

WORKS CONTRACT NOTICE

“TRACING OUR COMMON ARTISTIC HERITAGE”

- Construction works of church renovation -

HUNGARY - HÓDMEZŐVÁSÁRHELY

1. Publication reference

HUSRB/1602/31/0050/works1 (*publication of prior information notice is not obligatory in this procedure*)

2. Procedure

Open (Local open procedure)

3. Programme title

INTERREG-IPA CBC (Hungary-Serbia) – B40/7-679/2017/K/1

4. Financing

HUSRB/1602/31/0050

Budget: 328 710 EUR (gross amount, including VAT)

5. Contracting authority

HÓDMEZŐVÁSÁRHELY - ÚJTEPLOMI REFORMÁTUS EGYHÁZKÖZSÉG
(HUNGARY-6800 HÓDMEZŐVÁSÁRHELY, KÁLVIN TÉR 5.)

CONTRACT SPECIFICATIONS

6. Description of the contract

In connection with “Tracing our common artistic heritage” project, the renovation and restoration works of the Calvinist New Church in Hódmezővásárhely, in accordance with the final designs, including the material costs and fees of structural renovation and preservation works.

7. Number and titles of lots

One lot only

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) no. 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below EUR 100 000 per purchased.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries and of goods originating from third countries¹ will apply to candidates or tenderers from the United Kingdom, and to all candidates or tenderers proposing goods originating from the United Kingdom¹ depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom, and candidates or tenderers proposing goods originating from the United Kingdom could be rejected from the procurement procedure.

¹However, they may originate from any country when the amount of the supplies to be purchased is below EUR 100 000.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a works contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical Guide**.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers **[may not]** submit a tender for a variant solution in addition to their tender for the works required in the tender dossier.

11. Tender guarantee

Tenderers must provide a tender guarantee when submitting their tender.

The tender guarantee is 6574 EUR (2% of the budget available for the contract (328.710 EUR)).

This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer upon signature of the contract by all parties.

12. Performance guarantee

No performance guarantee required.

[For amounts of EUR 345 000 or below, on the basis of objective criteria such as the type and value of the contract, the contracting authority may decide not to require such a guarantee.]

13. Information meeting and/or site visit

A mandatory information meeting and site visit will be held on **12th March 2019 at 10.00 am.** (CET)

Venue: Hódmezővásárhely – Újtemplomi Református Egyházközség - 6800 Hódmezővásárhely, Kálvin tér 5.

Contact details:

Dr. Sztankó-Molnár Kármén ügyvéd
Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087 ; e-mail: office@sztanko-molnar.hu
Opening hours: Monday-Friday – 9.00 – 16.00

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

15. Period of implementation of tasks

The implementation period of tasks from contract signature is **5 months.**

SELECTION AND AWARD CRITERIA

16. Selection criteria

I./ Economic and financial capacity of candidate:

- a. The **annual turnover** (net value) of the tenderer in the last financial year for which accounts have been closed must be at least 70% of the project budget line (~230.000 EUR).
- b. The tenderer is ineligible if its profit or its legal predecessor's **profit was negative** for more than one year in the last three closed financial years.

Proof documents: Statements of overall turnover for the last three financial years, for which accounts have been closed.

/Tenderers who do not have at least three closed financial years, shall comply with the above requirements with the total value of their net turnover which has achieved during their operation preceding the date of dispatch of the contract notice./

II./ Professional and technical capacity of candidate:

- a. The **Constructor is registered** in the list of contractors at the Hungarian Chamber of Commerce and Industry OR it is registered at its own national Chamber of Commerce

and Industry or its equivalent institution which listed the Constructors if any.

Proof document: **Certificate of registration**. If there is no such institution in the Tenderer's origin country, a signed declaration about this by the tenderer.

- b. Tenderer must employ **at least one responsible technical leader** who has at least 5 years of work experience acquired as MV-É or equivalent specialist (*MV-É vagy azzal egyenértékű szakember*), in the field of structural engineering (*magasépítés*) and construction, and who has appropriate registration and licenses according to the national legislative requirements.

Proof document: CV and copy of diploma (signed by the professional)

- c. It shall accompanied with the tender the **Statement of Exclusivity and Availability of the Professional** during the fulfilment of the contract (signed by the professional)
- d. The tenderer is ineligible if it can not present **at least one reference in the field of façade renovation** within five years of the date of dispatch of the contract notice. (completed by handover). The facade renovation must be carried out in a monument building (nationally protected) which is listed on the official heritage list of the Cultural Heritage Agency and which work area is at least 300 m².
- e. List of the previous experiences of construction works with the main features. The extra experience of construction and renovation in the field of heritage protection is an advantage.

