

## **Application for the dispatch of national public procurement notices**

### **Pursuant to Article 6(5) of the NFM Decree, the following must be included in the application:**

(a) under Article 21(5) of the PPA, the identification number of the contracting authority in the register of contracting authorities maintained by the Authority:

**AK08332**

(b) the provision of the PPA pursuant to which the contracting authority falls under the scope thereof, including the case of realisation – defined under Article 6(1)(h) of the PPA – on the basis of an obligation assumed voluntarily or in a contract, or on the basis of an obligation deriving from a separate act of legislation:

#### **Article 6(1)(c) of the PPA**

(c) the part or chapter of the PPA, which defines the procedure conducted by the contracting authority:

#### **Part Three of the PPA**

(d) the estimated value of the given public procurement or procurement in Hungarian forint with reference to Article 18 of the PPA, if applicable:

**39 000 000**

(e) the indication of the fact that the application initiates a **correction** in the Bulletin,  
(f) if the applicant requests the publication of a notice in the Bulletin, the publication of which is not mandatory under the PPA, this circumstance is:

#### **Mandatory**

(g) the date on which the application and notice were dispatched:

**17 August 2012**

(h) if it is not mandatory to check the notice, the indication of whether the applicant requests the check of the notice:

yes

(i) in case it is mandatory to check the notice or the applicant requests so and the applicant is eligible for reduced rate or exemption from the check fee, the indication of this:

not eligible

Other comments:

PUBLIC PROCUREMENT BULLETIN

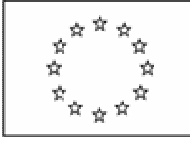
Official Journal of the Public Procurement Authority

**CONTRACT NOTICE**

## **Procedure under Article 121(1)(b) of the PPA**

- Public works
- Public supplies
- Public services
- Public works concession
- Service concession

# INVITATION FOR PARTICIPATION



EUROPEAN UNION

Supplementary Publication of the Official Journal of the European Union

2, rue Mercier, L-2985 Luxembourg Fax: (352) 29 29 42 670

Email: [mp-ojs@opoce.cec.eu.int](mailto:mp-ojs@opoce.cec.eu.int) Information and on-line forms:

<http://simap.eu.int>

## INVITATION FOR PARTICIPATION

### SECTION I CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESS AND CONTACT POINT(S)

**Official name:**

VÁTI Magyar Regionális Fejlesztési és Urbanisztikai Nonprofit Kft.

**Postal address:**

Gellérthegy utca 30-32.

**Town/City/Village**

Budapest

**Postcode:**

1016

**Country:**

Hungary

**Contact point(s):**

**Telephone:**

06-1-457-

5512

**For the attention of:**

Ms Andrea Kata Hegyháti-Molnár

**E-mail:**

[amolnar@vati.hu](mailto:amolnar@vati.hu)

**Fax:**

+36 1 224

3291

**Internet address(es) (if applicable)**

General address of the contracting authority (URL): [www.vati.hu](http://www.vati.hu)

Address of the buyer profile(URL):

Further information can be obtained from

The above mentioned contact point(s)

Other (please complete Annex A.I)

Specifications and additional documents (including those concerning the competitive dialogue and the dynamic purchasing system) can be obtained from

The above mentioned contact point(s)

Other (please complete Annex A.II)

Tenders or requests to participate must be sent to

The above mentioned contact point(s)

Other (please complete Annex A.III)

#### I.2) TYPE OF THE CONTRACTING AUTHORITY

- Central body
- Regional/local body
- Body governed by public law
- Public service provider
- Supported organisation [Article 6(1)(g) of the PPA]
- Other

### **I.3) MAIN ACTIVITY**

#### **I.3.1) CLASSICAL CONTRACTING AUTHORITIES**

- General public services
- Defence
- Public order and safety
- Environmental protection
- Economy and finance
- Public health
- Housing and community recreation
- Social protection
- Leisure time, culture and religion
- Education
- Other (*please specify*): Regional development; Town planning

#### **I.3.2) CONTRACTING AUTHORITIES PROVIDING PUBLIC SERVICES**

- Production, transport and distribution of gas and heat
- Electricity
- Exploration and extraction of gas and oil
- Exploration and extraction of coal and other solid fuels
- Water
- Postal services
- Railway services
- Urban railway, tramway, trolleybus and bus services
- Port-related activities
- Airport-related activities
- Other (*please specify*):

#### **I.4) CONTRACT AWARD ON BEHALF OF OTHER CONTRACTING AUTHORITIES**

The contracting authority is purchasing on behalf of other contracting authorities: yes

no

(if yes, information on those contracting authorities can be provided in Annex A).

## **SECTION II: OBJECT OF THE CONTRACT**

### **II.1) DEFINITION**

<p><b>II.1.1) Title attributed to the contract by the contracting authority</b></p> <p>Strategic planning of the programming period 2014-2020 (LOT 1) and elaboration of the Operative Programme for the programming period 2014-2020 (LOT 2)</p>		
<p><b>II.1.2) Type of contract and location of works</b>  <i>(Choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s))</i></p>		
<input type="checkbox"/> <b>Works</b>	<input type="checkbox"/> <b>Supplies</b>	<input checked="" type="checkbox"/> <b>Services</b>
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting entities <input type="checkbox"/> <b>Public works concession</b>	<input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these	<p>Service category No: 11  <i>(please see Annexes 2 and 3 to the PPA for service categories 1 to 27)</i></p> <p><input type="checkbox"/> <b>Service concession</b></p>
<p>Main site or location of work</p> <p>Hungary, Romania</p> <p>NUTS code: HU323, HU332, HU321, HU333, RO421, RO111, RO115, RO424</p>		
<p><b>II.1.3) Information on public procurement, framework agreement or dynamic purchasing system (DPS)</b></p> <p><input checked="" type="checkbox"/> The notice involves the conduct of a public procurement</p> <p><input type="checkbox"/> The notice involves the establishment of a framework agreement</p> <p><input type="checkbox"/> The notice involves contract(s) based on a dynamic purchasing system (DPS)</p>		
<p><b>II.1.4) Information on the framework agreement</b><i>(if applicable)</i></p>		
<input type="checkbox"/> Framework agreement with several operators Number <i>OR</i> <i>(if applicable)</i> maximum number of participants to the framework agreement envisaged	<input type="checkbox"/> Framework agreement with a single operator	
<p><b>Duration of the framework agreement:</b> Duration in year(s): or in month(s):</p>		

