

## **SERVICE CONTRACT NOTICE**

### **<Curriculum Development and Training Delivery of Business Digitalization, Business Development and Entrepreneurship aspects of Incubation, Acceleration and Growth programs Location – Republic of Serbia**

#### **1. Reference**

IPA III/2024/457-197/SRB-003

#### **2. Procedure**

Simplified

#### **Programme title**

EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans and  
Turkiye

#### **4. Financing**

Budget Line: 5.7.1

#### **5. Contracting authority**

Roma Entrepreneurship Development Initiative REDI Serbia

## **CONTRACT SPECIFICATION**

#### **6. Nature of contract**

Global price

#### **7. Contract description**

The objective of this initiative is to support and foster Roma entrepreneurship through programs of incubation, acceleration and growth programs. Programs will have two aspects, digitalization and business development. The primary objective of the Expert for Business Digitalization is to develop an online training curriculum for improving digitalization outcomes within Roma entrepreneurship, followed by the delivery of a pilot cycle of incubation, acceleration and growth program. The facilitator will provide support and guidance to Roma entrepreneurs throughout their entrepreneurial journey, from introducing digitalization to its implementation. The primary objective of the Expert for Entrepreneurship and Business Development is to develop an online training curriculum for business development and entrepreneurship followed by the delivery of a pilot cycle of incubation, acceleration and growth program. Based on performance, contracts for experts will be extended beyond one year of the initial contract.

#### **8. Number and titles of lots**

Two lots

Lots Titles:

01 Curriculum Development and Training Delivery of Business Digitalization aspects of Incubation, Acceleration and Growth programs

02 Curriculum Development and Training Delivery of Business Development and Entrepreneurship aspects of Incubation, Acceleration and Growth programs

#### **9. Maximum budget**

EUR: 21,175 for 3 project years for both lots together.

## **CONDITIONS OF PARTICIPATION**

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

[For IPA III 2021/1529<sup>1</sup>:

The legal basis of this procedure is <Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III)>. See Annex A2 of the practical guide.

For this contract award procedure, 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 an eligible country or territory as defined under Article 11 of Regulation (EU) No [1529] establishing the Instrument for Pre-accession Assistance (IPA III). ]

[ 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.]]

### **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.

2 lots No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

### **12. Grounds for exclusion**

---

<sup>1</sup> Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26.

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.

## **PROVISIONAL TIMETABLE**

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

20/06/2025

### **15. Implementation period of the tasks**

4 months

## **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.

**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 objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it;

**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.

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

- has sufficient ongoing staff resources and expertise to be able to handle the proposed contract
- has at least 2 years of experience in the relevant field
- University degree with relevant experience.
- Previous experience of working with Roma community will be considered a strong advantage.
- Excellent communication, interpersonal, and relationship-building skills.
- Proven experience in organizing community events and workshops
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software
- Fluency in Serbian and English is required.
- High level of empathy, cultural sensitivity, and commitment to community development.

**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 two years preceding the submission deadline.

**17. Award criteria**

Best price-quality ratio.

## **TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is 30 days from the date of publishing. If the deadline is a non working day, the period will be extended until the next working day.

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

Tenders must be submitted using the standard tender form for simplified 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](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](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 candidate in the standard application form must be expressed in [RSD] If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [RSD] shall be made in accordance with the InforEuro exchange rate of month and year 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>.