



## SERVICE PROCUREMENT NOTICE

**Contract title:** Technical Assistant to Establishment of a digital early warning station in the Cayman Islands

**Location:** Cayman Islands (KY)

### 1. Publication reference

EuropeAid/129108/D/SER/RCA

### 2. Procedure

International Restricted

### 3. Programme

EDF

### 4. Financing

Financing agreement 9 PTO REG 014

### 5. Contracting Authority

The Beneficiary - Cayman Islands Airport Authority

### 6. Nature of contract

Fee-based

### 7. Contract description

The overall objective of the action is to make contiguous the coverage of weather radar stations in the entire Caribbean region, while at the same time improving the early weather warning system for the people of the Cayman Islands.

The Technical Assistant (TA) will be expected to manage the overall financial, administrative and technical operations of the project in accordance with approved guidelines within the Financing Agreement. S/he will supervise and coordinate all activities of the project, prepare and follow all works, service and supply tenders and contracts. S/he will report to the Cayman Islands Airports Authority (CIAA) and will provide technical support to the Steering Committee. S/he will prepare and provide, on behalf of the CIAA, quarterly progress reports (financial and narrative) addressing implementation activities, achievements and results, schedules and all financial transactions. These reports will be presented to the Cabinet of the Cayman Islands and to the European Commission Delegation in Jamaica. In addition s/he will prepare annual progress reports covering all aspects of the project for CIAA to submit to the EC Delegation in Jamaica and to the Cabinet of the Cayman Islands. S/he will also be in charge of management of the ongoing dialogue between the project partners and will work in close collaboration with the Caribbean Meteorological Organization (CMO) as required on the tendering and implementation processes as specified in the CIAA/CMO service contract.

The CMO will co-ordinate some technical aspects of the project including specialist services and training. The TA will ensure that all funds allocated are utilized in the intended manner and that approved procedures are followed. Project activities will take place in the Cayman Islands. The TA will be based in Grand Cayman but will be expected to travel periodically to the CMO office in Trinidad and Tobago. The end date of the contract will not be later than December 31, 2011.

**8. Numbers and titles of lots**

Tendering as one (1) lot

**9. Maximum budget**

Three Hundred and Eighty Thousand Euro (EUR 380,000.00)

**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] from ACP States and Member States of the European Union and international organisations as authorised by the instrument applicable to the programme under which the contract is financed (see also item 29 below).

**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. 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 Practical Guide to contract procedures for EC external actions

#### **16. Sub-contracting**

Sub-contracting is not allowed.

#### **17. Number of candidates to be short-listed**

On the basis of the applications received, at least 4 and at most 8 candidates will be invited to submit detailed tenders for this contract

### **PROVISIONAL TIMETABLE**

#### **18. Provisional date of invitation to tender**

18 December 2009

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

1 April 2009

#### **20. Initial period of execution and possible extension of the contract**

Twenty-one (21) Months

### **SELECTION AND AWARD CRITERIA**

#### **21. Selection criteria**

Same criteria for legal and natural person.

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 applicant being a public body equivalent information should be provided.

**Criteria:**

1. the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year). the average of cash and cash equivalents at the beginning and end of 2008 are positive.
2. The average of cash and cash equivalents at the beginning and end of 2008 are positive.

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

**Criteria:**

1. At least 3 staff members currently work for the applicant in fields related to this

contract.

2. At least 20% of all staff working for the candidate this year in fields related to this contract are permanent.

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

#### **Criteria:**

1. The candidate has worked successfully on at least two (2) projects with a budget of at least that of this contract in fields related to this contract in the past three years..

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. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

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 applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) Experience of the candidate in similar assignments will be given higher consideration

## **22. Award criteria**

Best value for money

## **APPLICATION**

## **23. Deadline for receipt of applications**

4 December, 2009 at 17:00 hours local time, Cayman Islands

Any application received after this deadline will not be considered.

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form (available from the following Internet address

[http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm)),

whose format and instructions must be strictly observed.

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:

- EITHER by recorded delivery (official postal service) to :

**Chairman, Central Tenders Committee**  
**Portfolio of Finance and Economics, Cayman Islands Government**  
**71A Elgin Avenue, George Town, Grand Cayman**  
**KYI-9000, Cayman Islands**

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

**Chairman, Central Tenders Committee  
Portfolio of Finance and Economics, Cayman Islands Government  
71A Elgin Avenue, George Town, Grand Cayman  
KYI-9000, Cayman Islands**

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 tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) 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. Additional information**

Not applicable

**29. Date of publication of contract forecast**

September 24, 2009

**30. Legal basis**

Council Decision 2001/822/EC of 27 November 2001 on the Association of Overseas Countries and Territories with the European Community (Overseas Association Decision)

**31) DATE OF DISPATCH OF THIS NOTICE**

October 9, 2009