<p><b>Estimated total value of purchases for the entire duration of the framework agreement (give figures only)</b></p> <p>Estimated value excluding VAT: Currency:</p> <p>OR</p> <p>Range: between and Currency:</p> <p>Value and frequency of the contracts to be concluded under the framework agreement (if known):</p>		
<p><b>II.1.5) Definition/object of the contract</b></p> <p>Service contract on strategic planning based on the analysis of the eligible programme area of Hungary and Romania</p> <p>Service contract on the elaboration of operational programme for the programming period 2014-2020</p>		
<p><b>II.1.6) Common Procurement Vocabulary (CPV)</b></p> <p><b>Main object</b> 79415200-8</p>	<p><b>Main vocabulary</b></p>	<p><b>Supplementary vocabulary (if applicable)</b></p>
<p><b>II.1.7) Tendering for lots (for information about lots, use Annex B as many times as there are lots)</b></p> <p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>(If yes)Tenders may be submitted for(check only one):</p>		
<p><input type="checkbox"/> one lot only</p>	<p><input checked="" type="checkbox"/> one or more lots</p>	<p><input type="checkbox"/> all lots</p>
<p><b>II.1.8) Information about variants (alternative tenders)</b></p> <p>Variants (alternative tenders) will be accepted<input type="checkbox"/>yes <input checked="" type="checkbox"/> no</p>		

**II. 2) QUANTITY OR SCOPE OF THE CONTRACT**

<p><b>II.2.1) Total quantity or scope(including all lots, renewals and options)</b></p> <p><b>Part 1: Strategic planning based on the analysis</b> of the eligible programme area of Hungary and Romania</p> <p><b>Part 2: Elaboration of</b> operational programme for the programming period 2014-2020</p> <p><b>(if applicable, give figures only) Estimated value excluding VAT: Part 1: 70 000 Part 2: 70 000 Currency: EUR</b></p>
--

*(if applicable, give figures only)*

Estimated value excluding VAT: 140 000 Currency: EUR

OR

Range: Between and Currency:

**II.2.2) Information about options***(if applicable)*

Option:  yes  no

*(If yes)* Description of these options:

*If it is known, provisional timetable for recourse to these options:  
in months: or in days: (from the award of the contract)*

**II.2.3) Information about renewals** *(if applicable)*

This contract is subject to renewal:  yes  no

Number of possible renewals: *(if known)* or Range: between and

*If it is known, in the case of renewable contracts on supplies or services, the estimated time-frame for subsequent calls for competition:  
in months: or in days: (from the award of the contract)*

**II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION**

*(Planned) duration in months: or in days: (from the award of the contract)*

OR

Completion: 31/07/2013

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

**III.1.1) Deposits and guarantees required***(if applicable)*

Late performance penalty: 1% of the net contractor's fee per day for a maximum of 20 days, cancellation penalty: 30% of the net contractor's fee.

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:** *(if applicable)*

The counter value is paid in EUR within sixty days from the receipt of the invoice submitted with a view to the conditions laid down in the contract referred to in the Contract Notice specifications and the verification of the performance thereof, as defined in Article 130(4) of the PPA. Entities requesting to participate exploit the

possibility of deferred payment.

The contracting authority draws attention to the fact that the provisions of Article 36/A of Act XCII of 2003 on Taxation Rules must be applied to both the contractor and the subcontractor when submitting and paying the invoice.

**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: (if applicable)**

Not required

**III.1.4) Other particular conditions (if applicable)  yes  no**

(If yes) Description of particular conditions:

**III.2) CONDITIONS FOR PARTICIPATION**

**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers (if applicable)**

Ground for exclusion provided for by the contracting authority and formalities necessary for evaluating if the requirements are met:

Information necessary for certifying the fulfilment of requirements and formalities necessary for evaluating if the requirements are met:

Economic operators which are subject to any ground for exclusion defined under Article 56(1) and Article 57(1)(d) of the PPA may not be candidates (joint candidates) or subcontractors in the procedure and may not participate in the certification of suitability.

An economic operator in which a legal person or an business organisation without legal personality subject to the conditions laid down in point (k) of paragraph (1) owns directly or indirectly a share exceeding 25% or has the right to vote, may not be candidate in the procedure. (Article 56(2) of the PPA) In case the business organisation having a share exceeding 25% or the right to vote is subject to partnership taxation, the condition laid down in point (ka) of paragraph (1) shall be applied *mutatis mutandis* to the proprietor companies of the given partnership.

Formalities necessary for evaluating if the requirements are met:

Pursuant to Article 122(1) of the PPA, as regards the non-existence of the grounds for exclusion, it is sufficient for the (joint) candidate to make a statement, however, the (joint) candidate must certify Article 56(1)(k)(kc) of the PPA according to the stipulations set out in Article 2(i)(ib) and Article 4(f)(fc) of Government Decree No 310/2011 (XII.23.). As regards the subcontractor and, if applicable, any other organisation participating in the certification of ability, the (joint) candidate must proceed according to Article 10 of Government Decree No 310/2011 (XII.23.). The



contracting authority must certify in the relevant official registers the information stated in the statement.

### **III.2.2) Economic and financial ability (if applicable)**

Information and formalities necessary for evaluating if the requirements are met:

G1- The candidate must enclose, pursuant to Article 14(1)(a) of Government Decree No 310/2011 (XII.23.), all statements on the solvency of the candidate in original or in copy issued within 30 days by the financial institution included in the candidate's extract of registration, which may be requested for not more than two years as of the dispatch of the notice launching the procedure, with the following content:

- the period for which the candidate possesses the bank account,
- the fact whether there has been a queue in the bank account of the candidate in the two years, and if yes, the sum and duration thereof.

