

SUPPLY CONTRACT NOTICE

Supply of Equipment for the Serbian Probation Offices

Location – The Republic of Serbia

1. Publication reference

EuropeAid/138412/DH/SUP/RS

2. Procedure

Open

3. Programme title

IPA 2015 National Programme for Serbia

4. Financing

Financing agreement

5. Contracting authority

The European Union, represented by the Delegation of the European Union to the Republic of Serbia on behalf of and for the account of the partner country, the Republic of Serbia

CONTRACT SPECIFICATIONS

6. Description of the contract

The purpose of this contract is the purchase of vehicles and IT equipment for the Serbian Probation Administration in order to improve the capacities of the prison administration in the area of alternative sanctions and post penal care.

7. Number and titles of lots

Two (2) lots:

- Lot 1 – Supply of Vehicles
- Lot 2 - Supply of IT Equipment

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) N°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 supplies to be purchased (as a whole, or if divided into lots, per lot) is below EUR 100,00.

The supplies under Lot 2 may originate from any country.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

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 supplies required in the tender dossier.

11. Tender guarantee

When submitting their tender, tenderers must provide a tender guarantee for Lot 1, EUR 3,200 (three thousand two hundred euro) For lot 2 no tender guarantee is required. This/these guarantees will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

13. Information meeting and/or site visit

No information meeting is planned.

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 (see para 8.2 of the instructions to tenderers).

15. Period of implementation of tasks

- **For Lot 1** the implementation period of tasks is 150 days from the commencement date until the contractor's application for the provisional acceptance certificate.

- **For Lot 2** the implementation period of tasks is 90 days from the commencement date until the contractor's application for the provisional acceptance certificate.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1. **Economic and financial capacity of tenderer** (based on i.a. item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

- **For Lot 1** : The average annual turnover of the tenderer for the last three years must exceed EUR 320,000.
- **For Lot 2**: The average annual turnover of the tenderer for the last three years must exceed EUR 26,000.

2. **Professional capacity of tenderer** (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 5 years from submission deadline.

(a) has at least 5 staff currently work for the tenderer in fields related to this contract; and

3. **Technical capacity of tenderer** (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 5 years from submission deadline.

- **For Lot 1** the tenderer has delivered supplies under at least 1 contract with a budget of at least 320,000 EUR which were implemented during the following period
- **For Lot 2** the tenderer has delivered supplies under at least 1 contract with a budget of at least 20,000 EUR which were implemented during the following period:

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

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. Some examples of when it may not be considered appropriate by the Contracting Authority are

when the tender rely in majority on the capacities of other entities or when they rely on key criteria. If the tender rely on other entities it must 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 and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks 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.

For both lots the Contractor must obtain and comply with all relevant permits, licences, authorisations and approvals necessary to undertake the delivery and/or installation of supplies in accordance with the Contract and Serbian Law.

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. The tender dossier is also available from the Contracting Authority. Tenders must be submitted using the standard Tender Form for a Supply Contract 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

Delegation of the European Union to the Republic of Serbia
GTC Avenue Building Block 19a
Vladimira Popovica Street 40,
11070 New Belgrade, Republic of Serbia
Fax: +381 11 3083 201
E-mail: DELEGATION-SERBIA-FCS@eeas.europa.eu

(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 shall be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

19. Deadline for submission of tenders-

12:00 CET on 02/02/2018.

Any tender received by the Contracting Authority after this deadline will not be considered.

20. Tender opening session

15:00 CET on 02/02/2018 at Delegation of the European Union to the Republic of Serbia (GTC Avenue Building Block 19a - Vladimira Popovica Street 40, 11070 New Belgrade, Republic of Serbia).

21. Language of the procedure

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

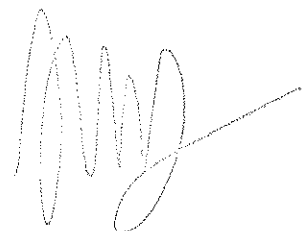
22. Legal basis

Regulation (EU) N°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).

23. Additional information

Opening hours of the Contracting Authority: 9:30-16:00 CET

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

