



CBC 2014-2020
SOUTH-EAST FINLAND - RUSSIA

GUIDELINES FOR THE SUBMISSION OF TENDER DOCUMENTS CONCERNING THE EX-POST EVALUATION OF THE SOUTH-EAST FINLAND – RUSSIA CBC 2014-2020 PROGRAMME

Publication of the request for the offers: *15.9.2023*

Deadline for submitting the offers: *13.10.2023*

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1. SERVICE PURCHASER

The participating countries have appointed the Regional Council of South Karelia to act as the Managing Authority (MA) of the South-East Finland - Russia ENI CBC 2014-2020 Programme. Therefore, the Regional Council of South Karelia acts as a Service Purchaser:

Etelä-Karjalan liitto/ Regional Council of South Karelia

Business ID: 0869462-5

Kauppakatu 40 D

53100 Lappeenranta

Finland

The Regional Council of South Karelia is later referred to as the Managing Authority or Service Purchaser.

2. DESCRIPTION OF THE PROCUREMENT

The Managing Authority of the South-East Finland – Russia CBC 2014-2020 Programme cordially invites all interested parties to submit proposals for conducting an ex-post evaluation of the Programme. This evaluation aims to offer an impartial and comprehensive assessment of both the individual project results and impacts, as well as the overall effectiveness of the Programme. It is worth noting that this evaluation encompasses a broader perspective, taking into careful consideration the influence of global crises, specifically the Covid-19 pandemic and the Russian invasion of Ukraine, on the programme's implementation.

The South-East Finland – Russia CBC 2014-2020 Programme is a cross-border cooperation initiative involving Finland, and Russian Federation's participation until March 2022. The ex-post evaluation will exclusively take place within Finland.

These guidelines serve the purpose of furnishing essential information to facilitate the preparation and submission of proposals for conducting the ex-post evaluation of the South-East Finland – Russia CBC 2014-2020 Programme. An additional document, the terms of reference, has been provided as an annex to these guidelines. This document outlines the specific requirements and expectations for the envisaged ex-post evaluation.

The primary objective of the ex-post evaluation is to provide an independent assessment of project results, impacts, and their effectiveness, both at the micro and macro levels. Furthermore, this evaluation will encompass a comprehensive, long-term perspective, examining the program's development throughout the period from the implementation of the ENI Programme in the years 2014-2020.

3. PROCUREMENT PROCEDURE

An open procedure has been chosen as the procurement mode for the program's ex-post evaluation to ensure transparency, competition, and fairness in the selection process.

The call for tender has been published online on 15.9.2023.

Under this procedure, potential suppliers are invited to submit their proposals and will be evaluated based on their past performance, expertise in previous evaluations, financial stability, and capacity to meet evaluation criteria. By choosing the open procedure, we aim to secure the services of the most qualified and capable experts or firms in conducting this ex-post evaluation. We believe that this approach will lead to the selection of the most qualified and cost-effective vendor.

If none of the received offers responds to the request for tenders as required by the Service Purchaser, or the conditions during the tender change such that the Service Purchaser cannot use the results of the tender, the Service Purchaser may partially or fully suspend the procurement procedure for a justified reason.

Tenderers are not compensated for making, presenting, or otherwise participating in the procedure.

4. STRUCTURE AND CONTENT OF THE TENDER

Tender documents submitted by potential service providers shall include:

1. Introduction of the tenderer:
 - a. Basic information about the organisation/ legal person responsible for the offer.
2. Economic and legal status:
 - a. The tendering company and possible subcontractors shall be registered in the register of joint-stock companies, trade register or register of associations and shall provide the following documents either in English or in the national language regarding both the tendering company and possible subcontractors:
 - i. A copy of the most recent company registration document issued by a certified authority. The copy shall state the corporate identification number / organisation registration number and the person who is the authorised signatory.
 - ii. Documentation on fulfilled statutory obligations regarding registrations and payments of social contributions and taxes in the country in which the tendering company is registered. The document shall also state the tenderer's situation in respect of VAT.
 - iii. Certificates and clarifications presented may not be more than three (3) months old from the last submission date for tenders.
3. Proposed evaluation plan (key requirements described in the terms of reference), including:
 - a. Description of the approach and methodology used in the evaluation
 - b. Description of the proposed evaluation group
 - c. Planned human resources (number of full-time workdays) and type of tasks
 - d. Work plan and schedule for the implementation of the evaluation.

