**Additional information about the Contract Notice**

**Contract title: Service Contract for provision of National Staff health insurance   
Location - Georgia**

**Please note that the awarding of the contract 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. **Nature of contract**

**Service contract - fee-based**

1. **Programme title**

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

1. **Financing**

**CFSP/2022/38/EUMM Georgia**

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

**The legal basis of this procedure is Article 58(2) of Financial Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.**

**Participation in this procurement procedure is open on equal terms to all natural and legal persons falling within the scope of the Treaties.**

**Participation is also open to international organisations.**

1. **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.**

1. **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 partner 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.**

In case of lots, the candidates or tenderers may submit only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

1. **N/A**
2. **Sub-contracting**

Sub-contracting is allowed.

1. **N/A**
2. **N/A**
3. **N/A**
4. **Provisional commencement date of the contract**

15 December 2024

1. **Period of implementation of tasks**

**15 December 2024 – 14 December 2026 (inclusive) with a possible 24-months extension from 15 December 2026 until 14 December 2028 (inclusive).**

1. **Language of the procedure**

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

1. **Additional information**

Financial data to be provided by the candidate 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 April 2024, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

**SELECTION AND AWARD CRITERIA**

1. **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 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.

The selection criteria for each tenderer are as follows:

1. **Economic and financial capacity** **(**based on item 3 of tender form). 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 average annual turnover of the tenderer for the years (2021,2022,2023) must exceed or be equal to 200000 EUR.

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

* The tenderer has at least 3 permanent staff currently working for the tenderer in fields related to this contract.

**3) Technical capacity** (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 submission deadline.

* The tenderer has provided services under at least 1 contract with a budget of at least 70000 EUR in health insurance or related field which was implemented at any moment during the last three years preceding the submission deadline.

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.

1. **Award criteria**

Best price-quality ratio.

1. N/A
2. **How tender may be submitted**

**Tender must be submitted exclusively via e-mail to:** [tenders@eumm.eu](mailto:tenders@eumm.eu)

**Tender submitted in any other way will be disregarded.**

1. **Deadline for submission of tender**

**The time-limit for receipt of tender is indicated under Heading IV.2.2 of the contract notice.**

1. **Clarifications on the contract notice**

Any request for clarifications must be made by email to the following email address: [tenders@eumm.eu](mailto:tenders@eumm.eu)

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.” Clarifications can be requested at the latest 21 days before the deadline for submission of tenders stated  **in the contract notice**.

Clarifications will be published at the latest 8 days before the deadline for the submission of tenders. It is the candidate’s responsibility to check for updates and modifications during the submission period.

1. **Outcome of the evaluation**

Candidates will be notified of the outcome of the evaluation of the tenders by e-mail. The notification will be sent to the e-mail address provided in in the Service Tender Submission Form, under the section Contact Person.

The same e-mail address will be used by the contracting authority for all other communications during the procedure.

It is the candidate's responsibility to provide a valid e-mail address and to check it regularly.