

# Tender Notice

Project number DCI-NSA/2009/205-572, Tender number 201202

**PDCS, o.z.** (PDCS), a Slovak non-profit non-governmental organization with a permanent seat at **Štúrova 13, 81102 Bratislava, Slovak Republic**, wishes to invite tenders for the **Tender for Final Evaluation of the project Strengthening Fundraising Capacities of NGOs in Central Europe**.

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## I. CONDITIONS OF TENDER

1. Qualified tenders are sought from competent contractors for the following works:  
**Final evaluation of the project Strengthening Fundraising Capacities of NGOs in Central Europe.** For the details pls. see the attached Terms of Reference.
2. **Tender forms** can be requested by email at [jano@pdc.sk](mailto:jano@pdc.sk).
3. Sealed Tenders should be dropped in the special box available in the PDCS office or sent by registered post to reach the PDCS office **on or before July 23, 2012, 14:00 CET**. The tenders received will be **opened immediately thereafter** and the tenderers or their authorized representatives are invited to be present at the tender opening on July 23, 2012 at 14:00 CET. Late tenders will be rejected.
4. The left hand top corner of the sealed envelope with PIN address should be marked as "**Evaluation NGDOfundraising, DO NOT OPEN BEFORE July 23, 2012**".

## II. REQUIREMENTS ON THE TENDERER

5. The tender is opened to all legal entities from EU member states and from countries, territories and regions as mentioned in Regulation (EC) No. 1905 of the European Parliament and of the Council establishing a financing instrument for development cooperation.
6. PDCS will exclude from the tender tenderer that comply with some of the condition mentioned below:
  - a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
  - c) They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
  - d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e) They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;
  - f) Following another procurement procedure or grant award procedure financed by PDCS or donor of the project, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations
  - g) They do engage in the employment of children.
7. Tenderers submitting tender offers in open or negotiated tender procedure must certify in sworn statement that they are not in one of the situations listed above (see Eligibility statement form).
8. Required documents to be submitted by tenderer are: **proposal of the methodology, eligibility statement, quotation form (proposed price), CV of evaluator(s), copy of a registration document of a tenderer**.
9. If a tenderer is a politically active organization operating in a country controlled by an authoritarian

regime, the management of the relevant PDCS department can derogate points a), b), d) or e). Such decision must be recorded and the record is filed among the procurement documentation.

### III. EVALUATION OF THE TENDER

10. The **selection criteria** are:

- ❖ Price offer (20%)
- ❖ Quality of the proposal and of the proposed methodology (40%)
- ❖ Track of experience of the evaluator (40%)

11. All offers will be assessed within the consortium evaluation committee. The results will be notified to the prospective tenderer within five working days from the date of closing, by the Tender Committee.

12. Prior to expiration of the Tender validity period, the PDCS will issue Letter of Acceptance to the successful Tenderer that his Tender has been accepted including the Contract Price.

13. PDCS will enter into a Contract by signing of Agreement with the successful Tenderer within 28 days following the Letter of Acceptance. Until the parties come into such an agreement, all conditions given in the Tender Document are binding on both parties.

### IV. RIGHTS OF PDCS AND OTHER CONDITIONS ON TENDERER

14. To accept or reject the tender is the responsibility of the **Tender Committee**, decision of which shall be final.

15. Further negotiations with pre-selected bidder are allowable.

16. The Principal shall not be bound to accept the lowest price or any tender.

17. The Principal shall not be responsible for any costs related to the participation in tender.

18. Tender must remain **valid for the period of 60 days** from the date of closing unless withdrawn in writing before the close of tenders.

### V. PAYMENT CONDITIONS

19. The maximum overall budget for the evaluation is **10.000 Euro all inclusive** (incl. travel, per diems, telephone, printing).

20. Payment will be made following the bellow harmonogram:

- a) 20% of costs will be paid upon signing the contract
- b) 30% upon presenting the evaluation draft report
- c) 50% will be paid after completion of the evaluation

21. For each day delayed after the agreed completion date, the contractor will forfeit **0.5%** of the total value of the contract (this fine will be subtracted from the final payment).

22. Price offer is stipulated as maximum price except for regulation mentioned under art. 23.

23. Price offer can be exceeded under the following conditions:

- a) In case of changes to Taxes or other state regulations having a direct impact on the price
- b) In case PDCS will demand extra work above the conditions enlisted in this tender.

A handwritten signature in blue ink, reading 'Ján Kuchalík', positioned above a dotted line. Below the dotted line, the word 'PDCS' is printed in a bold, black, sans-serif font.

**Date:** 25 June 2012