**SERVICE CONTRACT NOTICE**

**Framework service contract for   
Provision of Mental Health and Psychosocial support   
for EUMM Georgia**

**Location: Georgia**

**Please note that the contract implementation from 15 December 2024 onward is subject to the condition of the prior adoption of a financing decision and the prior conclusion of a financing agreement, which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.**

**1. Reference**

EUMM-23-8484

**2. Procedure**

Open

**3. Programme title**

Council Decision (CFSP) 2022/2318 of 25 November 2022

**4. Financing**

CFSP/2022/38/EUMM Georgia

**5. Contracting authority**

The European Union Monitoring Mission in Georgia (EUMM).

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based Service Contract

**7. Contract description**

EUMM Medical Section aims ensure the continuity and availability of Mental Health and Psychosocial support for EUMM Staff:

1) To provide EUMM with a functioning Peer-to-Peer Support program through trainings and professional support to mission-based Peer Support. .  
2) To investigate the mental health stressors within the Mission through focus groups.  
3) To offer EUMM Staff Member the service (upon direct payment, reimbursed by insurance according to coverage plan) of a registered psychologist with knowledge of CSDP Missions.

**8. Number and titles of lots**

One lot only.

**9. Maximum budget**

50,000.00 EUR for 24 months (**from the date of the contract signature with the total duration of 24 months (12 months for initial period and with possibility of extension for 12 months additional period)**.

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Council Decision (CFSP) 2022/2318 of 25 November 2022.

**Participation in this tender procedure is open to any tenderers**, provided that they comply with the selection criteria set out in point 16 below.

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

**13. Sub-contracting**

Subcontracting is allowed. However, the contractor will retain full liability towards the contracting authority for performance of the contract as a whole. If the tenderer intends to subcontract one or more parts of the contract, this must be clearly stated by the tenderer in its offer. Partnership contract/contracts are not considered as subcontracting.

**PROVISIONAL TIMETABLE**

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

April 2023

**15. Implementation period of the tasks**

**From the date of the contract signature with the total duration of 24 months (12 months for initial period and with possibility of extension for 12 months additional period)**.

**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 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 the tenderers. In the case of tenders 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 tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

1. **Economic and financial capacity of the tenderer (**based on item 3 of the 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.

* the average annual turnover of the tenderer over the period of **2020-2021-2022** must be equal or **exceed 26,000.00 EUR** [[1]](#footnote-1). The table under point 3 of the Tender Form, if duly filed in, will be accepted as a satisfactory proof for the purposes of eligibility. The Contracting Authority reserves the right to ask for clarifications and/or documentary proof on the aforesaid table.

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

* Any tenderer is required to have at least at least 1 (one) staff currently work for the tenderer in fields related to this contract.

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

* **the tenderer has provided services under at least 1 contract with a budget of at least 15,000.00 EUR in fields related to this contract which was implemented at any moment during the last three years (2020-2021-2022) preceding the submission deadline**. This means that the service contract the tenderer 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. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts 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, if required by the contracting authority) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for open procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts> , under the zip file called Simplified Tender dossier.

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

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

**22. Operational language**

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

**23. Additional information**

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR. If applicable, where a tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **MONTH and YEAR** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

**Main CPV[[2]](#footnote-2) code**

**85121270 - *Psychiatrist or psychologist services***

**Clarifications may be sought from the contracting authority at the following email address tenders@eumm.eu (mentioning the publication reference EUMM-23-8484) as per art.2 of the Instructions to Tenderers.**

**Last date for the contracting authority to issue replies (Clarification Notes) to the tenderers’ requested clarification is as per art.2 of the Instructions to Tenderers. Any clarifications of the tender dossier (Clarification Notes, i.e. contracting authority’s replies to the tenderers’ requested clarifications) will be published on EUMM Georgia website (https://www.eumm.eu/en/about\_eumm/tenders). The website will be updated regularly, and it is the tenderers responsibility to check for updates and modifications during the submission period.**

**Tenders must be submitted in English exclusively. Tenders must be sent as per article 2 of the Instructions to Tenderers, to the European Union Monitoring Mission in Georgia (EUMM) in electronic form, at the email address: tenders@EUMM.EU**

The **contract title** and the **publication reference** (EUMM-23-8484) must be clearly marked in the email(s) and on **the zipped folder / file (with password)** containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

**Important Requirement: the electronic form is meant to be 2 (two) separate zipped folders / files, each SEPARATELY containing technical offer and financial offer - sent to the contracting authority BOTH AT THE SAME TIME, i.e. BOTH SUBMITTED BEFORE THE TENDER SUBMISSION DEADLINE. 2 (two) separate zipped folders / files MUST have DIFFERENT PASSWORDS; one password for the technical offer, and the second password for the financial offer. IN NO CASE SHALL THE PASSWORDS BE THE SAME FOR THE TECHNICAL OFFER AND FOR THE FINANCIAL OFFER. These DIFFERENT PASSWORDS shall be known only to the company (person) submitting the tender. After tender submission deadline, the Chairperson and/or the Secretary of the Evaluation Committee will contract the company (person) via email and FIRSTLY request the password for the TECHNICAL OFFER. Once the technical evaluation is finalised, the company will be contacted again and the password for the FINANCIAL OFFER will be asked for. Tenderers MUST NOT provide the DIFFERENT PASSWORDS to the contracting authority before the submission deadline, i.e. until tenderers receive an explicit request from EUMM to act so.**

**Note: Please be aware the size of the attached files should not exceed 4 MB. If it is over 4 MB, please, send the tender in separate e-mails.**

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1. [(Turnover 2020 + Turnover 2021 + Turnover 2022) / 3] ≥ **26,000.00 EUR**. [↑](#footnote-ref-1)
2. The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv> [↑](#footnote-ref-2)