

SUPPLY PROCUREMENT NOTICE

Supply – Capacity Building of Civil Society to take part in policy dialogue

Location – Bosnia and Herzegovina

1. Publication reference

EuropeAid/129580/C/SUP/BA

2. Procedure

Open

3. Programme

IPA

4. Financing

BGUE-B2010-22.020200-C8-ELARG DELBIH

5. Contracting authority

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

CONTRACT SPECIFICATIONS

6. Description of the contract

The aim of this contract is purchase of necessary IT equipment and furniture for 4 governments' offices for cooperation with civil society in Sarajevo, Banja Luka, Brcko.

7. Number and titles of lots

Lot 1: IT equipment

Lot 2: 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 and http://ec.europa.eu/europeaid/work/procedures/implementation/eligibility/index_en.htm, next enter **GENERAL ANNEX A2** 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 Lot 1 items 1.9, 1.10, 1.11, 1.25, 1.26 & 1.27 only](#). Bidders may offer the equipment originating in other countries for Lot 1 items 1.9, 1.10, 1.11, 1.25, 1.26 & 1.27 [only, if the same cannot be procured with the eligible origin](#).

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 EC 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 €1,750.00 for Lot 1 and €700.00 for Lot 2 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 signature of the contract 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 tender (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 2 years (2008, 2009) must exceed the total value of his financial proposal for the Lots offered (based on i.a. item 3 of the Tender Form for a Supply Contract)
- 2) Professional capacity of tenderer (based on i.a. item 4 and 5 of the Tender Form for a Supply Contract)
 - a) The tenderer has a minimum of 3 staff employed 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) The tenderer has successfully completed at least 2 contracts of a total price amounting to 80% of his total financial proposal for the Lots offered, within the last 36 months before the launch of 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. It must in that case 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.

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/?akcija-tenderi&jezik>. The tender dossier is also available for inspection 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 3A
71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 33 218 323
Email: 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> and <http://www.delbih.ec.europa.eu/?akcija-tenderi&jezik>.

19. Deadline for submission of tenders

12:00 Central European Time on 07th of June, 2010

Any tender received after this deadline will not be considered.

20. Tender opening session

15:00 Central European Time 07th of June, 2010 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)