G2) The candidate must enclose, pursuant to Article 14(1)(c) of Government Decree No 310/2011 (XII.23.), a statement of total revenue – net of VAT – and of its revenue – net of VAT – in respect of the object of the public procurement (consulting services relating to EU co-financed programmes), which may be requested for not more than the previous three years (from 2009 to 2011) depending on the date of establishment of the candidate, the starting date of its operation, provided such information is available.

Pursuant to Article 55(5) of the PPA, the candidate may also meet suitability criteria by relying on the capacity of any other entity (person). If, within the meaning of Article 55(5) and (6) of the PPA, the candidate relies on the capacity of another business organisation or

Minimum level(s) of standards possibly required:

G1- The candidate (joint candidate) is deemed unsuitable if, in the two years preceding the dispatch of the notice launching the procedure, there has been a queue in any of the current accounts of the candidate (joint candidate) included in its extract of registration for a duration of more than 30 days and in an amount equalling to or exceeding HUF 1 000 000.

G2) The candidate (joint candidate) is deemed unsuitable if in the three previous years (from 2009 to 2011) its total revenue – net of VAT – does not exceed net EUR 50 000 (the exchange rate must be calculated at the central rate of the Hungarian Central Bank for the day of the publication of the contract notice) over the three years altogether and its revenue – net of VAT – in respect of the object of the public procurement (consulting services relating to EU co-financed programmes) does not exceed net EUR 50 000 over the three years altogether.

The joint candidates may meet jointly the suitability requirements stipulated in points G1) and G2) as well and the criteria, which apparently concern each economic operator individually, may be met only by one of them.

person for the certification of suitability, the entity providing resources must certify by the same means as the ones prescribed for the candidate that it complies with the given suitability criteria and must declare that the resources needed for the performance of the contract will be at its disposal during the period of implementation of the contract.

Otherwise, the candidate must prepare the request to participate in consideration of Article 14 of Government Decree No 310/2011 (XII.23.) as regards the certification of the abovementioned suitability.

### **III.2.3) Technical capacity (if applicable)**

Information and formalities necessary for evaluating if the requirements are met:

M1- The candidate must enclose, pursuant to Article 15(3)(d) of Government Decree No 310/2011 (XII.23.), an indication of the professionals(bodies) envisaged to be involved in the supply of the service, indicating their qualifications and professional experience, especially those responsible for quality control.

In the interest of meeting the suitability criteria, a professional curriculum vitae signed in manuscript by the professional must be enclosed with the following content: name, previous workplaces by years, positions, their duration by years and months, work experience relating to the object of the notice (short description of the project, duration (year, month), position, from which compliance with the suitability criteria can be determined), name, issuing institution and period of specialised

Minimum level(s) of standards possibly required:

M1- The candidate (joint candidate) is deemed unsuitable if it does not have professionals with at least the following expertise:

The project team must comprise at least four key experts, from whom one is the team leader and 3 are key experts, all of them having the following qualifications:

- Higher education (university or college) degree in the field of spatial planning, geography, economics or in any other field of sociology that relates to the performance of tasks defined in this terms of reference, or at least five years of professional experience in development programmes;
- Good command of English language knowledge and good command of Hungarian or Romanian language at negotiation level, but at least one expert must have good command of Hungarian language knowledge and at least one

qualification (with the copy of the diploma).

The skills, qualifications and traineeships of professionals must be described in the professional curriculum vitae signed by the professional, to which the copy of the document(s) that certify their relevant qualifications and skills with respect to the notice must be attached and, in case the professional is not in an employment relationship with the candidate (joint candidate), the letter of intent of the professional in which the professional states his/her intention to participate in the performance of the contract, must also be attached.

Otherwise, the candidate must prepare the request to participate in consideration of Article 15(3), Article 16 and Article 17(1) of Government Decree No 310/2011 (XII.23.) as regards the certification of the abovementioned suitability.

Pursuant to Article 55(5) of the PPA, the candidate may also meet suitability criteria by relying on the capacity of any other entity (person).

If, within the meaning of Article 55(5) and (6) of the PPA, the candidate relies on the capacity of another business organisation or person for the certification of suitability, the entity providing resources must certify by the same means as the ones prescribed for the candidate that it complies with the given suitability criteria and must declare that the resources needed for the performance of the contract will be at its disposal during the period of implementation of the contract.

expert must have good command of Romanian language at negotiation level;  
– minimum five years of professional experience in the planning / evaluation / monitoring of EU co-financed programmes;

– computer literacy, but at least one expert must possess a sound knowledge of geographical information systems (GIS);

– good knowledge of the legal environment and economic situation of Hungary / Romania and their geographical areas concerned, but at least one expert must possess the above mentioned knowledge in relation with Hungary and at least one expert must possess the above mentioned knowledge in relation with Romania;

– work experience in at least two socio-economic fields: economy, tourism, environment, demography, labour market, educational system, cultural relations, regional development;  
– work experience in the performance of expert tasks in the programme-level strategic planning or evaluation or monitoring of at least one EU co-financed programme that is realised in a NUTS 2 to 4 area.

In addition, the team leader must have at least the following qualifications:

– Higher education (university or college) degree in the field of spatial planning, geography, economics or in any other field of sociology that relates to the performance of tasks defined in this terms of reference, or at least ten years of professional experience in development programmes;

– work experience in the performance of team leader tasks in at least one project relating to the programme-level strategic planning or evaluation or monitoring of at least one European Territorial

Cooperation Programme (ETCP);  
– direct work experience in the programme-level strategic planning and preparation of at least one EU co-financed operational programme;  
– at least ten years of professional experience in the planning / evaluation / monitoring of EU co-financed programmes.

The joint candidates may meet jointly the suitability requirements stipulated in point M1 as well and the criteria, which apparently concern each economic operator individually, may be met only by one of them.

