

SERVICE PROCUREMENT NOTICE

Local Staff Health Insurance Services

Pristina – Kosovo

1. Publication reference

EuropeAid/128344/SER/D/KOS

2. Procedure

Restricted

3. Programme

Council Joint Action 2008/124/CFSP of 04 February 2008 on the European Union Rule of Law Mission in Kosovo, (hereafter “EULEX Kosovo”).

4. Financing

Budget article 19 03 03.

Contract No CFSP/2008/16/EULEX Kosovo — De Kermabon

5. Contracting Authority

The Head of EULEX Kosovo.

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The purpose of this contract is the provision of health insurance coverage for the local staff of the EULEX Mission in Kosovo, comprising 1,150 (+/- 10 %) persons approximately. The premium will be adjusted to the actual number of local staff during the contract implementation.

The insurance coverage must include:

- a) Health coverage, which includes different kind of medical treatment (such as treatment in and out of hospital) due to illness, accident, maternity or necessary preventive care;
- b) Disability coverage, in case of illness or accident;
- c) Life insurance.

Territorial cover: the benefits in case of death or permanent disability, resulting from an accident shall be valid world-wide (24 hrs). The medical care coverage shall include the territories of Kosovo FYRoM and Serbia as per conditions stipulated in the Terms of Reference; exceptionally, in case of extreme medical emergency or accident, which occurs while staying outside these territories, emergency care in the country of occurrence will be covered.

8. Numbers and titles of lots

One lot

9. Maximum budget

EUR 880,000 (per year)

10. Scope for additional services

The Contracting Authority may extend the project in duration, subject to the availability of funding, up to a maximum of four years not exceeding value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor. The cost and duration of the additional services would be agreed by negotiated procedure.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) or 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.

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.

Also participation is open to grouping insurance company/broker, conditioned that in case of the award the contract must be concluded with the broker.

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 allowed in the terms set out in the Tender Dossier.

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

September/October 2009

19. Provisional commencement date of the contract

November/December 2009

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

Twenty four (24) months renewable. Subject to budgetary availability the original contract may be extended up to a maximum of twenty four (24) additional months.

SELECTION AND AWARD CRITERIA

21. Selection criteria

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 standing of candidate(s) (based on item 3 of the application form):
 - a) Total average annual turnover of candidate(s) must exceed 3 times the maximum budget of the contract for the last three years (2006, 2007 and 2008);
 - b) The candidate has been operational for the past three years (2006, 2007 and 2008).
- 2) Technical capacity of candidate(s) (based on items 4 and 5 of the application form):
 - a) Candidate(s) have (all) worked at least one major project similar to this in fields related to this contract in the past three years, meaning candidate(s) have (all) provided insurance cover mentioned in the "contract description" as outlined in point 7 above, 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) The number of projects related to this contract completed in the last three years.
- 2) In the case of equal number of projects the total amount (in Euro) of the projects completed in the last three years.

22. Award criteria

As specified in the tender dossier annexed to the letter of invitation to tender which will be sent to short-listed candidates.

APPLICATION

23. Deadline for receipt of applications

On or before 8th of September 2009 at 15:00 hrs (Kosovo 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 (Annex B3 available from the following Internet address: 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 :
EULEX Kosovo Procurement Section
Farmed Building Rruga Muhamet Fejza p.n.
10000 Pristina, Kosovo.
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:
EULEX Kosovo Procurement Section
Farmed Building Rruga Muhamet Fejza p.n.
10000 Pristina, Kosovo.

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

Tender procedure under suspension clause: This procurement notice is issued 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.

29. Date of publication of contract forecast

3rd of April 2009.

30. Legal basis

Council Joint Action 2008/124/CFSP of 04 February 2008 on the European Union Rule of Law Mission in Kosovo, EULEX Kosovo.