

**PROCUREMENT NOTICE**  
**Open procedure**

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**"Consultancy Services for the preparation of phase II Healthcare project in "the former Yugoslav Republic of Macedonia" related to the University Clinical Centre "Mother Teresa"**

**COUNCIL OF EUROPE DEVELOPMENT BANK**

**CALL FOR EXPRESSION OF INTEREST**

**OCTOBER 2013**

**"the former Yugoslav Republic of Macedonia" FIP 16854**

**DEADLINE FOR SUBMISSION OF OFFERS: 5 NOVEMBER 2013, AT NOON**

**1. Assignment**

Council of Europe Development Bank is issuing a call for expression of interest for consultancy services for the preparation of phase II Healthcare Project in "the former Yugoslav Republic of Macedonia" related to the University Clinical Centre "Mother Teresa" (UCC Skopje).

The Project intends to co-finance the construction of the UCC Skopje and render it operational and sustainable. The UCC Skopje is the only tertiary healthcare provider in the country. The project will greatly improve access to good quality tertiary healthcare care for the 2.1 million Macedonian people. The preparation phase and the design for UCC Skopje are ongoing.

The assignment, subject of this Call, will consist of two distinct components.

The activities under Component 1 shall provide CEB with Comprehensive Analysis of State of Preparation of Project and of Readiness for Implementation. Within this component the Consultant will specifically: (i) review the institutional setting in place as well as the external consultancy services provided for the preparation of the project scope and design; (ii) review and evaluate the progress achieved to-date on the development of the technical design and all related outputs; (iii) evaluate the quality of the deliverables, taking into account the need for compliance with international health care standards and regional practices, and identify potential technical, operational and cost deficiencies; and (iv) provide alternative solutions to the potential identified deficiencies and estimate the costs and resources required to ensure delivery of an adequate design. Advice on the timeline and resources needed for preparation of the tender dossier in line with CEB's Procurement Guidelines.

Component 2 will aim to assess the needs for future technical assistance for the project implementation and provide capacity building of the PIU in the area of procurement. Within this component the Consultant will need to (i) identify the management, technical, specialized and other staff and operational needs and the related financial resources required for the entire project implementation period; (ii) advise on the institutional, management, coordination and supervision arrangements needed to ensure efficient and timely implementation of the Project. This activity should comprise a detailed evaluation of the existing local institutional and technical capacities (both at the level of PIU and MoH), propose a set of recommendations for improvement of the set-up, assess the needs and define the scope for external complementary technical assistance to support Project implementation; (iii) assist the PIU in establishing the Procurement procedures, in line with the CEB Procurement guidelines and build the PIU capacity through hands-on training, transfer of know-how and coaching; (iv) assist the PIU to prepare a Tender Dossier for the major contracts for works and supervision of works and (v) elaborate Terms of References for TA to support the Project implementation throughout. The ToRs should inter-alia provide indicative cost, appropriate financing scheme and a timeframe.

**NOTE: The Consultant will not be eligible to bid for any assignment related to the works or services contracts to follow in the implementation process (either on its own or in a joint venture or as a consortium member).**

## **2. Budget and duration**

Maximum total budget for the assignment is 110,000 EUR. The contract will be a lump sum based contract.

The assignment is expected to require a period of 5 months and 4 Key Experts as follows:

- KE 1: Senior Architect/Engineer of Hospital Infrastructure/Team Leader
- KE 2: Senior Health Sector Expert/ Technical Writer
- KE 3: Expert on Mechanical/Electrical Engineering
- KE 4: Expert on Procurement

Additional tasks may be required to be carried out, for which a contingency budget of 12,250 EUR is foreseen in the total budget of 110,000 EUR.

## **3. Provisional Time table**

Publication of the call for tenders: 4 October 2013.

Deadline for submission of questions from potential bidders: 16 October 2013, midnight.

Deadline for answers to bidders: 23 October 2013 at 17:00.

Submission deadline for the Expression of Interest and offers: 5 November 2013 at noon.