**III.2.4) Information about reserved contracts (if applicable)**

The contract is restricted to sheltered workshops  yes  no

The contract is restricted according to Article 122(9) of the PPA  yes  no

**III. 3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

**III.3.1) Information about a particular profession (qualification)**

Execution of the service is reserved to a particular profession (qualification)  yes  no

(If yes) Reference to the relevant law, regulation or administrative provision:

**III.3.2) Staff responsible for the execution of the service**

Entities should indicate the names and professional qualifications of the staff responsible for the execution of the service

yes  no

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

**IV.1.1) TYPE OF PROCEDURE**

Classical contracting authorities	Contracting authorities providing public services
Procedure according to the rules set out in Part Two of the PPA as follows:	Procedure according to the rules set out in Part Two of the PPA as follows:
<input type="checkbox"/> Open	<input type="checkbox"/> Open
<input type="checkbox"/> Restricted	<input type="checkbox"/> Restricted
<input type="checkbox"/> Accelerated restricted, justification for the choice of accelerated procedure:	<input type="checkbox"/> Negotiated procedure with the publication of a contract notice
<input type="checkbox"/> Competitive dialogue	<input type="checkbox"/> Award of framework agreement, open in the first procedural phase
<input checked="" type="checkbox"/> Negotiated procedure with the publication of a contract notice, justification for the choice of negotiated procedure: pursuant to Article 122(4) of the PPA	<input type="checkbox"/> Award of framework agreement, restricted in the first procedural phase
<input type="checkbox"/> Accelerated negotiated, justification for the choice of accelerated negotiated procedure:	<input type="checkbox"/> Award of framework agreement, negotiated procedure with the publication of a contract notice in the first procedural phase
<input type="checkbox"/> Award of framework agreement, open in the first procedural phase	<input type="checkbox"/> Award of framework agreement, negotiated procedure without the publication of a contract notice in the first procedural phase
<input type="checkbox"/> Award of framework agreement, restricted in the first procedural phase	
<input type="checkbox"/> Award of framework agreement, negotiated procedure with the publication of a contract notice in the first procedural phase	
<input type="checkbox"/> Award of framework agreement, negotiated procedure without the publication of a contract notice in the first procedural phase	

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate** (*restricted and negotiated procedures, competitive dialogue*)

Envisaged number of operators

OR:

Envisaged minimum number and, *if applicable*, maximum number

Objective criteria for choosing the limited number of candidates:

**IV.1.3) Reduction of the number of operators during the negotiation or competitive dialogue** (*negotiated procedure, competitive dialogue*)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated  yes  no

**IV. 2) Award criteria**

**IV.2.1) Award criteria**(*please tick the relevant box(es)*)

**Lowest price**

OR

**The most economically advantageous tender in terms of the criteria stated below**

<b>Criterion</b>	<b>Weighting</b>
1. Gross fee (EUR)	55
2. Recommended methodology (methods recommended to realise the tasks relating to the terms of reference, their elaborateness and feasibility taking account the special features of the programme)	10
3. Elaborateness of the implementation plan (scheduling and professional quality taking account the special features of the programme)	10
4. Elaborateness of project management operation (composition and management of project organisation, project procedures, contact / communication with Contractor and relevant stakeholders concerned)	25

**IV.2.2) Information about electronic auction**

An electronic auction will be used  yes  no

*(If yes, if appropriate)* Additional information about electronic auction:

#### **IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority/entity:***(if applicable)*

**IV.3.2) Previous publication(s) concerning the same contract**  yes  no

*(If yes, please tick the relevant box(es))*

Notice publishing and launching the procedure

Notice number in Public Procurement Bulletin: / *(PPB-number/year)*

Date of publication of the notice:*(day/month/year)*

Other previous notice *(if applicable)*

Notice number in Public Procurement Bulletin: / *(PPB-number/year)*

Date of publication of the notice: *(day/month/year)*

Notice number in Public Procurement Bulletin: / *(PPB-number/year)*

Date of publication of the notice: *(day/month/year)*

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive documents***(if applicable)*

Time limit for receipt of requests for documents or for accessing documents

Date: 2/10/2012 *(day/month/year)* Time: 15:30

Payable documents yes  no

*(If yes, give figures only)* Price: 38 100 Currency: HUF

Terms and method of payment:

Terms and method of payment: The price of the additional document (HUF 30 000 + 27% VAT) must be paid to the bank account 10032000-00286150-00000017 of the contracting authority. (Title: Part 1 HURO strategic planning Part 2 OP writing – price of additional document) The additional document is sent via electronic means after the bank certificate of transfer is presented. The certificate of transfer must be sent to the name and e-mail address or facsimile number indicated in point II of Annex A to this Notice. The certificate must contain the title of the transfer. The additional document is not transferable.

**IV.3.4) Time limit for receipt of requests to participate**

Date: 2/10/2012 *(day/month/year)* Time: 15:30

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates***(in case of contract notice)*

Date: 15/10/2012 *(day/month/year)*

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

Any official EU language

Official EU language(s): Hungarian

Other

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender***(except contract notice)*

until *(day/month/year)*

OR

Duration in month(s): or in day(s): *(from the date stated for receipt of tender)*

**IV.3.8) Conditions for opening tenders or requests to participate in case of contract notice**

Date: 2/10/2012 *(day/month/year)* Time: 15:30

Location: 1016 Budapest, Gellérthegy utca 30-32.