4. List of references: The Tenderer shall have experience in the evaluation of EU financed programmes or projects. The tender shall include a list of references.
 - a. The list of references shall only include the references where the Tenderer has been a main service provider.
 - b. The references shall not be older than 10 years.
 - c. The list shall include a maximum of 5 references.
 - d. The maximum length of a reference shall be half of A4 page.
5. Pricing in euros (€), including:
 - a. A budget provided for the full evaluation work with necessary travel costs. The budget must include a breakdown of work and necessary travel and possible other evaluation costs with clear calculation bases. Prices are in euros and are given without VAT.

Eligibility and minimum requirements placed on the tender

By submitting a tender, the tenderer accepts the terms set out in the call for tender and the documents attached to it.

The tender must be valid for at least 3 months from the last submission date for tenders.

Tenders will be rejected if requirements mentioned in the call for tender documents are not fulfilled or if the tender arrives late.

Partial tenders will not be considered.

The members of the evaluation team must be strictly neutral and experts with a conflict of interest cannot be accepted.

The tenderer must commit to adhering to the General Terms of Public Procurement in Supply Contracts JYSE 2022 SERVICES, unless otherwise required in the call for tender or contract.

The supplier must have sufficient financial, technical and other prerequisites to carry out the procurement. If the tendering organisation has any unpaid statutory taxes and/or social security costs, the tender will be rejected.

Suppliers who cannot meet the requirements set or who are guilty of providing substantially incorrect information when submitting the below-mentioned information, or who do not submit clarification where requested within the set deadline, shall be removed from the tender process.

Subcontracting

Subcontracting is permitted. Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior approval of the Service Purchaser.

5. SUBMITTING OF THE OFFER AND QUESTIONS RELATED TO THE PROCUREMENT

Additional questions during the tendering process

Questions concerning the procurement may be addressed to official@sefrcbc.fi with the message titled "Question about the ex-post evaluation of South-East Finland - Russia CBC". The questions should be written in English and sent by 29.09.2023 at 16:00 (EET).

In order to ensure equal treatment of tenderers, questions asked outside the outlined timeframe will not be answered.

The questions and answers will be sent to the tenderers electronically and published on the website of the Service Purchaser by 6.10.2023 at 16:00 (EET). The author of the question will remain anonymous. It is the tenderer's responsibility to look at the questions and the answers provided and to take the information into account when submitting the tender. Only written requests for additional information shall be binding to the client.

Offer submission

Submit your offer by email to official@sefrcbc.fi by **13.10.2023 at 16.00 (EET)**

Tenders received after the deadline will not be taken into consideration.

6. LANGUAGE

The Programmes' official language is English. Therefore, questions related to the procurement, the tender offer and its appendices (with the exception of the economic and financial status) must be completed in English.

The procurement documents are only available in English. If the tenderer wishes to have the tender documents in another language, the translation costs incurred are the responsibility of the tenderer.

7. TENDER EVALUATION AND COMPARISON

The contract to execute the Ex-post evaluation shall be signed between the winner of the tendering competition and the Joint Managing Authority. The evaluation implementation time is estimated to cover the period 13.11.2023 - 13.5.2024.

The offer may not be conditional. The client shall be entitled to decide on moving to the negotiating procedure or reserve the right not to approve any of the offers. No compensation on offers is provided. Offers that are incomplete, deviate from the request for offers or are submitted late shall be disregarded. A vendor who cannot be considered to have the technical, financial or other prerequisites for carrying out the assignment, or who has neglected the payment of taxes or statutory social security contributions, can be excluded from the competition. Rest of the offers are assessed according to the best price – quality ratio and following percentage rates shall apply:

Weight of price 50 % and weight of quality 50 %.

