



## SUPPLY CONTRACT NOTICE

### Supply and maintenance for printers - 05 - PRO360LAD-2021

**1. Publication reference**

05 - PRO360LAD-2021

**2. Procedure**

Framework Contract / Open Tender Procedure Published Locally

**3. Programme title**

ENI

**4. Financing**

Financed through UfM Secretariat annual budget<sup>1</sup>.

**5. Contracting authority**

Secretariat of the Union for the Mediterranean (contracting authority)

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

The subject of the contract is the supply of toner for printers (multifunction) and all-purpose maintenance of black and white (B/W) and colour printers.

The aim of the contract includes:

- supply of consumables (not including paper) and spare parts
- withdrawal of exhausted consumables
- 'all-purpose' maintenance, i.e., support and maintenance of the devices: incidents, preventive and corrective maintenance
- training of operators

The maximum budget is EUR 50,000.00.

**7. Number and titles of lots**

N/A

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<sup>1</sup> Budget co-financed by EU funds



## TERMS OF PARTICIPATION

### 8. Eligibility and rules of origin

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers), which are effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulation/basic act governing the eligibility rules for the grant as per [Annex a2a](#) to the Practical Guide. Participation is also open to international organisations. The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

All supplies under this contract may originate from any country.

### 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 Section 2.6.10.1 of the practical guide.

### 10. Number of tenders

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

N/A

### 12. Performance guarantee

No performance guarantee is required.

### 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. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

### 15. Period of implementation of tasks

The time limits for delivery/maintenance shall be 72 hours as a maximum.

The period of implementation of task is 48 months from the commencement date.



## 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.

- Average annual turnover for the tenderer at least 50,000.00 € for the last two years (2019 and 2020).

**2) Professional capacity of tenderer** (based on i.a. item 4 of the tender form for a supply contract). The reference period which will be taken into account will be the last 5 years from submission deadline.

- A minimum of 4 staff resources of which at least 2 with related expertise to the proposed contract / or staff resources with related expertise to the proposed contract.

**3) Technical capacity of tenderer** (based on i.a. items 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last 3 years preceding the submission deadline.

- The tenderer has delivered supplies under at least two contracts in the field of this tender which were implemented during the following period: 15/12/2018 to 15/12/2021

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

#### Capacity-providing entities

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. If the tenderer relies 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 by producing a commitment 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 relying on them and must comply with the selection criteria for which the economic operator relies on them. 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 provided when requested by the contracting authority.



With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

Lowest Price

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## **TENDERING**

### **18. How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <https://ufmsecretariat.org/work-with-us/procurement/>. 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 [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org) (mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 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 <https://ufmsecretariat.org/work-with-us/procurement/>.

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

The tender must be sent before the date and time limit for submission.

Tenders must be submitted in English exclusively to the contracting authority to the following address: [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org) before the 15<sup>th</sup> of December 2021 at 13:00 hours (Barcelona time).

Any tender submitted to the contracting authority after this deadline will not be considered.

### **How tenders may be submitted**

Tenders must be submitted by e-mail bearing the words "E-mail A — Technical offer & Financial offer - 05 - PRO360LAD-2021"

In addition, a 2nd e-mail bearing the words "E-mail B – passwords - 05 - PRO360LAD-2021" with the passwords of the folders sent in e-mail called "E-mail A — Technical offer & Financial offer - 05 - PRO360LAD-2021" is required.



Files shall be included in protected folders or at least in compressed folder(s) or through protected IT hyperlinks to file hosting service. Where passwords, encryptions or any other IT means used to protect the confidentiality of the submitted offers, decryption key or equivalent shall be sent by the tenderer.

**Tenders submitted by any other means will not be considered.**

By submitting a tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

**20. Tender opening session**

13:00 hours (Barcelona time) on 22<sup>nd</sup> of December 2021 via tele- or video-conferencing.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

**21. Language of the procedure**

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

**22. Legal basis**

European Neighbourhood and Partnership instrument (Regulation (EC) N° 1638/2006 of the EP and of the Council - OJ L 310/1 of 9.11.2006).

**23. Additional information**

Monday to Friday from 9:00 to 17:00 (Barcelona local time).

**24. Date of dispatch of this notice**

15/11/2021