Persons entitled to be present at the opening of the tenders/requests to participate

yes  no

*(If yes)* Further information about the persons entitled to be present and the opening procedure:

Representatives of persons/organisations defined under Article 62(2) of the PPA

**SECTION V: COMPLEMENTARY INFORMATION**

**V.1) INFORMATION ABOUT RECURRENCE** *(if applicable)*

This is a recurrent procurement  yes  no

*(If yes)* Estimated timing for the further notices to be published:

**V.2) INFORMATION ABOUT EUROPEAN UNION FUNDS**

**The contract is related to a project and/or programme financed by European Union funds**

yes  no

*(If yes)* Reference to project(s) and/or programme(s):

Technical Assistance to the Hungary-Romania Cross-border Co-operation Programme (priority axis 3)



**V.3) COMPLEMENTARY INFORMATION***(if applicable)*

**V.3.1) Conduct of the negotiated procedure, basic rules defined by the contracting authority, date of the first negotiation:** *(negotiated procedures only)*

The contracting authority wishes to negotiate with the candidates in various stages. The contracting authority negotiates contractual conditions jointly; afterwards, it negotiates with the candidates one after the other on the same day in order to interpret the professional tenders and to raise questions. The representative of the candidate having the right to sign in the name of the company may participate in the negotiation or, if he is prevented in doing so, the person authorised by the person having the right to sign in the name of the company may participate in the negotiation, who must certify his entitlement with an authorisation included in a private agreement. The authorisation must contain the fact that the entitlement of the authorised person also covers the making of statements and the undertaking of commitments in the name of the candidate. The Tenders may be modified for the last time on the last negotiation. Minutes are prepared on the negotiations. The minutes on the negotiations must be signed by all candidates participating in the given negotiation until the following negotiation stage commences (in case of negotiations constituted of a single stage or in the last stage of a negotiation the minutes must be signed within two working days following the closing of the given negotiation) and one copy must be handed over to the candidates or sent to them within two working days. Further negotiation stages are held depending on the outcome of the first negotiation stage; the criteria of the negotiations and new information having an effect on tenders are provided between each stage. After the last negotiation it becomes mandatory to maintain the tender.

**V.3.2.1. Purchase, takeover or electronic access of the specification is the condition for participation in the procedure** *(if applicable)*  yes  no

**V.3.2.2. Further information on making specification and additional documents or descriptive documents available** *(if applicable)*:

The contracting authority makes the specification available electronically, however, the specification may be collected in person at the address 1016 Budapest, Gellérthegy utca 30-32., if required, on working days from Monday to Thursday between 9:00 and 16:00, Friday between 9:00 and 14:00, on the day of time-limit for the receipt of tenders between 9:00 and 15:30, or in the manner set out in Article 50(3) of the PPA after the certificate for payment of the fee for the additional document is presented.

In case the documents are made available electronically, the candidate must send a copy of the certificate of transfer on the purchase of the additional document to the contact person indicated in point II of Annex A to the Contract Notice, indicate the name of the public procurement procedure, provide at least the name and address of the candidate and the electronic contact details of the contact person and, following these actions, the contracting authority sends the additional document in electronic format to the electronic address of the contact person provided.

**V.3.3.1. During the evaluation of the content of tenders based on criteria in case of the selection criteria of the most economically advantageous tenders the minimum**

**and maximum scores to be given:**

1 to 10

**V.3.3.2. In case of the selection criteria of the most economically advantageous tenders the evaluation method(s) to be presented by which the scores are given according to point V.3.3.1.):**

Pursuant to Article 71(2)(b) of the PPA, the tenders are evaluated based on the most economically advantageous tender, in which case the minimum and maximum scores to be given during the evaluation of the content of tenders based on criteria: uniformly 1 to 10 points for all criteria.

Evaluation method of tenders: it is performed with the proportional method for all criteria. Under the proportional method the best tender receives maximum score at the evaluation of criteria, while the scores given to the other tenders are determined in proportion to the scores of the best tender. The score received is multiplied by the provided weighting, and the contracting authority determines the total score by adding the scores received for all criteria together. The candidate that receives the highest total scores for its tender is the winning candidate. The detailed description of the proportional method is included in the Tender Specifications and it is determined on the basis of the amended recommendation No 2/2004 (22 December 2010) of the Public Procurement Council.

**V.3.4. Requirements according to III.2.2. and III.2.3. and the provided method of certification thereof are stricter than the qualification conditions of being included in the official list of qualified tenderers**

yes  no

**In case YES, than designation of the suitability criteria (points III.2.2. and III.2.3.) stricter than the qualification conditions of being included in the official list of qualified tenderers:**

As set out in suitability criteria G1, G2, M1 pursuant to points III.2.2. and III.2.3.

**V.3.5. Requirements on tender security: (if any)**

**V.3.6. The procedure shall be launched pursuant to Section 40(3) and (4) of the PPA**

yes  no

**V.4) Other information:**

1) Formal requirements:

1.1 The tender application should be submitted in written triplicate (1 original, 2 copies) in Hungarian and 1 written copy in liable English translation, every page there of being sequentially numbered and signed, in closed package; the package should be titled as **“Részvételi jelentkezés”** (“Tender application”) and **“Nem bontható fel a részvételi határidő lejárta előtt!”** (“Not to be opened before the deadline!”) and **„A 2014-2020 programozási időszak stratégiai tervezése (LOT 1) és az Operatív Program kidolgozása (LOT 2)”** (“Strategic planning for the 2014-2020 programming period (LOT 1) and elaboration of the Operational Programme (LOT 2)”). The original tender application is required to be attached on an electronic data medium (CD or

DVD) in a read-only (non-editable) format – together with the paper copies in the closed package – both in Hungarian and in English as well. In case of discrepancy between the original and copy of the tender applications, the original counterpart shall apply. In case none of the copies are marked as original, than Contracting Authority deliberately designates one of the submitted copies of the tender applications as “original”. A reading sheet containing every data required by Section 62(5) of the PPA should accompany the tender application.

1.2 Contracting Authority shall not evaluate tender applications received after the deadline for the submission of the tender application and shall deem those invalid according to Section 74(1)(a) of the PPA. Contracting Authority shall preserve the applications received late, without investigating the reason and the person responsible for the delay, for 5 years without opening considering, where appropriate, Section 61(3) of the PPA. Contracting Authority shall consider tender applications by post to be submitted within the deadline, if those are received at the location defined in the tender notice, until the submission deadline, and if those were posted with a return receipt. Candidates bear the risk of losing the tender application and the relevant mail.

Prevailing time: each deadline in hours given in the tender notice and in the documentation is to be understood as Hungarian local time.

