



SUPPLY CONTRACT NOTICE

Supply and maintenance for printers - 05 - PRO209LAD-2018

1. Publication reference

05 - PRO209LAD-2018

2. Procedure

Open Tender Procedure Published Locally

3. Programme title

ENPI

4. Financing

Financed through UfMS annual budget¹. This tender procedure will be launched under suspensive clause, i.e. provision of the supplies concerned is subject to availability of the budget funds.

5. Contracting authority

Secretariat of the Union for the Mediterranean

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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 65,000.00 (VAT not included).

7. Number and titles of lots

N/A

TERMS OF PARTICIPATION

¹ Budget co-financed by EU funds



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 established in one of the Member States of the Union for the Mediterranean or in a country or territory authorised by the EC Partnership Agreement under which the contract is financed². 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 must originate in one or more of these countries.

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. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

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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 implementation period shall run from the date of signature of the contract and shall be valid for 36 months.

² Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument.



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 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 65,000.00 € for the last two years (2016 and 2017).

2) Professional capacity of tenderer (based on 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 items 5 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.

- The tenderer has delivered supplies under at least two contracts in the field of this tender which were implemented during the following period: 10/12/2015 - 10/12/2018.

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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. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. 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, for example 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. 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.



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

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: <http://www.ufmsecretariat.org/procurement/>. The tender dossier is also available from the UfMS. 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.

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Tenderers with questions regarding this tender should send them in writing to procurement@ufmsecretariat.org (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 <http://www.ufmsecretariat.org/procurement/>.

19. Deadline for submission of tenders

Tenders must be received at UfMS Headquarters before 10/12/2018 at 13:00 hours (Barcelona time).

Any tender received after this deadline by the Contracting Authority will not be considered.

20. Tender opening session

At 16:00 hours (Barcelona time) on 10/12/2018 at UfMS Headquarters.

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).

N.B. Suspensive clause

This tender procedure is launched under a 'suspensive clause': This procurement notice is issued



before the approval of the budget. The signature of the contract is subject to the approval of the budget and, therefore, to the allocation of the corresponding funds.

The applicants interested in participating in this call for tender must be fully aware that in no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the call for tender on the grounds of the 'suspensive clause', even if the Contracting Authority has been advised of the possibility of damages.

As such, by submitting the application, the economic operator accepts in full the use of the 'suspensive clause' in this call for tender, as well as its possible consequences. Please note that the signature of the contract is subject to the condition of the prior adoption of the budget, which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the Contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

24. Date of dispatch of this notice

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9/11/2018