

SUPPLY CONTRACT NOTICE

Supply of IT Equipment No 7

Pristina, Kosovo

Please note that the awarding of the contract is subject to the condition of:

- This tender procedure is launched under **suspension clause** i.e. the award of this specific tender is subject to the provision of funding to EULEX through the conclusion of a Contract between the European Commission and the EULEX Head of Mission¹.

which do 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.

1. Publication reference

EuropeAid/136858/ID/SUP/XK (PROC/546/15)

2. Procedure

Local Open

3. Programme

Council Joint Action 2008/124/CFSP of 04 February 2008, on the European Union Rule of Law Mission in Kosovo, (hereafter "EULEX Kosovo") as amended by JA 2009/445/CFSP and by Council Decision 2010/322/CFSP, Council Decision 2012/291/CFSP, Council Decision 2013/241/CFSP, Council Decision 2014/349/CFSP and Council Decision 2014/685/CFSP of 29 September 2014.

4. Financing

CFSP/2014/32/EULEX Kosovo

5. Contracting authority

EULEX Kosovo

CONTRACT SPECIFICATIONS

6. Description of the contract

The subject of the contract is the supply and delivery by the Contractor of IT Equipment No.7 (see Annex II and III of the Tender Dossier for the relevant description of the items) in 3 (three)

¹ See paragraph 2.4.12, of the Practical Guide to Contract procedures for EU external actions.

lots at EULEX Kosovo, Pristina, DAP2. The delivery period i.e. **45 (forty five) days** and shall run from the date of signature of the contract by both parties.

7. Number and titles of lots

Lot 1	SPARE PARTS & PERIPHERALS
Lot 2	SOFTWARE LICENSES
Lot 3	PRINT SERVER REPLACEMENT SOFTWARE

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 which are established in a Member State of the European Union in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third state, as authorized by Council Joint Action 2008/124/CFSP of 04 February 2008 on EULEX KOSOVO as amended by JA 2009/445/CFSP, by Council Decision 2010/322/CFSP and Council Decision 2013/241/CFSP of 27 May 2013). 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 EU 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 (**see below table with the amount per lot**), 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.

Lot 1	SPARE PARTS & PERIPHERALS	€250
Lot 2	SOFTWARE LICENSES	€220
Lot 3	PRINT SERVER REPLACEMENT SOFTWARE	€180

² DAP (delivery at place) - Incoterms 2010 International Chamber of [Commerce](http://www.iccwbo.org/incoterms/id3040/index.html) - <http://www.iccwbo.org/incoterms/id3040/index.html>

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of **5%** 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 or Site Visit is foreseen.

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

The implementation shall run from the date of signature of the contract by both parties. The time limits for the delivery of items shall be **45 (forty five) days** from the date of 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 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 turnover of the tenderer for the last three (3) years (2012, 2013 and 2014) must exceed the financial proposal for the lot(s) tendered. (i.e. exceed the **aggregated** value of the financial proposals in case several lots are tendered);
- 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 of 5 (five) staff employed;
- 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 worked successfully on at least 3 (three) projects in field related to the subject of these lots in the past three years (2012, 2013 and 2014) with a value equivalent to the amount of the financial proposal for each lot tendered;

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 tender rely in majority on the capacities of other entities or when they rely on key criteria. If the tender 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

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: <http://www.eulex-kosovo.eu/en/tenders/>. 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

EULEX Kosovo – Procurement Section
Ndertesa Farmed
“Muharrem Fejza” p.n.
Lagja Spitalit
10000 Pristina, Kosovo
E-mail: tenders@eulex-kosovo.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 EULEX website at: <http://www.eulex-kosovo.eu/en/tenders/>

19. Deadline for submission of tenders

On **08 April 2015 at 15:00 hrs.**, (Kosovo time zone) (Kosovo time zone) at EULEX, Procurement Section, Ndertesa Farmed, “Muharrem Fejza” p.n. Lagja e Spitalit, 10000 Pristina, Kosovo.

Any tender received after this deadline will not be considered.

20. Tender opening session

On **08 April at 15:30 hrs.**, (Kosovo time zone) at EULEX, Procurement Section, Ndertesa Farmed, “Muharrem Fejza” p.n. Lagja e Spitalit, 10000 Pristina, Kosovo.

21. Language of the procedure

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

22. Legal basis³

Council Joint Action 2008/124/CFSP of 04 February 2008, on the European Union Rule of Law Mission in Kosovo, (hereafter “EULEX Kosovo”) as amended by JA 2009/445/CFSP and by Council Decision 2010/322/CFSP, Council Decision 2012/291/CFSP, Council Decision 2013/241/CFSP, Council Decision 2014/349/CFSP and Council Decision 2014/685/CFSP of 29 September 2014.

³ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).