1.3 Contracting Authority shall not take any responsibility for tender applications received not at the location defined in the tender notice (e.g. Filing Centre, Porter, etc.), it shall consider tender applications to be validly submitted only if those are submitted at the location given in the tender notice and in the supplementary Document. Location (address) for submission of tender applications: VÁTI Hungarian Regional Development and Town Planning Nonprofit Ltd. (VÁTI Magyar Regionális Fejlesztési és Urbanisztikai Nonprofit Kft.), Gellérthegy utca 30-32. Budapest, 1016, HUNGARY. Secretariat of the Managing Director: attn. Pikáné Kiss Andrea

1.4 Entitled representative of Contracting Authority shall confirm the receipt of the tender applications submitted directly in person or by courier service by issuing a written acknowledgement of receipt.

2) Candidates are obliged to issue a declaration in the tender application as regards of Section 40(1)(a) and (b) of the PPA (negative declaration should also be attached). Contracting Authority calls the attention of the candidates to consider Section 26 of the PPA at the issuance of their declarations as set out above, under which, if an economic operator participates, in a direct manner, in the performance of the contract for more than 25% of the value of the public procurement, this economic operator may not be considered as a subcontractor, and should be referred to in the request to participate and during the performance of the contract as a joint tenderer. (The percentage of the participation of an economic operator in the performance of a contract is determined by his share from the counter value – net of VAT – relating to the subject-matter of the contract.)

3) Candidate, its subcontractor (if any), and organisations (if any) providing capacity to the candidate in the certification of suitability should attach the following documents to the tender application:

— specimens of signature of those who sign the tender application or specimen

signatures pursuant to Section 9(1) of Act V of 2006,

— for undertaker(s) not mentioned in the certificate of incorporation a written authorisation, granted by the person authorised to sign (signed by both the principal and the procurator), for the signing of the tender application, incorporated into a private document providing conclusive evidence,

— in case of an amendment registration proceeding the application for amendment submitted to the Court of Registry and the acknowledgement of receipt issued thereby and affixed with authorised signatures.

4) All costs arisen in relation to the compilation and submission of the tender application shall be borne by the candidate.

5) Contracting Authority ensures the possibility of supplying missing information as provided for in Section 67 of the PPA.

6) For the calculation of different currencies to Hungarian forint candidates should apply the official daily exchanges rate of the Magyar Nemzeti Bank (Hungarian National Bank) valid on the day of publication of the tender notice. For amounts of the tender application given in different than HUF currency a document on currency conversion should be attached after the document in question. As regards of any document, certificate, declaration, etc. the document on currency conversion should be attached only as regards of the lines (data, information) required for the determination of suitability.

7) Issues not regulated in the tender notice and in the supplementary document are governed by Act CVIII of 2011 on Public Procurement and the implementation decrees (with special respect to Government Decree 310/2011 (XII.23.) Korm.) related thereto, and the provisions of the Hungarian Civil Code.

8) Declarations, certificates and other documents not particularly requested in the tender notice but provided for in the documentation and the PPA are to be attached to the tender application.

9) Additional information is governed by the provisions of Section 45 of the PPA with the derogation in Section 122(5) of the PPA. Contracting Authority shall not provide candidates with tender documentation, in order to facilitate the tender application however, it provides candidates with Supplementary Document containing necessary information for the candidates, list and sample of certificates, declarations to be submitted as parts of the tender application related especially to the preparation of the tender application. The Supplementary Documents should be purchased by at least one candidate or one subcontractor indicated in the tender application for each tender application. The Supplementary Document is non-transferable, and may not be used for purposes different from participation in the public procurement process.

10) Candidate is obliged to issue a declaration on business secrets in its tender application pursuant to section 80 of the PPA. (negative declaration is to be attached as well)

11) Each document (declaration), prepared by the candidate or subcontractor or organisation included in the process of suitability certification, in the tender application is to be signed at the end by the representative(s) authorised for signature at that business entity or by person(s) having been authorised in written

thereby.

12) Candidates of foreign residence (seat) should submit a declaration with authorised signature on which of the authorities of that county are entitled to issue the certificates provided for in Section 4 of Government Decree 310/2011 (XII.23.) Korm. and the certificates, the copies in Hungarian should be liable Hungarian translation as well, are to be submitted accordingly.

13) Contracting Authority does not require the winning candidate to establish a business organisation, but in case of joint tender application candidates should designate the consortium leader representing them with full powers in the present public procurement process, they are required to attach the agreement on joint and several responsibility to the tender application pursuant to the minimal substantial requirements provided for in the Supplementary Document.

14) In case of Section 55(5) of the PPA the declaration of the organisation providing its capacities should be attached to the tender application stating that the resources required for the performance of the contract shall be available throughout the time period of the performance of the contract.

15) In case of Section 55(6)(c) of the PPA the declaration of the other organisation participating in the suitability certification should be attached to the tender application stating that in the event of insolvency of the candidate the other organisation shall guarantee the indemnification of the Contracting Authority for every damage that arise in relation to the non-performance or defective performance of the candidate and that may not be indemnified through the enforcement of other warrants. The declaration is required to be submitted in original or in authenticated copy having regard to Section 36(3) of the PPA.

16) Candidates should attach the original or simple copy of their declaration on the grounds for exclusion according to Section 56(1) of the PPA, which is also certified either by a notary or economic or professional chamber pursuant to Section 57(1)(d) of the PPA.

17) Candidate is obliged to issue a declaration, pursuant to Section 58(3) of the PPA, that it shall not avail of any subcontractor falling within the scope of Section 56 of the PPA for the fulfilment of the contract, and they do not employ any other entity for the certification of their suitability that falls within the scope of the grounds for exclusion set out in Section 56(1) of the PPA.

18) As for Section 56(2) of the PPA, candidate should attach a declaration, certified either by a notary or by an economic or professional chamber, whether there is any person with or without legal personality owning directly or indirectly a share, or having voting rights, exceeding 25%; in case there is such an organisation, candidate is obliged to provide the name thereof and attach a declaration that the grounds for exclusion referred to in Section 56(2) of the PPA are not fulfilled as regards thereof.