**Signature of Contract: 15 November 2013**

## **4. Pre-qualification criteria**

The Pre-Qualification Questionnaire (PQQ) in Enclosure 2 sets out the information required by CEB in order to assess the Applicants in terms of their technical knowledge and experience, capability/capacity, organizational and financial standing. Only those companies that meet the minimum criteria will have their offers evaluated. There is no

limitation in the number of companies that will be accepted for the evaluation of offers, provided they meet the following minimum criteria:

PQQ Evaluation Criteria	PQQ Sub-Criteria	Weighting	PQQ Cross Reference
<b>Economic and Financial Capacity</b>	Turnover	Minimum 500,000 EUR/year in 2010, 2011 and 2012	Section 3
<b>Staff Resources</b>	Staff numbers	Minimum 4 permanent staff	Section 4
<b>Experience</b>	Projects in the fields related to this contract	<ul style="list-style-type: none"> <li>• Minimum 3 project in the field of design or review of design of hospitals or other healthcare infrastructures with surface larger than 40,000sqm, undertaken in the last 10 years;</li> <li>• Minimum 2 projects of an amount equal or higher than 150 KEUR in the field of institutional capacity building, management, procurement or management training of project management units or Ministry of Health staff, in the last 10 years</li> </ul>	Section 5

## 5. How to obtain the tender documentation?

Companies interested in this tender should write to the Procurement Department of the CEB by email to the address [procurement@coebank.org](mailto:procurement@coebank.org) before 16 October 2013, midnight indicating in the subject of the email the reference to the publication of this call for tenders. The CEB Procurement Department will then forward the tender package including Terms of Reference, Instructions to Tenderers and all necessary forms. Any request arriving to CEB after that date will be rejected and those companies will not be accepted to the tender.

## 6. Content of the offer

The Applicant (in case of a joint application, each consortium member) shall provide the Statement of Integrity (Enclosure 1) duly completed and signed.

The Applicant shall complete the Pre-Qualification Questionnaire (Enclosure 2) and submit it, together with any requested supporting information in a sealed envelope marked *PREQUALIFICATION QUESTIONNAIRE*.

The applicant shall submit and offer according to the enclosed template (Enclosure 3) and submit it in a sealed envelope marked *TECHNICAL OFFER*.

The applicant shall submit a financial offer with its best price according to the enclosed template (Enclosure 4) in a sealed envelope marked *FINANCIAL OFFER*.

All documents shall be in English.

#### **7. Additional information, questions before the deadline.**

No additional information will be provided. Any potential bidders that would like to ask questions about this tender should do it in writing by email to [procurement@coebank.org](mailto:procurement@coebank.org), indicating in the subject of their message "***Consultancy Services for the preparation of phase II Healthcare project in "the former Yugoslav Republic of Macedonia" related to the University Clinical Centre "Mother Teresa."***"

Any questions related to this tender should arrive by **16 October 2013, midnight**. Questions that arrive later than this will not be answered.

CEB will provide answers to the questions at the latest by **23 October 2013 at 17: 00 (Paris time)** by publishing updates to this notice in the procurement section of the website of CEB ([www.coebank.org](http://www.coebank.org)).

#### **8. Acceptance and rejection of bids**

CEB reserves the right to accept or reject non-substantive defects that might affect bids. CEB will reject expressions of interest received after the submission deadline, without any penalty or justification.

#### **9. Modification or cancellation of the tender**

CEB reserves the right to modify or cancel, at any time, all or part of this tender as necessary, without having to justify its action or incurring any liability to potential bidders.

#### **10. Presentation and submission conditions**

Tenders shall be submitted in three sealed envelopes, as explained in point 6, before the submission deadline.

The date of reception by CEB shall serve as evidence in this respect. The inner-envelope shall be marked: "**Not to be opened by the mail service**" while the outer-envelope shall be marked "Procurement Department - Tender for **Consultancy Services for the preparation of phase II Healthcare project in "the former Yugoslav Republic of Macedonia" related to the University Clinical Centre "Mother Teresa"**", and be sent to the following address:

**Council of Europe Development  
Bank Procurement Department  
34 rue Boissière  
75116 Paris - France**

Tenders that arrive after the submission deadline shall be rejected and re-directed unopened to the Sender.