

**CALL FOR EXPRESSION of INTEREST from:**

**EULEX Kosovo**

**for**

**WORKING at HEIGHT TRAINING COURSE**

**Reference: EULEX/CEI/06/2010**

**Deadline for receipt of applications is on 10 November 2010 at 15:00 hrs, Kosovo Time.**

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**In limine litis:**

Please note that this call for expression of interest is made within the framework of a market survey and imposes no obligation on EULEX to initiate a procurement procedure

EULEX is not liable for any compensation to applicants whose applications are not accepted. Nor is it liable if it decides not to initiate a procurement procedure.

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**1. EXECUTIVE SUMMARY.**

EULEX may launch a competitive negotiated procedure for the provision of a “Training Course for Working at Height”.

In accordance with paragraph 3.4.2 of the Practical Guide to EC to Contract Procedures for External Actions, EULEX will invite a minimum of three service providers of its choice to participate in the procedure. This call for expression of interest aims at identifying interested service providers.

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**2. TIMETABLE.**

	<b>DATE</b>	<b>TIME*</b>
<b>Deadline for submission of applications</b>	<b>10 November 2010</b>	<b>15:00</b>
<b>Invitation to tender. (provisional late)</b>	December 2010	--

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**3. PROJECT DESCRIPTION**

The overall objective of the training would be to provide EULEX Technicians who are required to work at height on communications towers and roof tops with the technical knowledge and practical skills required to do so in a manner which is safe to themselves, and also safe for other colleagues working with them. Each trainer should also learn basic first aide skills.

There would be two training courses, held in Pristina, Kosovo. Each training course would be 5 days in length, with training days held consecutively in one working week. There would be a student to instructor ratio of 4:1. Each course would be for a maximum number of 8 students. So in total, 16 trainees would attend.

The service provider shall be requested to have at its disposal two Professional working at height accredited trainers, with experience in teaching height safety for Telecoms and tall structures environment. Each of these experts shall have a minimum of five years experience teaching height safety.

The intended commencement date is May 2011.

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## 4. CONDITIONS OF PARTICIPATION

### A. Eligibility

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third State, as authorized by Council Joint Action 2008/124/CFSP of 04 February 2008 on EULEX KOSOVO. Participation is also open to international organizations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

### B. Candidature:

All eligible natural and legal persons (as per item A 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 (i.e., 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 A) 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.

### C. Number of applications:

**No more than 1 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 1 application, all applications in which that person has participated will be excluded

### D. Selection of service providers to be invited to tender.

1. Applicants shall submit proof documents (e.g. certificate of completion, letter of references) related to the 3 (three) major **“trainings for working at height”** that they have successfully performed in 2008 or 2009 or 2010.
2. On the basis of the applications received, between 4 to 8 candidates will be invited to submit detailed tenders if a procurement procedure was to be launched.
3. If more than 8 eligible candidates meet the above selection criteria, a re-examination of the

applications will be made in order to decrease the number of selected candidates down to eight. The only factor which will be taken into consideration during this re-examination is: “Total value in Euros of the three **“trainings for working at height”** listed by the applicant” (see point 1 above).

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## **5. APPLICATION.**

### **Deadline for receipt of applications**

**Deadline for receipt of applications is on 10 November 2010 at 15:00 hrs,** Kosovo Time. Any application received after this deadline will not be considered.

Applications must be submitted in English exclusively to EULEX Kosovo: EITHER by recorded delivery (official postal service) OR hand delivered (including courier services) directly to EULEX in return for a signed and dated receipt to:

**EULEX Kosovo  
Procurement Section  
Ndërtesa Farmered  
“Muharren Fejza” p.n.  
Lagja e Spitalit  
10000 Pristina, Kosovo**

The project title (**Working at Height Training Course**) and the Publication reference (**EULEX/CEI/06/2010**) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with EULEX.

**Applications submitted by any other means will not be considered.**

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## **6. ADDITIONAL INFORMATION**

Applicants may submit questions in writing up to 20 October 2010 at 18:00 hrs to the following address. [tenders@eulex-kosovo.eu](mailto:tenders@eulex-kosovo.eu). Any clarification to this Call for Expression of Interest will be communicated simultaneously in writing to all the applicants at the latest on 29 October 2010 at 18:00 hrs by means of publication on <http://www.eulex-kosovo.eu/en/tenders/>.

## CALL FOR EXPRESSION of INTEREST

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### Working at Height Training Course

Reference: EULEX/CEI/06/2010/

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#### 1 SUBMITTED by (i.e. the identity of the Candidate)

	Name(s) of legal entity or entities making this application	Nationality <sup>1</sup>
Leader <sup>2</sup>		
Member		
Etc ...		

Please submit an **official document** (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/consortium is Duly Authorised to do so.

#### 2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

### 3 EXPERIENCE

Please complete a table using the format below to summarize the three major training courses for “**Working at Height**” carried out in 2008 or 2009 or 2010<sup>3</sup> by the legal entity or entities making this application. **Please provide proof documents for these three projects (e.g. certificate of completion, letter of reference...)**

Ref no 1	Project title							
Name of legal entity	Country	Overall project value (EUR) <sup>4</sup>	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...	...	...	...	...	...	...	...	...
Detailed description of project						Type of services provided		
<i>Including number of trainees.</i>						Only training courses for “Working at Height” will be considered.		

Ref no 2	Project title							
Name of legal entity	Country	Overall project value (EUR) <sup>5</sup>	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...	...	...	...	...	...	...	...	...
Detailed description of project						Type of services provided		
<i>Including number of trainees.</i>						Only training courses for “Working at Height” will be considered.		

Ref no 3	Project title							
Name of legal entity	Country	Overall project value (EUR) <sup>6</sup>	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...	...	...	...	...	...	...	...	...
Detailed description of project						Type of services provided		
<i>Including number of trainees.</i>						Only training courses for “Working at Height” will be considered.		

Signed on behalf of the Candidate

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

EoT

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<sup>1</sup> Country in which the legal entity is registered

<sup>2</sup> Add / delete additional lines for consortium members as appropriate. **Note** that a sub-contractor is not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor must not appear in the data related to the professional capacity. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted).

<sup>3</sup> In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.

<sup>4</sup> Effect of inflation will not be taken into account.

<sup>5</sup> Effect of inflation will not be taken into account.

<sup>6</sup> Effect of inflation will not be taken into account.