

## SUPPLY PROCUREMENT NOTICE

### Framework Contract for the Supply of Stationery Items No: II.

#### Location – Kosovo

#### 1. Publication reference

EuropeAid/129090/D/SUP/XK (PROC/154/09/Stationery FWC II).

#### 2. Procedure

International 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”).

#### 4. Financing

Budget article 19 03 03.

Contract No CFSP/2009/24/EULEX Kosovo — De Kermabon

#### 5. Contracting authority

The Head of EULEX Kosovo.

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## CONTRACT SPECIFICATIONS

#### 6. Description of the contract

- a. The subject of the framework contract is to settle the terms governing the supply and delivery of stationery items (photocopy/printer/coated paper, specialized stationery items for archiving purposes and miscellaneous stationery items) by the Contractor (*see Annex II and III of the Tender Dossier for the relevant description of the items and the yearly estimated quantities of items that MAY be purchased during the duration of the framework contract*) in three lots at EULEX Kosovo, Pristina, DDU1,
- b. The framework contract shall be concluded for a period of 2 years (two years) with effect on the date on which it enters into force, (although the Framework contract may be terminated at short notice. See article 36 of the special conditions of the draft contract).

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<sup>1</sup> /DDU (Delivered Duty Unpaid - Incoterms 2000 International Chamber of [Commerce](http://www.iccwbo.org/incoterms/id3040/index.html) - <http://www.iccwbo.org/incoterms/id3040/index.html>)

- c. Tender prices shall be firm and shall not be subject to revision for purchase orders placed during the first year of implementation of the framework contract. A price revision clause may be applied for the second year of implementation, see article 15 of the special conditions.
- d. The signature of the framework contract imposes no obligation on the Contracting Authority to purchase any of the quantities estimated in Annex II and III of the “tender dossier”. Deliveries shall only take place following the issuance by the contracting authority of “purchase orders”, specifying the list of items intended to be supplied with their respective quantities.
- e. Deliveries shall take place within 30 (thirty) calendar days after the receipt by the contractor of a “purchase order”.

## **7. Number and titles of lots**

Lot 1: Photocopy/printer/coated paper

Lot 2: Specialized Stationery Items for Archiving Purpose

Lot 3: Miscellaneous Stationery Items

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# **TERMS OF PARTICIPATION**

## **8. Eligibility and rules of origin**

Participation in tendering 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, 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, (see paragraph 22 below). 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 framework contract is financed.

The rule of origin has been derogated.

## **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. 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 **1,300 (one thousand and three hundred) Euros for LOT 1**, (no tender guarantee is required for LOT 2) **and 6,000 (six thousand) Euros for LOT 3**; 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 **5%**, (five %), of the yearly maximum amount of the framework contract (**except LOT 2**) at the signing of the framework 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

The framework contract will enter into force on the date of its signature by both parties, but it will be only be implemented by means of “purchase orders” i.e. deliveries shall only take place following the issuance by the contracting authority of “purchase orders”. Deliveries shall take place within 30 (thirty) calendar days after the receipt by the contractor of a “purchase order” issued by the Contracting Authority.

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# 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 two (2) years 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 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 worked successfully on at least three (3) projects fields related to the supply of stationery items in the past three years i.e. 2009, 2008, 2007.

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.

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# TENDERING

## 18. How to obtain the tender dossier

The tender dossier is available from the following Internet address:  
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

The tender dossier is also available from the Contracting Authority at <http://www.eulex-kosovo.eu>

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 [tenders@eulex-kosovo.eu](mailto:tenders@eulex-kosovo.eu) or to EULEX Procurement Section, Ndërtesa Farmed, “Muharren Fejza” p.n, Lagja e Spitalit, 10000 Pristina, Kosovo; (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.eulex-kosovo.eu>

**19. Deadline for submission of tenders**

**On 16<sup>th</sup> of February 2010 at 15:00 hrs**, (Kosovo time zone) at EULEX, Procurement Section, Ndërtesa 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 16<sup>th</sup> of February 2010 at 15:30 hrs**, (Kosovo time zone) at EULEX, Procurement Section, Ndërtesa 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 basis**

Council Joint Action 2008/124/CFSP of 04 February 2008 on the European Union Rule of Law Mission in Kosovo, EULEX Kosovo.

**EoT**