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**RS-Pristina: vehicle insurance service**

**2010/S 108-163017**

**Kosovo (XK)**

**Service procurement notice**

Common procurement vocabulary (CPV):

Main object:

66514110 Motor vehicle insurance services

1. **Publication reference:**

EuropeAid/129610/D/SER/XK.

Internet addresses:

General address of the contracting authority: [tenders@eulex-kosovo.eu](mailto:tenders@eulex-kosovo.eu)

2. **Procedure:**

Restricted.

3. **Programme:**

Common Foreign and Security Policy (CFSP): Implementation of Council Joint Action 2008/124/CFSP of 4.2.2008 on the European Union Rule of Law Mission in Kosovo, EULEX Kosovo.

4. **Financing:**

Budget Article 19 03 03. Contract No CFSP/2009/24/EULEX Kosovo — De Kermabon. This tender procedure is launched before the financing decision or the signature of the financing agreement between the Commission and the recipient. The award of the contract is subject to the conclusion of the financing agreement and therefore, to the allocation of the corresponding funds.

5. **Contracting authority:**

The Head of EULEX Kosovo, KOSOVO.

6. **Nature of contract:**

Global price.

7. **Contract description:**

Vehicle insurance service for approximately 1 500 EULEX Kosovo vehicles:

- third party liability (covering the countries geographically belonging to Europe including countries which are members of the green card system),
- international comprehensive insurance.

8. **Numbers and titles of lots:**

The contract is divided into lots: No, 1 lot only.

9. **Budget:**

Maximum budget: 2 500 000 EUR.

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 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 authorised by Council Joint Action 2008/124/CFSP of 4.2.2008 on EULEX Kosovo.
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 (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 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.  
The participation of insurance brokers constituting an insurance company/broker group is open, however would be on condition that in case of the award, the contract must be concluded only with the broker.
13. **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.
14. **Shortlist alliances prohibited:**  
Any tenders received from tenderers comprising firms other than those mentioned in the shortlisted application forms will be excluded from this restricted tender procedure. Shortlisted 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 EU external actions'.
16. **Subcontracting:**  
Subcontracting is allowed.  
Activities which may be subcontracted: Subcontracting is allowed in the terms set out in the tender dossier.
17. **Number of candidates to be shortlisted:**  
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. 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:**  
1.9.2010.
19. **Provisional commencement date of the contract:**  
1.2.2011.
20. **Initial period of implementation of tasks:**  
Duration in months: 12.

### **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:

In the case of the applicant being a public body equivalent information should be provided:

(a) total average annual turnover of candidate(s) must be at least equal to the maximum budget of the contract for the last 3 years (2007, 2008 and 2009);

(b) the candidate has been operational for the past 3 years (2007, 2008 and 2009).

2) Professional capacity of candidate:

(a) at least 5 staff currently work for the applicant in fields related to this contract; and

(b) 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:

(a) candidate(s) have (all) worked at least 1 major project similar to this in fields related to transport fleet insurance in the past 3 years, meaning candidate(s) have (all) provided the services mentioned in the 'contract description' as outlined in point 7 above, in the past 3 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. 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 re-examined to identify the 8 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- the average annual turnover of the candidate,
- number of staff that currently work for the applicant in fields related to this contract,
- the number of projects (1 major project similar to this in fields related to transport fleet insurance) in the past 3 years.

**22. Award criteria:**

Best value for money.

### **Application**

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

7.7.2010 (15:00), local time.

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, the format and instructions of which must be strictly observed. The application form is available at 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)

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 exclusively to the contracting authority in the following language — English: — either by recorded delivery (official postal service) to:

EULEX Kosovo Procurement Section, Farmed Building, Rruga Muhamet Fejza p.n., PO Box 268, 10000Pristina, KOSOVO,

— or hand-delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:

attention: EULEX Kosovo Procurement Section, Farmed Building, Rruga Muhamet Fejza p.n., PO Box 268, 10000 Pristina, KOSOVO. E-mail: [tenders@eulex-kosovo.eu](mailto:tenders@eulex-kosovo.eu)

As in abovementioned address.

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 applications 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 contract forecast notice:**

11.2.2010.

29. **Legal basis:**

Council Joint Action 2008/124/CFSP of 4.2.2008 on the European Union Rule of Law Mission in Kosovo, EULEX Kosovo.

30. **Additional information:**

— The maximum budget (2 500 000 EUR) is the yearly estimated budget.

31. **Date of dispatch of this notice:**

26.5.2010.