19) In case candidate – referring to conversion – intends to avail of any of the legal predecessor thereof, it should attach a the simple copy of the company documents

evidencing the fact and circumstances of legal succession, in particular the division and/or secession agreement and the company documents on conversion.

20) The tender application should include the declaration of the candidate, pursuant to Section 60(5), whether it constitutes a micro-, small or medium sized enterprise pursuant to Act XXXIV of 2004 on Small and Medium-sized Enterprises and the Support Provided to Such Enterprises.

21) The tender application should include a table of contents with the proper page numbers. The page following the table of contents shall include the duly signed reading sheet, on which the name, seat, (in case Postal address is different, than the Postal address as well), telephone and telefax numbers of the candidate, the name and position of the contact person, his/her e-mail address and the tender application as laid down in the Supplementary Document are to be provided.

22) As regards of Section 56(1)(e) the declaration on being registered in the database of taxpayers with no public debt pursuant to Act XCII of 2003 on the Rules of Taxation (hereinafter: RTA) is to be attached to the tender application. In case the economic operator is not registered in the database, than the original or simple copy of the certificate of the competent tax and customs office or the joint tax certificate pursuant to the RTA should be attached.

23) Tenders or requests to participate may be submitted by several economic operators jointly. Joint tender application is governed by the provisions of Section 25 of the PPA.

24) According to Section 60(4) candidate may not submit an offer during the first stage of the present procedure. During the first stage, Contracting Authority assesses the suitability or unsuitability of the candidate to perform the contract. As regards of the above, if candidate offers in the tender application than the Contracting Authority shall deem that invalid pursuant to Section 74(3) of the PPA.

25) Contracting Authority hereby informs the candidates, that in the event of withdrawal of the successful candidate, and in case it designates the second most favourable candidate in the summary on the public procurement procedure, it shall conclude the contract with the candidate considered as second most favourable tenderer.

26) All costs arisen in relation to compilation and submission of the tender application shall be borne by the candidate. Contracting Authority may not be held responsible or be obligated in any manner in relation to these costs, independently from the result of the procedure.

27) In case the unambiguous and plain determination of the subject of the public procurement requires reference to a thing of specific production, origin, type or to a specific procedure, activity, person, patent or trademark, than the denomination may be effected only in order to unambiguously determine the nature of the subject and the expression "or equivalent" should also be written after the denomination.

28) Pursuant to Section 54(1) of the PPA Contracting Authority requires the candidate to obtain appropriate information on the obligations related to taxes, to environmental protection, to the employee protection provisions, and to the working conditions, which are should be met at the location of the performance of the contract.

29) The date and time of the announcement of the results of the first stage: 15/10/2012. at 15.00 Location: is the same as the place of opening the requests to participate.

30) Contracting Authority calls the attention of the candidates, that the present purchase is financed from EU support, whereby the refusal of the application for support or its acceptance for an amount not reaching the amount for which the Contracting Authority has applied shall be considered as a circumstance to which the Contracting Authority may refer as a reason for becoming incapable to conclude or perform the contract [Section 76(1)(d), Section 124(9)]

31) The language of the procedure is Hungarian; therefore each document in foreign language should be submitted together with the original or simple copy Hungarian translation thereof. In case any document, certificate, declaration, etc. attached to the tender application is not issued in Hungarian, than candidate is obliged to attach a liable translation thereof. In both stages of the procedure Contracting Authority requests the submission of 1 copy in English both in written and in electronic format besides the requested written triplicates in Hungarian and 1 electronic copy in Hungarian.

**V.5) DATE OF THE LAUNCHING OF THIS ANNOUNCEMENT: 07/09/2012 (day/month/year)**

## ANNEX A

Additional addresses and points of contact

<b>I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED</b>		
<b>Official name:</b>		
<b>Postal address:</b>		
<b>Town/Village</b>	<b>Postal code:</b>	<b>Country:</b>
<b>Contact point(s):</b>		<b>Telephone number:</b>
<b>For the attention of:</b>		
<b>E-mail:</b>		<b>Fax:</b>
<b>Internet address (URL):</b> <a href="http://www.vati.hu">www.vati.hu</a>		

<b>II) ADDRESSES AND CONTACT POINTS WHERE DOCUMENTATION AND THE SUPPLEMENTARY DOCUMENTS CAN BE OBTAINED (INCLUDING INFORMATION REGARDING COMPETITIVE DIALOGUES AND THE DYNAMIC PURCHASING SYSTEM)</b>		
<b>Official name:</b> VÁTI Magyar Regionális Fejlesztési és Urbanisztikai Nonprofit Kft.		
<b>Postal address:</b> Gellérthegy utca 30-32.		
<b>Town/Village:</b> Budapest	<b>Postal code:</b> 1016	<b>Country:</b> HU
<b>Contact point(s):</b> Ügyvezető Igazgatói Titkárság		<b>Telephone number:</b>
<b>For the attention of:</b> Andrea Pikáné Kiss		+36-1-224-3101
<b>E-mail:</b> kiss.andrea@vati.hu; kozbeszerzes@vati.hu		<b>Fax:</b> +36-1-224-3105
<b>Internet address (URL):</b> www.vati.hu		

<b>III) ADDRESSES AND CONTACT POINTS WHERE THE BIDS/APPLICATIONS FOR PARTICIPATION SHOULD BE SUBMITTED</b>		
<b>Official name:</b> VÁTI Magyar Regionális Fejlesztési és Urbanisztikai Nonprofit Kft.		
<b>Postal address:</b> Gellérthegy utca 30-32.		



