

SUPPLY CONTRACT NOTICE

Support to Establishment of the EU Info Centre

Location – Sarajevo, Bosnia and Herzegovina

EC/BIH/TEN/13/024

1. Publication reference

EuropeAid/ 134-828/L/SUP/BA

2. Procedure

Local Open

3. Programme

IPA

4. Financing

BGUE-B2013-22.020200-C8-ELARG DELBIH

5. Contracting authority

- 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

Supply and Installation of necessary equipment for the EUIC office.

7. Number and titles of lots

Lot 1. IT Equipment

Lot 2. Audio-visual equipment

Lot 3. Multifunction Device

Lot 4. Conference sound/Interpreting equipment

Lot 5. Furniture

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

Not Applicable

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

115 days, including 70 days for delivery and installation, from the commencement date until the provisional acceptance issuance

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 annual turnover of the tenderer for each of last two financial years for which accounts have been closed must exceed the total value of his financial proposal(s) for the Lot(s) offered
- 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 minimum of 3 staff employed on a permanent basis.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)
 - (a) the tenderer has successfully completed at least one supply contract with the budget of at least his total financial proposal for all Lots offered, within the last 36 months before the submission deadline.

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

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet addresses:
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and

<http://www.delbih.ec.europa.eu/Tenders.aspx?id=65&cat=2&lang=EN>

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 and Contracting Team
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina
Fax: 00387 33 218 323
E-mail: DELEGATION-BiH-PROCUREMENT@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> and

<http://www.delbih.ec.europa.eu/Tenders.aspx?id=65&cat=2&lang=EN>

19. Deadline for submission of tenders

15th August 2013 at 12:00 CET

at the following address:

Delegation of the European Union to Bosnia and Herzegovina
Procurement and Contracting Team
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina

Any tender received after this deadline will not be considered.

20. Tender opening session

15th August 2013 at 15:00 CET at the above mentioned address

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 establishing an Instrument for Pre-Accession Assistance (IPA)