Assessing the price – quality ratio

max. scores

Price	
The total price (VAT 0%) + the unit price Comparison formula: $\text{Lowest total price} / \text{competing total price} \times \text{maximum score } 50$ Lowest unit price / competing unit price $\times \text{maximum score } 50$.	50
Quality	
The competence and evaluation experience of the responsible evaluator	30
Evaluation workplan	20
Maximum total scores	100

Quality assessment criteria

max. scores

Quality criteria		
<p>The competence and experience in evaluation activities of the responsible evaluator:</p> <p>1 EU Programmes</p> <p>2 EU projects</p> <p>3 Administration of EU Programmes</p>	<p><u>30 scores:</u> the candidate has strong experience and competence based on five or more similar evaluations and covering all mentioned three areas.</p> <p><u>20 scores:</u> the candidate has experience and competence based on 1-4 similar evaluations and covering all mentioned three areas.</p> <p><u>10 scores:</u> the candidate has experience and competence in evaluation but is missing experience in one of mentioned three areas.</p> <p><u>5 scores:</u> the candidate has experience and competence in evaluation but is missing experience in two of mentioned areas.</p>	30
<p>Evaluation of workplan:</p> <p>1 Description of the workplan, methodology and timetable</p>	<p><u>20 scores:</u> the workplan is detailed, clearly presented and realistic and it is set according to the timelines given by the client. Human resources are clearly identified and they are specified in line with the evaluation objectives.</p> <p><u>10 scores:</u> the workplan is detailed, clearly presented and realistic and it is set according to the timelines given by the client. Human resources are identified, but not specified.</p> <p><u>5 scores:</u> the workplan is given in general level and it is set according to the given timelines. Human resources are not specified.</p>	20

Selection of the service provider

The selection will be done according to total criteria points showing overall economic efficiency and cost-effectiveness of each offer.

The maximum score is 100 points. The offer receiving the best overall score will be selected. If the offer is scored 0 points for any of the evaluation criteria, it will be rejected.

In case of an equal total relative score, the quality and feasibility of the proposed evaluation plan shall prevail. In case the score is still equal the service provider is chosen with a lot.

The Managing Authority reserves a right to reject all submitted offers.

8. NOTIFICATION OF THE DECISION

The procurement decision will be delivered in electronic format for the information of all tenderers.

9. CONTRACTING

Upon the approval of the proposal, a formal contract will be established between the Managing Authority and the selected service provider. This contract will outline the specific terms and conditions governing the evaluation process. It is important to note that this procurement is a one-time event, and the contract will be drafted once the decision attains legal validity. The contract itself comes into existence only after all the required contract documents have been duly signed.

The cooperation agreement, on the other hand, will be executed between the Regional Council of South Karelia and the chosen Bidder. The implementation timeline for this procurement spans a period of 6 months from the contract's creation date.

The procurement contract will be drafted with reference to the following documents, listed in order of importance:

1. Procurement decision
2. Request for quotation
3. Offer along with its attachments

General contract terms for public procurement (JYSE 2022, services), where applicable

It is imperative to treat the information provided by the Managing Authorities with the utmost confidentiality. Any breach of confidentiality may lead to contract termination without compensation.

Furthermore, it should be noted that the copyright for the approved report will be transferred to the Managing Authority of the South-East Finland – Russia Programme. This report may subsequently be published on the Programme's official website and made accessible to Programme stakeholders and the wider public.

10. TERMS OF PAYMENT

Compensation for the completed evaluation will be disbursed to the service provider in accordance with the terms outlined in the executed service contract. These payments may be divided into 1 to 3 installments, with the prerequisite for the final installment being the approval of the final report.

11. ANNEXES

Annex 1 Terms of Reference for the ex-post evaluation.