



SUPPLY CONTRACT NOTICE

Microsoft 365 Business and Adobe Acrobat licenses - 25 - PRO297LAD-2020

1. Publication reference

25 - PRO297LAD-2020

2. Procedure

Framework Contract / Open Tender Procedure Published Locally

3. Programme title

ENI

4. Financing

Financed through UfM Secretariat annual budget¹.

5. Contracting authority

Secretariat of the Union for the Mediterranean (contracting authority)

CONTRACT SPECIFICATIONS

6. Description of the contract

The subject of the framework contract is the supply of licenses of Microsoft 365 Business Basic and Standard, Creative Cloud for Teams and Adobe Pro DC.

The maximum budget is EUR 40,000.00 (VAT not included).

7. Number and titles of lots

N/A

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.

¹ Budget co-financed by EU funds



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 shall be 1 working day and the Incoterm applicable shall be DDP².

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

² DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>



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 20,000.00 € for the last two years (2018 and 2019).

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.

- has a professional certificate appropriate to this contract, such partnership with Microsoft or equivalent.

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, supply of licenses of Microsoft 365 Business and Adobe, which were implemented during the following period: 06/11/2017 - 06/11/2020

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

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 (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 before the 6th of November 2020 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 - 25 - PRO297LAD-2020"

In addition, a 2nd e-mail bearing the words "E-mail B – passwords - 25 - PRO297LAD-2020" with the passwords of the folders sent in e-mail called "E-mail A — Technical offer & Financial offer -



25 - PRO297LAD-2020" 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

<hour> hours (Barcelona time) on <date> at the Headquarters of the contracting authority.

21. Language of the procedure

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

If you wish to participate in this open invitation to tender, please submit your tender either into **English**. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the languages of the procedure.

For all the documents of this call for tender, if there are discrepancies between the different linguistic versions, the English one prevails.

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

07/11/2020