



SERVICE CONTRACT NOTICE

Development of the Rural Energy Master Plan for Liberia

1. Publication reference

RREA/CO/002/2014

2. Procedure

Restricted

3. Programme title

Developing and Demonstrating a Rural Energy Strategy and Master Plan

4. Financing

FED/2011/267 844

5. Contracting Authority

- Rural and Renewable Energy Agency (RREA) of Liberia

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Consistent with Government's Agenda for Transformation, the RREA intends to prepare its Rural Energy Master Plan (REMP) to serve as the strategic roadmap for providing access to improved energy services as well as integrating energy into rural development programs and activities, taking into consideration other cross-cutting issues such as gender, energy efficiency, and environmental protection; promotion of energy enterprise development; research and indigenous development of renewable energy technologies; establishment of standards for equipment and services; and establishing a central repository for all information on rural and renewable energy activities in Liberia.

The process leading to the preparation of the Rural Energy Master Plan will build upon the processes that led to the formulation of the PRS and the County Development Agenda (CDA). It will be all inclusive, providing a platform for the inputs of all relevant and multi-

sectorial stakeholders such as civil society organizations, public sector institutions, community-based organizations, the private sector, the donor community, and local government representatives of the 15 counties in Liberia. Since the REMP should be the overriding guiding document for provision of modern energy services to rural Liberia, it is crucial that all stakeholders are consulted during the development of the document, to make sure that the most suitable solutions and technologies are chosen.

8. Number and titles of lots

One (1) Lot Only

9. Maximum budget

410,000 €

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract . Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP_EC Partnership Agreement under which the contract is financed (see also item 29 below). Participation is also open to international organisations.

12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (ie, the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) 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.

13. Number of applications

No more than one application 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 an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless

prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG- 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG

16. Sub-contracting

Subcontracting is allowed

17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

June 23, 2014

19. Provisional commencement date of the contract

September 30, 2014

20. Initial period of implementation of tasks

September 30, 2014 to September 30, 2015

SELECTION AND AWARD CRITERIA

21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.

The Candidate shall provide evidence of a minimum average annual turnover of 1,000,000€ during the last three (3) years.

- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form)

The candidate shall have at least ten permanent professional staff with a university degree of which at least five have been involved in similar projects.

- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form)

The candidate has provided services under at least two contracts with a budget of at least that of this contract in the field of energy planning of which at least one in rural electrification in developing countries which were implemented at any moment during the following period: August 2009 to August 2014. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/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 caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator 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. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- the highest number of projects
- the highest value of the project
- Preference will be given to experience in sub-Saharan Africa

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

Time: 5:00 p.m. Liberian Local Time on **Date:** 13/06/2014

Any application received by the Contracting Authority after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B>

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

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

Lester A. Kroma
Rural and Renewable Energy Agency
Old LEC Sub-station, Newport Street
P.O. Box 1280, 1000 Monrovia 10
Liberia

OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Lester A. Kroma
Rural and Renewable Energy Agency
Old LEC Sub-station, Newport Street
P.O. Box 1280, 1000 Monrovia 10
Liberia

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

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

28. Date of publication of prior information notice

Not applicable

29. Legal basis

ACP-EC Partnership Agreement signed at Cotonou on 23/06/2000 as amended on 25 June 2005 and on 22 June 2010 (Annex IV)

30. Additional information

None