tenderer shall state **the bid price (monthly remuneration)** in CZK, including VAT in the draft contract (Article 2.2). The bid price will be stated as a positive number in absolute value with no more than two decimal places. Exceeding the bid price is not admissible. The bid price shall be binding for the entire duration of the public contract. The bid price in CZK (including VAT) is one of the evaluation criteria (see hereinafter).
- Furthermore, the tenderer shall state **the maximum amount of the public contract** in CZK, including VAT in the draft contract (Article 2.1). The maximum amount equals to the following formula: monthly remuneration * 24 months + travel costs (82,020.00 CZK).
- In case the prices stated in the draft contract will not be compliant with each other, the tenderer will be excluded from the procurement procedure (unless the

Contracting Authority will ask the tenderer for clarification of the prices contradiction and the tenderer will remedy the contradiction in a credible manner).

8. Structure and Form of the Bid

Tenderer's bid shall be prepared in electronic form (scan in .pdf format or ZIP format) in the English language. Tenderer's bid shall be prepared in accordance with the Contracting Authority's requirements stated herein.

The tenderer shall submit a bid with the following content and structure:

1. Draft Contract:

- A duly completed, signed and scanned draft of the contract, as contained in Annex no. 1 of TD;
- A tenderer shall fill in the **yellow marked** information: supplier's details, bid price (monthly remuneration), maximum amount, bank details.

2. Qualification and Evaluation documents

- A duly completed Declaration of Honour, as contained in Annex no. 2 of TD;
- Structured professional CV with its attachments.

9. Terms and Conditions and Payment Terms

Terms and Conditions

The Contracting Authority has defined the terms and conditions for the implementation of the public contract in the form of a draft contract. The text of the draft contract is part of the Tender Documentation (Annex no. 1 of TD).

The tenderer shall fill in the missing information in the electronic version of the draft contract and shall submit a signed, stamped and scanned version as part of the bid.

In the text of the draft contract the tenderer shall complete the **yellow marked**, missing information without changing in any other way the wording of the draft. If the tenderer changes the text of the contract in any way other than as specified above, the tenderer shall be excluded from the procurement procedure.

Payment terms

The payment terms are specified in the draft contract which forms Annex no. 1 of TD. All the payments will be carried out in CZK.

10. Evaluation of Bids

The evaluation of the bids shall be carried out based on economic advantageousness (the best price-quality ratio).

The Contracting Authority will evaluate the bids on the basis of the following evaluation criteria:

No.	Criterion title	Criterion weight (from total number 100 points)
1	Bid price in CZK, including VAT	30 points
2	Abilities and qualities of the Project Manager	60 points
3	Professional experience in team management	10 points

Specification of the individual criteria and the method of evaluation

The Contracting Authority emphasizes that it seeks to obtain the highest quality of performance in return for the financial value of the public contract (bid).

Criterion No. 1 “Bid price in CZK, including VAT”

- Under the criterion the Contracting Authority will evaluate the bid price in CZK including VAT, i.e. the flat monthly remuneration for the provision of services per one calendar month;
- The tenderer shall state the bid price in the Draft Contract, Article 2.2.

Evaluation result of criterion 1) equals to following formula:

- $\text{Price A} / \text{Price B} * \text{criterion weight}$. Price A = lowest price from all submitted bids; Price B = actual price of the bid evaluated.

Criterion No. 2 “Abilities and qualities of the Project Manager”

- Under the criterion the Contracting Authority will evaluate the abilities and qualities of the tenderer (Project Manager) based on the online interview.
- The abilities and qualities of the Project Manager for successful completion of the public contract are following:
 - Technical competence for the performance of the public contract; motivation for the performance during the whole public contract; personal responsibility for the proper and timely performance of the public contract; communication and presentation skills (comprehensive, ready, reliable and structured performing), ability to anticipate, risk management skills, team management skills, pro-active approach, orientation in the context of the public contract and its specificities.
- Conditions of the interview:

- Estimated duration of the interview with each tenderer is max. 60 minutes with anticipated timing as follows:
 - Max. 10 minutes – opening of the interview, presentation of the CzechAid;
 - Max. 10 minutes – presentation of the project by the CzechAid;
 - Max. 30 minutes – interview with the tenderer. All tenderers will be asked the same questions (from the areas of questions – see below). Max. 5 minutes will be allocated for each answer. The questions will not concern technical details of the subject of the public contract. The audio-visual recording of each interview will be made. **Only this part of the interview will be subject of evaluation;**
 - Max. 10 minutes – time for the tenderer to ask questions.
- The tenderers will participate in the interview personally and individually. **Only the tenderers whose bids meet the qualification criteria will be invited to the interview.**
- The tenderers will be informed about the date of the interview in advance by e-mail. The tenderers can be excused from the interview by previous notice in advance by e-mail. In such a situation, the tenderer will be provided with a different date.
- Areas of questions:
 1. Motivation and goals of the Project Manager in relation to the subject of the public contract.
 2. Description of experience in implementation of the projects co-financed by DEU (and/or other international donors) and projects in social sector.
 3. Risk management by the Project Manager.
 4. Team management by the Project Manager.
 5. Competence of the Project Manager for the performance of the public contract
 6. Orientation in the Moldovan system of medico-social long-term care.