<b>Town/Village:</b> Budapest	<b>Postal code:</b> 1016	<b>Country:</b> HU
<b>Contact point(s):</b> Ügyvezető Igazgatói Titkárság <b>For the attention of:</b> Andrea Pikáné Kiss	<b>Contact point(s):</b> Ügyvezető Igazgatói Titkárság <b>For the attention of:</b> Andrea Pikáné Kiss	
<b>E-mail:</b> kiss.andrea@vati.hu; kozbeszerzes@vati.hu	<b>E-mail:</b> kiss.andrea@vati.hu ; kozbeszerzes@vati.hu	
<b>Internet address (URL):</b> www.vati.hu		

## ANNEX B

### INFORMATION ABOUT LOTS

LOT NUMBER 1 DEFINITION Strategic planning based on analysis of the eligible programme area of Hungary and Romania for the programming period 2014–2020 (LOT1)

<b>1) SHORT DESCRIPTION:</b> Development of a strategic territorial planning document for the eligible area of the Hungary-Romania Cross-Border Co-operation Programme 2007–2013 based on the assessment of needs and requirements for the compilation of the Operational Programme, and for the preparation of the programming period of 2014–2020				
<b>2) COMMON PROCUREMENT VOCABULARY(CPV)</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Main vocabulary</b></td> <td style="text-align: center;"><b>Supplementary vocabulary (if relevant)</b></td> </tr> <tr> <td><b>Main subject</b> 79415200-8</td> <td></td> </tr> </table>	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if relevant)</b>	<b>Main subject</b> 79415200-8	
<b>Main vocabulary</b>	<b>Supplementary vocabulary (if relevant)</b>			
<b>Main subject</b> 79415200-8				
<b>3) QUANTITY OR SCOPE</b> Service Contract for the strategic planning based on analysis of the eligible programme area of Hungary and Romania <i>If it is known, the estimated value excluding VAT (in only figures): 70.000</i> Currency: EUR <i>OR:</i> and between Currency:				

**4) INDICATION ABOUT DIFFERENT DATE FOR START OF AWARD PROCEDURES AND/OR DURATION OF CONTRACT(if applicable)**

Duration in months: months or in days: (as from concluding the contract)

OR:

Starting date (day/month/year):

completion date (day/month/year): 31/12/2012

**5) ADDITIONAL INFORMATION ABOUT LOTS**

Considering LOT1 the service consists of deep territorial analysis (1), contributing to the preparation of decisions of the participants (Joint Working Group (JWG) and the Member States) in the development of the coming Operational Programme. In addition, analysis and compilation of the document (2) based on decision of JWG are parts of the service as well.

Output 1: Territorial analysis based on exploring of challenges, needs and potentials  
The territorial analysis shall be developed as a document/report with descriptive and analysis parts and visualized elements. The following elements should be inspected and analysed:

- identification of the main issues and challenges of the programme area having regard to the topics of economy, society, environment and government emphasizing the connection between the challenges and potential future trends typical of the programme area,
- description of needs answering to the identified challenges and exploring the groups with these needs, particularly focusing on target groups and stakeholders that may participate in cooperation projects or may benefit from them,
- identification of the existing potential of the programme area in accordance with the capacity of the regions in order to respond to the revealed challenges and needs with particular focus on how this might be enhanced by the available resources and what synergies may arise with other funds,
- analysis of the relevant national, regional strategies and policies (provided by the concerned Member States).

Output 2: Common Territorial Strategic Planning Document

The design documentation contains strategic plan based on the territorial analysis, providing the Member States with a basis for preparation of decision in the development of the Operational Programme 2014-2020. The document should contain at least the following elements:

- potential scenario for the selection of thematic objectives and investment priorities of the coming 2014-2020 programme period, which meet the identified challenges, needs and potentials. The proposed scenarios should be in accordance with the EU and national strategic orientation, and form a part of the “Common Strategic Framework” of the Commission and the National Reform Programme as the national position on the ETC,
- strategic orientation should be accordance with another relevant national and



and between Currency:

**4) INDICATION ABOUT DIFFERENT DATE FOR START OF AWARD PROCEDURES AND/OR DURATION OF CONTRACT***(if applicable)*

Duration in months: months *or* in days: *(as from concluding the contract)*

OR:

Starting date *(day/month/year)*:

completion date *(day/month/year)*: 31/07/2013

**5) ADDITIONAL INFORMATION ABOUT LOTS**

We hereby call the attention to the fact that the Operational Programme should be submitted to the European Commission as regards of the task in respect of LOT2. The draft Operational Programme shall be elaborated based on the model approved by European Commission, applying the methodology specified and approved in inception report.

The Operational Programme should include the expectations laid down in the regulation and each part thereof, for instance:

- analysis results of the planning phase (LOT1), the Fifth Cohesion Report and conclusions thereof, the Territorial Agenda of the European Union 2020, proposals of the Multiannual Financial Framework 2014-2020, the draft legislation, the national reform programmes of Hungary and Romania, and other national and regional strategic proposals,
- strategic planning documentation elaborated through the integration of the analysis results of the mentioned planning stage, and including the objectives of the programme, the description of coherence together with other relevant planning documents and the confirmation of the contribution of the cooperation programme to the EU 2020 strategy,
- incorporation of the final results of EX-ante and SEA (Strategic Environmental Assessment) into the document,
- confirmation of priorities selected by JWG in the planning stage, demonstration of its necessity in accordance with the strategy of the European Union and the Member States. The indicators should be defined in a way that programme progress may be properly measured depending on the baseline and increase of effectiveness,
- data on the priority axes and target groups. Objectives should be quantified by output and result indicators with consideration of the principle of proportionality,
- laying down and regulation of „financial plan“, „institutional framework“ and „procedures of financial administration and control“ and presentation thereof,
- suitable output, result and impact indicator as well as proposal on the quality indicators applicable to project selection,
- list of strategic key projects defined on the programme level and detailed description and development thereof,
- full development of the effective use of the Fund containing every standard applicable

to the implementation and to the management and institutional structures.

1. In respect of LOT2, selection criteria correspond to the selection criteria set out in Point IV.2.1 of the tender notice.
2. In respect of LOT2, suitability criteria correspond to the suitability criteria set out in Point III.2.2 and III.2.3 of the tender notice.
3. Format and content requirements of submission of the part tender are the same as laid down in Point V.4 of the tender notice.
4. Requirements of submission of the part tender are the same as laid down in Point V.4 of the tender notice.

----- *(Several copies of this annex may be used, depending on the number of the parts)* -----