

SERVICE CONTRACT NOTICE

Provision of Services for Sub-grants Expenditure Verification Specialist, Serbia

1. Reference

1-06-405-2/2025

2. Procedure

Single tender

3. Programme title

Country Action Programme for the Republic of Serbia for the year 2019 - EU Support to Competitiveness, Research & Development, and Innovation

4. Financing

Financing Agreement

5. Contracting authority

Development Agency of Serbia, Belgrade, Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

Development Agency of Serbia (RAS) and Ministry of Economy (MoE) have been awarded direct grant from IPA 2019 Programme, “IPA 2019 – Direct Grant to the Development Agency of Serbia – Scaled up and technologically improved production capacity solutions among micro and small enterprises and entrepreneurs”. The overall objective of the Action is to contribute to increased competitiveness of the Serbian economy by supporting investment of micro, small and medium enterprises in modernization of production equipment and expansion of production facilities. Purpose of the Action is to provide scaling up of very successful national program Programme for purchase of equipment (PEP), which has been implemented for several previous years.

Action shall be implemented through three main Components: Component 0 – Management of the Action; Component 1 – Implementation of PEP; Component 2 – Implementation of TA support.

Under Component 0, the need for the expertise of the sub-grants expenditure verification specialist is foreseen. Development Agency of Serbia needs assistance and external expertise to perform a verification of reported expenditure in line with the Action objectives, which shall be performed through services of the engaged Expenditure verification specialist.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 20,000.00

CONDITIONS OF PARTICIPATION

10. Eligibility

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 23 below). Participation is also open to international organizations.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014** and Annex IV of the ACP-EU Partnership Agreement***, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom****. Those people and goods are therefore eligible for this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

** 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.

*** Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

**** including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

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 2.6.10.1. of the practical guide.

Tenderer 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.

13. Sub-contracting

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

December 2025

15. Implementation period of the tasks

4 weeks

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole, if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In the case of the tenderer being a public body, equivalent information should be provided. The reference period which will be considered will be the last three financial years for which accounts have been closed.

1. a) **Criteria for legal persons:**

- The average annual turnover of the tenderer over the last three (3) financial years must be at least equal to the amount of the submitted proposal.
- Current ratio (current assets/current liabilities) in the last closed financial year must be at least 1. In the case of a consortium, this criterion must be fulfilled by each member.

1. b) **Criteria for natural persons:**

- The financial situation of the tenderer should not be in deficit, considering declared debts, at the beginning of the year 2025 and as per 18.12.2025.

- 2) **Professional capacity of the tenderer** (based on items 4 of the tender form).

2. a) **Criteria for legal persons:**

- At least two (2) permanent staff currently work for the tenderer in fields related to audit, financial control, expenditure verification, or accounting.

2. b) **Criteria for natural persons:**

- The tenderer must hold a university degree in economics, finance, accounting, auditing, business administration, or a related field (acquired on the basis of completed minimum four-year academic studies).

3) **Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period considered will be the last three (3) years prior to the submission deadline.

3. a) **Criteria for legal persons:**

The tenderer has provided expenditure verification, audit, financial control, or financial verification services for EU-funded grant contracts or similar IFI/donor frameworks, with a total cumulative value of services provided by the tenderer being at least EUR 20,000 over the last three (3) years.

The service contracts the tenderer refers to may have started earlier and may be ongoing. Only the portion completed within the reference period will be taken into consideration, supported by documentary evidence (statements of good execution, certificates, or proof of payment). For consortium experience, the tenderer's share and specific tasks must be clearly documented.

3. b) **Criteria for natural persons:**

The tenderer has provided expenditure verification, audit, or financial verification services for EU-funded or other donor/IFI-funded projects, with a total cumulative value of services provided by the tenderer being at least EUR 20,000 over the last five years.

Previous experience that resulted in termination of a contract due to breach may not be used as a reference (also applies to experts under fee-based service contracts).

An economic operator may rely on the capacities of other entities (regardless of the legal link), provided that:

- A written commitment from those entities confirming that their resources will be available for contract performance.
- Those entities meet the same **eligibility rules** and **selection criteria** for which the tenderer relies on them.

The data for this third entity for the relevant selection criterion should be included in the tender in a separate document. For technical and professional criteria, the third-party entity must perform the services for which its capacity is required. For economic and financial criteria, such entities become jointly and severally liable for contract performance.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenders.

19. Tender format and details to be provided

Tenders must be submitted using the tender form provided, the format and instructions of which must be strictly observed. The tender must be accompanied by a declaration on honor on exclusion and selection criteria using the template provided in the tender documentation.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Legal basis

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 Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).

24. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.

Opening hours of the Contracting Authority: 7:30-15:30 CET.

Provided they are in the conformity with basic project, new services consisting of repetition of similar services or introduction of similar services may be entrusted up to 100% of the initial contract to the initial contractor by negotiated procedure without publication of a contract notice. The contract may be extended in duration subject to availability of funds using a negotiated procedure.