Proof document: description of previous projects

- the time (starting and ending date) of the fulfilment (indicating at least the year)
- the name of the other party
- the subject of the contract
- the quantity of the contract
- a statement that the performance was in accordance with the specifications and the contract.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

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 a commitment 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 - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

The most economically advantageous tender is the technically compliant tender with the best price-quality ratio.

Evaluation criteria and weighting:

	Részszerpont / Part-Criteria	Az ajánlatok részszerpontok szerinti tartalmi elemeinek értékelése során adható pontszám alsó és felső határa / <i>The lower and upper limits of the available score during the evaluation of the content of the offer on the basis of part-criteria</i>	Súlyszám / Weights	Szerezhető pontszám/ Available score
1.	Ajánlati ár / <i>Offer price</i> [20%]	0-15	20%	300
2.	Szakmai tapasztalat / <i>Technical score</i> [80%]			
	A. Deadline for completion *	0-15	25%	375
	B. Extra reference in connection with monument building (the façade renovation work area is over 300 m ²) – <i>see point 16. II./d.</i>	0-15	25%	375
	C. Extra reference – participation in the renovation of monument buildings – <i>number of pieces</i>	0-15	15%	225
	D. Extra guarantee	0-15	15%	225
Elérhető pontszám felső határa / <i>The upper limits of the available score:</i>				1500

* *Evaluation Committee evaluate the shorter commitment than required (on base of a relative evaluation - individual offers relative to each other). The disproportionate commitment may invalidate the offer.*

Evaluation guide: *

* *The Evaluation Committee reserves the right to declare void the tender(s) because of the disproportionate commitments (as 'ultima ratio').*

1) Offer price [0-15 points]

The offers are scored on base of a relative evaluation - individual offers relative to each other. The Evaluation Committee gives the maximal 15 points to the most favourable content element (the lowest price), and the scores of the content of the other offers are counted inversely proportional versus the most favourable content element, as follows:

$$P = (A_{\text{legjobb}} / A_{\text{vizsgált}}) \times (P_{\text{max}} - P_{\text{min}}) + P_{\text{min}}$$

ahol // where:

P:	a vizsgált ajánlati elem adott szempontra vonatkozó pontszáma // the score of the examined content element on specific aspects
Pmax*	a pontskála felső határa (15) // the upper limit of the point scale (15)
Pmin	a pontskála alsó határa (0) // the lowest limit of the point scale (0)
A(legjobb):	a legelőnyösebb ajánlat tartalmi eleme // the content element of the most favourable offer
A(legrosszabb):	a legelőnytelenebb ajánlat tartalmi eleme // the content element of the least favourable offer
A(vizsgált)	a vizsgált ajánlat tartalmi eleme; // the content element of the examined offer

2) Technical score

A. Deadline for completion [0-15 points]

The offers are scored on base of a relative evaluation. The Evaluation Committee gives the maximal 15 points to the tenderer who undertakes the shortest commitment, and the scores of the content of the other offers are counted inversely proportional versus the most favourable content element, as follows:

$$P = (A_{\text{legjobb}} / A_{\text{vizsgált}}) \times (P_{\text{max}} - P_{\text{min}}) + P_{\text{min}}$$

ahol // where:

P:	a vizsgált ajánlati elem adott szempontra vonatkozó pontszáma // the score of the examined content element on specific aspects
Pmax*	a pontskála felső határa (15) // the upper limit of the point scale (15)
Pmin	a pontskála alsó határa (0) // the lowest limit of the point scale (0)
A(legjobb):	a legelőnyösebb ajánlat tartalmi eleme // the content element of the most favourable offer
A(legrosszabb):	a legelőnytelenebb ajánlat tartalmi eleme // the content element of the least favourable offer
A(vizsgált)	a vizsgált ajánlat tartalmi eleme; // the content element of the examined offer

The implementation period of the contract is 5 months. It is eligible to set a deadline which is 15 days shorter than the implementation period without any detailed explanation. But Tenderers who set a

deadline which is over 15 days (compared to the implementation period) must to submit a detailed explanation about the feasibility and a timetable for work.

