

# SUPPLY PROCUREMENT NOTICE

## “The Second Chance” - Systemic Development of Elementary, Practice Based Adult Education in Serbia

(08SER01/20/21)

Republic of Serbia

### 1. Publication reference

EuropeAid/129082/C/SUP/RS

### 2. Procedure

International Open

### 3. Programme

IPA

### 4. Financing

National IPA 2008

### 5. Contracting authority

The European Union, represented by the European Commission on behalf of and for the account of the beneficiary country.

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## CONTRACT SPECIFICATIONS

### 6. Description of the contract

The subject of the contract is the supply and delivery by the Contractor of IT equipment (Photocopiers, Notebooks, Desktop Computers, Video Beamers, Tripods with screen, Digital photo cameras, Flip charts, Wireless routers) necessary for the implementation of the Functional Elementary Education of Adults concept for schools selected for this pilot project.

### 7. Number and titles of lots

Lot 1: Equipment

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## TERMS OF PARTICIPATION

### 8. Eligibility and rules of origin

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries.

Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

Derogation on the rule of origin is granted in respect of the following equipment included in Technical specification. These supplies may originate in countries other than Member States of the European Union or countries or territories of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (IPA).

- Photocopier (item 1)
- Notebook (item 2)
- Video Beamer (item 4)
- Digital Photo Camera (item 6)
- Wireless router (item 8)

## **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 to contracts procedures for EU external actions.

## **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**

Tenderers must provide a tender guarantee of **3,000.00 Euro (three thousand euro)** when submitting their tender. This guarantee 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.

## **15. Period of implementation of tasks**

180 days from commencement date till the contractor's request for provisional acceptance.

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## **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.
  - a) Average annual turnover of the tenderer (firm or consortium partners, altogether) for the three years 2008, 2009 & 2010 must exceed 100.000 EUR.
  - b) The averages of cash and cash equivalents at the beginning and end of the years 2008, 2009 & 2010 are positive
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)
  - a) At least 20% of all staff working for the tenderer this year in fields relating to this contract are permanent
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)
  - a) Relevant experience: the Tenderer have implemented at least one (1) contracts for similar equipment and similar total value during the last three (3) years before the deadline for submission of offers.

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 tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer 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 an undertaking 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.

### **17. Award criteria**

The sole award criterion will be the price. The contract will be awarded to the lowest priced, administratively and technically compliant tender.

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## 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 from the following address:

<http://www.europa.rs/en/kakoDoFondova/otvoreno.html>

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 (e-mail) to the below-mentioned address:

Delegation of the European Union to the Republic of Serbia

Ms Sofija Arandjelovic

[Sofija.Arandjelovic@eeas.europa.eu](mailto:Sofija.Arandjelovic@eeas.europa.eu)

Fax: +381 11 3083 201

Finance and Contracts, 9th floor

GTC 19 Avenue Building

Vladimira Popovica 40

11070 Belgrade, Serbia

(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>

and on the Contracting Authority website at:

<http://www.europa.rs/en/kakoDoFondova/otvoreno.html>

### 19. Deadline for submission of tenders

24 October 2011, 12:00 hours CET

Any tender received after this deadline will not be considered.

### 20. Tender opening session

24 October 2011, 15:00 hours CET

### 21. Language of the procedure

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

### 22. Legal basis

Council regulation (EC) N° 1085/2006 of 17 July 2006. (IPA Regulation).