

## **SUPPLY CONTRACT NOTICE**

### **Procurement of ICT equipment for information-educational centres for intellectual property rights in Bosnia and Herzegovina- Phase II**

**Tender No: EC/BiH/TEN/14/012**

**1. Publication reference**

**EuropeAid/136-996/DD/SUP/BA**

**2. Procedure**

Open

**3. Programme**

IPA 2011

**4. Financing**

BGUE-B2014-22.020200-C8-ELARG DELBIH

**5. Contracting authority**

The European Union, represented by the European Commission on behalf of and for the account of Bosnia and Herzegovina ("the Contracting Authority")

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## **CONTRACT SPECIFICATIONS**

**6. Description of the contract**

Procurement of ICT equipment for information-educational centres for intellectual property rights in Bosnia and Herzegovina.

**7. Number and titles of lots**

Lot 1 IT and presentation equipment

Lot 2 Equipment for printing office

Lot 3 Server room air conditioning 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).

(<http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

next select A2b2 Eligibility programmes 2007-2013 and go to Instrument for Pre-Accession Assistance (Council Regulation (EC) N° 1085/2006 - OJ L 210/82 of 31.7.2006)).

All goods supplied under this contract must originate in one or more of these countries **with the exception of the following items, for which derogation of rules of origin is granted.**

Item 1.3 Interactive LCD LED board of Lot 1

Item 2.2 Automatic desktop binding machine of Lot 2

Item 2.3 Multifunctional punch/wire and comp binder of Lot 2

Item 3.1 Air condition for server room of Lot 3

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.

### 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

No tender guarantee is required.

### 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**

165 days from the commencement date. This period includes 120 days for supply and delivery (for lots 1, 2, 3) and installation on site and on-site training (for Lot 1 and Lot 2 only), as specified in technical specification.

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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) The average annual turnover of the tenderer for the last 3 years must exceed the total value of its financial proposal for the Lot(s) offered under this tender.
- 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 2 staff employed in the field of the contract on permanent basis.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract):
  - a) Over the last thirty-six (36) months before the submission deadline the tenderer has successfully completed (warranty period not included) at least one contract in related fields with a budget of at least his total financial proposal for the Lot(s) offered.

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.

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**

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## **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://europa.ba/TendersExtEU.aspx?id=65&cat=11&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 Team

Skenderija 3A

71 000 Sarajevo

Bosnia and Herzegovina

Fax no: (00 387 33) 666 037

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 on the EU Delegation to BiH website at <http://www.delbih.ec.europa.eu/Tenders.aspx?id=65&cat=2&lang=EN>

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

Monday 4<sup>th</sup> May 2015, 12:00 Central European Time, at the following address:

Delegation of the European Union to Bosnia and Herzegovina

Procurement Team

Skenderija 3a

71 000 Sarajevo

Bosnia and Herzegovina

Any tender received after this deadline will not be considered.

## **20. Tender opening session**

Monday 4<sup>th</sup> May 2015, 15:00 Central European Time, 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)