**Additional information about the Contract Notice**

**Provision of Motor Insurance Services for the EUMM Georgia Fleet   
 Georgia**

**Publication number: EUMM-­24-­9106**

**Please note that the awarding of the contract is subject to the condition of 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**

**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 or Tenderers**

**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 requests to participate or tenders**

**No more than one request to participate or 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 request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.**

In case of lots, the candidates or tenderers may submit only one request to participate or 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**

24 (twenty-four) months from the commencement date with possibility of extension for another 24 months (that is from 15 December 2026 until 14 December 2028) by way of addendum signed by all parties. Such a renewal – which shall be preceded by a negotiation phase – is subject to satisfactory Service Provider’s performance as determined by the Contracting Authority.

It should be noted that the performance of this contract as well as the renewal is subject to and conditional upon (i) the signature of a financing agreement between the EU and the EUMM covering the period comprised between the 15 December 2024 and the 14 December 2028, as well as (ii) the availability of funds in the relevant budget line(s).

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 tenderer in the tender submission form must be expressed in EUR. If applicable, where a tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of May 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/tenderers. In the case of requests to participate / tender form submitted by a 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/tenderer 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 the request to participate form, or on item 3 of supply 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 candidate or tenderer for the years 2021, 2022 and 2023 for which accounts have been closed shall amount at least to 100,000.00 EUR[[1]](#footnote-2);

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

* The tenderer possesses a valid licence to carry out relevant insurance activities/services issued by the relevant authorities, and
* The candidate/tenderer has at least 3 permanent staff currently working in areas related to this contract.

**3) Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

* The candidate/tenderer has successfully completed during the last three years (2021, 2022, 2023) at least one project of the same service to the one covered by this contract. The value of such project shall amount to at least to 60,000.00 EUR.

This means that the contract the candidate/tenderer 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

**PARTICIPATION**

1. **N/A**

1. **How requests to participate/tenders may be submitted**

Tenders must be submitted in English exclusively. Tenders must be sent, no later than the date and time indicated below, to the European Union Monitoring Mission in Georgia (EUMM) in electronic form, at the email address: [tenders@EUMM.EU](mailto:tenders@EUMM.EU)

Important Requirement: the electronic form is meant to be zipped folder / file containing all the documents as requested; the zipped folder / file SHOULD have password which shall be known only to the company (person) submitting the application. After applications submission deadline, the Chairperson and/or the Secretary of the Evaluation Committee will contract the company (person) via email and request password to open the submitted application in the zipped folder / file. Candidates MUST NOT provide the password to the contracting authority before the submission deadline.

1. **Deadline for submission of tenders**

Date: 10 July 2024

Local Time: 15:00 hrs local Georgian time

The deadline for submission of applications can be found in the Contract Notice under IV.2.2.

Any application sent to the contracting authority after this deadline will not be considered.

1. **Clarifications on the contract notice and tender dossier**

Clarifications may be sought from the contracting authority at the following email address [tenders@EUMM.EU](mailto:tenders@EUMM.EU) at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice.**

Clarifications will be published on EUMM’s webpage on the following address: <https://www.eumm.eu/en/about_eumm/tenders> at the latest 8 days before the deadline for the submission of applications.

1. **Outcome of the evaluation**

By submitting an application/tender, candidates/tenderer accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

1. **Alteration or withdrawal of requests to participate/tender**

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The email must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

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1. (Turnover 2021 + Turnover 2022 + Turnover 2023) / 3 ≥ 100,000.00 EUR [↑](#footnote-ref-2)