

SERVICE PROCUREMENT NOTICE

Service Contract for an Information Technologies (IT) Expert for “Providing services to the National Support Service (NSS) of the Electronic Platform for Adult Learning in Europe (EPALE) in Albania”

1. Reference

580174-EPP-1-2016-1-AL-EPPKA2-EPALE-NSS

2. Procedure

Single tender, Global price

3. Programme

ELECTRONIC PLATFORM FOR ADULT LEARNING IN EUROPE (EPALE)
NATIONAL SUPPORT SERVICES FOR ALBANIA

4. Financing

Financing agreement: *Agreement No. 2016 - 3042 / 001 - 001*

5. Contracting Authority

National Agency of Vocational Education, Training and Qualifications

CONTRACT SPECIFICATION

6. Nature of contract

Global Price.

7. Contract description

The subject of this Service Contract for an Information Technologies (IT) Expert is “Providing services to the National Support Service (NSS) of the ELECTRONIC Platform for Adult Learning in Europe (EPALE) in Albania”

Information Technologies (IT) Expert for the project “ELECTRONIC PLATFORM FOR ADULT LEARNING IN EUROPE (EPALE) NATIONAL SUPPORT SERVICES FOR ALBANIA” managed by the National Agency of Vocational Education, Training and Qualifications.

8. Number and titles of lots

N/A

9. Maximum budget

Maximum amount EUR 3.000 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually of tenderers] which are resident in Albania. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed

11. Number of tenders

No more than one tender can be submitted by a natural or legal Expert. In the event that a natural or legal Expert submits more than one tender, all tenders in which that Expert has participated will be excluded.

The tenderers may submit a tender for both lots. Contracts will be awarded for both lots and will form a contract.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender 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.

13. Sub-contracting

Sub-contracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

September 2018

15. Implementation period of the tasks

The period of execution of the individual contract for an IT Expertise shall be up to 3 months, starting from September through November 2018.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers.

1) Professional capacity of tenderer

Have at least 5 years of proven work/consultant experience on providing IT services to public institutions, according to needs and requirements of EPALE NSS project's activities.

2) Technical capacity of tenderer

- He/She is expected to have very good knowledge of Information Technologies and Management Information Systems, including web tools and social media, experience on similar projects/activities/in organizing IT trainings and on the job support to public administration personnel, established methodologies for software analysis, implementation testing and support in public services.

17. Award criteria

Quality-price-ratio based on the evaluation results of the criteria set in this call.

TENDERING

18. Deadline for receipt of tenders

September 19th, 2018 at 16:30 PM.

19. How tenders may be submitted

Tenders must be submitted to the Contracting Authority, using the means specified in the request for expression of interest published in the below websites:

<http://www.akafp.gov.al>; <http://www.erasmusplus.al>.

Tenders submitted by any other means will not be considered.

20. Alteration or withdrawal of applications

Tenderers 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.

21. Operational language

All written communications for this tender procedure and contract must be in Albanian and English.

22. Legal basis

Regulation (EU) No 1288/2013 of the ELECTRONIC Parliament and the Council of 11 December 2013 establishing 'Erasmus+' programme: The Union programme for education, training, youth and sport.

PRAG 2014

24. Additional information, eg opening hours of the Contracting Authority.

National Agency for Vocational Education. Training and Qualifications

Monday – Thursday 08:00 - 16:30 hrs

Friday 08:00 - 14:00 hrs