The criterion will be evaluated as follows: 0 points (least satisfactory) – maximum of 10 points (most satisfactory) for each of the 6 areas of questions:

- The project manager has not demonstrated any abilities and qualities for successful completion of the subject of the public contract – 0 points
- The project manager has demonstrated only several partial abilities and qualities for successful completion of the subject of the public contract – 5 points
- The project manager has demonstrated full abilities and qualities for successful completion of the subject of the public contract – 10 points

Criterion No. 3 “Professional experience in team management”

- Under the criterion the Contracting Authority will evaluate the tenderer’s professional experience in team management (i.e. as a leader of a group of team workers);
- The tenderer shall specify the professional experience in the structured professional CV (including time, description, and number of team workers) supported by employer's confirmation in the form of attachment to the CV. Such employer's confirmation may be replaced by a solemn declaration containing the name of the employer and a contact person (full name, position, email, telephone number);
- The tenderer is obliged to provide the most detailed information for the purpose of evaluation of the bid. The Contracting Authority reserves the right to verify such information provided by the tenderer.

The criterion will be evaluated as follows: 0 points (least satisfactory) – maximum of 10 points (most satisfactory):

- No experience or experience in managing a team of 1 person – 0 points;
- Experience in managing a team of 2–4 persons – 5 points;
- Experience in managing a team of 5 or more persons – 10 points.

Manner of evaluation

Each bid will receive calculated number of the points for each criterion. Total number of the points of each bid equals to the sum of points for criteria 1–3. The evaluation points will be calculated to two decimal places.

The bids will be sorted according to their total number of evaluation points. The bid containing the highest number of evaluation points will be evaluated as the most economically advantageous. In case more bids will contain an equal number of evaluation points, the bid with higher number of points from criterion 2) will be selected as the winning one. In case the points from criterion 2) will be also equal, the bid with higher number of points from criterion 1) will be selected as the winning one. In case the points from criterion 1) will be also equal, the procurement procedure will be cancelled.

The tenderer is not allowed to make the total bid price and other evaluation criteria conditional in any way. Any such conditioning or indicating different values or a range of values which are the subject matter of evaluation, will be a reason for excluding the bid and the tenderer from the procurement procedure. The Contracting Authority shall apply the same if the value of the condition which is the subject of evaluation is in a quantity or form other than requested by the Contracting Authority.

The Contracting Authority will assess whether the bid price of the selected tenderer is not abnormally low.

10. Explanation of the Tender Documentation

Any requests for explanation of the Tender Documentation are accepted by the Contracting Authority **within 3 working days before the expiry of the submission deadline**. The requests have to be delivered in English language and in a written form to the e-mail address tender@czechaid.cz. The response shall be sent to the author of the question and published by the same means as the Tender Documentation within 2 working days from the receipt of the request for explanation.

The Contracting Authority reserves the right for providing additional information on the Tender Documentation on its own initiative, in which case it will publish such information by the same means as the Tender Documentation. The Contracting Authority reserves the right for adequate prolongation of the deadline for submission of the bids, in case of significant change of the Tender Documentation, caused by additional information provision.

11. Manner and Deadline for Submission of Bids

Bids must be submitted electronically by e-mail at the Contracting Authority's e-mail address: tender@czechaid.cz. Each tenderer may submit one bid only.

Bids may be submitted electronically by no later than the end of the time limit for the submission of bids: November 4, 2020 until 9 am of CET (Central European Time, UTC+1) which is 10 am in of EET (Eastern European Time, UTC+2).

The Contracting Authority will not accept bids delivered after the time limit.

Bids must be delivered in the PDF format as a single file or in the ZIP format. It is recommended to deliver the bids in a file not exceeding 10 MB, in the opposite case we will accept the use of following electronic document storage platforms: www.uschovna.cz, www.sendspace.com, www.dropbox.com, www.wetransfer.com. The Contracting Authority will not accept the use of any other electronic document storage platforms than the above-mentioned ones.

Before the expiry of the bid submission deadline the tenderer must notify the Contracting Authority on the uploading of the file in the electronic document storage platform by e-mail to the above-mentioned e-mail address: tender@czechaid.cz. The e-mail must contain a link for downloading the stored file containing the bid.

The e-mail with the bid shall state the following subject:

- **Bid – Project Manager**

In the text of the e-mail the tenderer shall state the following information:

- Name of the tenderer
- Public contract – Project Manager for Delegated Cooperation Project in Moldova “Improvement of medico-social care services for people with long-term care needs on both sides of the Nistru River”
- E-mail shall contain the tenderer’s bid, or download link

12. Rights of the Contracting Authority

- The costs of the participation in the procurement procedure and the preparation of the bid shall not be compensated to the tenderers.
- By submitting the bid, a tenderer gives its consent to the publication of the identification details relating to its entity as the tenderer and the amount of the financial amount provided for the implementation of the public contract at Contracting Authority website, in the information materials of the Czech Development Cooperation and other registers and publications in accordance with the legislation of the Czech Republic.
- To accept or reject the bid is the responsibility of the Contracting Authority, decision of which shall be final.
- Tenderers will be notified about the results of the procurement procedure via e-mail.
- The Contracting Authority reserves the right before the decision on the selection of the most economically advantageous bid to verify or require the clarification/supplement of the information declared and documents submitted by the tenderers in their bids.
- The Contracting Authority reserves the right to exclude a tenderer from further participation in the public contract if such tenderer states untrue facts in its bid.
- The Contracting Authority reserves the right to cancel the procurement procedure at any time without justification.

13. List of Annexes to Tender Documentation

Annex no. 1 – Draft Contract

Annex no. 2 – Declaration of Qualification

In Prague:

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Mgr. Jan Slíva
 Director of the Czech Development Agency,
 Contracting Authority