SUPPLY PROCUREMENT NOTICE

Supply of Vehicles for Court Bailiffs in Bosnia and Herzegovina

Location – Bosnia and Herzegovina

1. Publication reference

EuropeAid/131200/C/SUP/BA

2. Procedure

Open International

3. Programme

IPA 2009

4. Financing

BGUE-B2011-22.02200-C8-ELARG DEL BIH

5. Contracting authority

European Union, represented by the European Commission on behalf of and for the account of the beneficiary country, Sarajevo, Bosnia and Herzegovina

CONTRACT SPECIFICATIONS

6. Description of the contract

Supply of 1 off-road vehicle and 15 passenger vehicles for bailiffs working at first-instance courts in Bosnia and Herzegovina.

7. Number and titles of lots

One (1) lot only.

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.

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 **1,500.00 Euro for the Lot** 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

120 days from contract signature by both parties.

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) the average annual turnover of the tenderer for the last 3 years must exceed the total value of its financial proposal.

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

(a) the tenderer has a minimum of 5 staff employed on a permanent basis in field 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)

(a) Over the past thirty-six (36) months before the launch of this tender procedure, the tenderer has successfully completed at least two (2) contracts in related fields with a budget per contract of at least the same as the financial proposal offered under this tender.

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 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.

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 and http://www.delbih.ec.europa.eu. 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 Bosnia and Herzegovina
Procurement Team
Skenderija 31
71 Sarajevo
Bosnia and Herzegovina
Fax: + 387 33 218 323
e-mail: DELEGATION-BiH-PROCUREMENT@ec.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 September 2011 at 12:00 CET.

20. Tender opening session

12 September 2011 at 15:00 CET.

21. Language of the procedure

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

22. Legal basis

Instrument for Pre-Accession Assistance (Council Regulation (EC) No 1085/2006 – OJ L 210/82 of 31.7.2006)