B. Extra reference in connection with monument building – **the facade renovation work area is over 300m²** – see point 16. II./d. [0-15 points]

The following point system is used on the basis of the absolute evaluation regarding this part-criteria:

Extra reference	Score
Reference 300 m ²	5
Reference between 301 - 1500 m ²	10
Reference over 1500 m ²	15

C. Extra reference – according to the **participation at renovation of monument buildings** – number of pieces [0-15 points]

The following point system is used on the basis of the absolute evaluation regarding this part-criteria:

Extra reference	Score
1 reference on a monument building	5
Reference between 2- 5	10
Reference over 5	15

D. Extra guarantee

The Evaluation Committee examines the duration of the guarantee given by the tenderer. The minimum guarantee period required is 12 months. Tenderers may ensure extra 6 months as guarantee, without any detailed explanation. But Tenderers who want to ensure guarantee over this extra 6 months, must to submit a detailed explanation about its own commitment.

The offers are scored on base of a relative evaluation. The Evaluation Committee gives the maximal 15 points to the tenderer who undertakes the longest guarantee (*the disproportionate commitment may invalidate the offer*), and the scores of the content of the other offers are counted inversely proportional versus the most favourable content element, as follows:

$$P = (A_{\text{legjobb}} / A_{\text{vizsgált}}) \times (P_{\text{max}} - P_{\text{min}}) + P_{\text{min}}$$

ahol // where:

P:	a vizsgált ajánlati elem adott szempontra vonatkozó pontszáma // the score of the examined content element on specific aspects
P _{max} *	a pontskála felső határa (15) // the upper limit of the point scale (15)
P _{min}	a pontskála alsó határa (0) // the lowest limit of the point scale (0)
A _(legjobb) :	a legelőnyösebb ajánlat tartalmi eleme // the content element of the most favourable offer
A _(legrosszabb) :	a legelőnytelenebb ajánlat tartalmi eleme // the content element of the least favourable offer
A _(vizsgált)	a vizsgált ajánlat tartalmi eleme; // the content element of the examined offer

TENDERING

18. How to obtain the tender dossier

The tender dossier is available by e-mail (free of charge) from

Dr. Sztankó-Molnár Kármén ügyvéd
Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087
e-mail: office@sztanko-molnar.hu

represented:

HÓDMEZŐVÁSÁRHELY – ÚJTEPLOMI REFORMÁTUS EGYHÁZKÖZSÉG
Contracting Authority

which excludes courier delivery.

It is also available for inspection at the premises of the contracting authority, address as in point 5 above. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to

Dr. Sztankó-Molnár Kármén ügyvéd
Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087 ; e-mail: office@sztanko-molnar.hu
Opening hours: Monday-Friday – 9.00 – 16.00

represented:

HÓDMEZŐVÁSÁRHELY – ÚJTEPLOMI REFORMÁTUS EGYHÁZKÖZSÉG
Contracting Authority

(mentioning the publication reference shown in item 1) **at least 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders.** Eventual clarifications or minor changes to the tender dossier will be published at the latest 11 days before the submission deadline at <http://www.kozbeszerzes.hu/cikkek/prag> the website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

19. Deadline for submission of tenders

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

Deadline for submission of tenders:

12:00 Central European Time on 3rd May 2019 (Friday)

Dr. Sztankó-Molnár Kármén ügyvéd

Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087 ; e-mail: office@sztanko-molnar.hu
Opening hours: Monday-Friday – 9.00 – 16.00

Any tender submitted to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Dr. Sztankó-Molnár Kármén ügyvéd

Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087 ; e-mail: office@sztanko-molnar.hu
Opening hours: Monday-Friday – 9.00 – 16.00

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Dr. Sztankó-Molnár Kármén ügyvéd

Sztankó-Molnár Ügyvédi Iroda
1078 Budapest, Murányi utca 36. fszt.
tel: + 36 70 774 0087 ; e-mail: office@sztanko-molnar.hu
Opening hours: Monday-Friday – 9.00 – 16.00

¹ It is recommended to use registered mail in case the postmark would not be readable.

The contract title and the publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

Tenders submitted by any other means will not be considered.

By submitting a tenderer accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

20. Tender opening session

13:00 Central European Time on **3rd May 2019**

Venue: Sztankó-Molnár Ügyvédi Iroda, 1078 Budapest, Murányi utca 36. fszt.

21. Language of the procedure

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

22. Repetition of similar works

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23. Legal basis²

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and of the Council establishing an Instrument for Pre-accession Assistance (IPA II) and Commission Implementing Regulation (EU) No 447/2014 (IPA II Implementing Regulation).

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).