

## SUPPLY CONTRACT NOTICE

### Supply of IT Equipment for the Strengthening capacities of Central Financing and Contracting Unit in Serbia and Supply of video conference to Serbian European Integration Office

Location - Republic of Serbia

**1. Publication reference**

EuropeAid/135662/DD/SUP/RS

**2. Procedure**

Open

**3. Programme**

IPA 2011

**4. Financing**

Financing agreement

**5. Contracting authority**

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

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

Under decentralised management, Central Financing and Contracting Unit - CFCU, established in the beneficiary country is responsible for the overall tendering, contracting, accounting, and financial reporting aspects of all procurement in the context of EU-funded programmes. For these purposes, the contract will cover supply, delivery, commissioning, installation and training for i) IT equipment for the CFCU, and ii) Video Conferencing and discussion system with simultaneous interpretation to the Serbian European Integration Office.

**7. Number and titles of lots**

The number of lots: 2

Lot 1 - IT Equipment

Lot 2 - Video conferencing and discussion system with simultaneous interpretation



## 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 lot 1 must originate in one or more of these countries. By derogation from the rule of origin, all goods supplied under lot 2 may originate also in any other country.** 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.

### 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

Tender guarantee is not required.

*OK: optional for local open tenders*

### 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

Time period envisaged for implementation is 90 calendar days, from the date stipulated in the commencement order, until the provisional acceptance.

## 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.

#### For each tendered lot

The average annual turnover of the tenderer for the financial years 2011, 2012 and 2013 must be equal to or exceed EUR 150,000.

- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)

#### For each tendered lot

At least 5 permanent staff currently working for the tenderer in fields related to this contract.

- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)

#### For lot 1

The tenderer has delivered, in the course of the past 3 years (starting from 01.01.2011 up to the deadline for submission of tenders) supplies under at least one (1) contract with a budget of at least EUR 80,000 (or has participated in a contract where his proportion of the budget was at least EUR 80,000), in the field described for Lot 1 in Article 7.

#### For lot 2

The tenderer has delivered, in the course of the past 3 years (starting from 01.01.2011 up to the deadline for submission of tenders) supplies under at least one (1) contract with a budget of at least EUR 70,000 (or has participated in a contract where his proportion of the budget was at least EUR 70,000), in the fields described for Lot 2 in Article 7.

The Tenderer shall supply copies of the respective certificates of provisional or final acceptance issued by the Employer/Client/Contracting Authority of the projects concerned and/or a written letter of satisfaction from the Employer/Client/Contracting Authority evidencing the essential elements required by the technical capacity criterion 3) above.

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**

Price.

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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 and from its Internet address: [www.europa.rs](http://www.europa.rs). 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

[DELEGATION-SERBIA-FCS@eeas.europa.eu](mailto:DELEGATION-SERBIA-FCS@eeas.europa.eu)

Fax: +381 11 3083 201

Finance and Contracts

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 will also be available at the internet address of the Contracting Authority: [www.europa.rs](http://www.europa.rs).

## **19. Deadline for submission of tenders**

**28 April 2014 at 12:00 hours Central European Time**

Any tender received after this deadline will not be considered.

## **20. Tender opening session**

**28 April 2014 at 15:00 hours Central European Time** at the premises of the Delegation of the European Union to the Republic of Serbia, GTC 19 Avenue Building, Vladimira Popovica 40, 11070 Belgrade, Serbia.

## **21. Language of the procedure**

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

## **22. Legal basis**

Council Regulation (EC) No 1085/2006 of 17 July 2006 (IPA Regulation).

