

## **SUPPLY PROCUREMENT NOTICE**

### **Supply of sanitary and cleaning material No. 2**

#### **Pristina-Kosovo**

#### **1. Publication reference**

EuropeAid/130558/M/SUP/XK

#### **2. Procedure**

Open local

#### **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**

Framework contract for the supply of sanitary and cleaning material No. 2.

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.

Deliveries shall take place within **2 weeks** after the receipt by the contractor of a “purchase order”.

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

One Lot

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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) or 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.

The rule of origin of all goods supplied under this contract 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. Tenders for parts 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.

### **11. Tender guarantee**

Tenderers must provide a tender guarantee of **1,200.00 Euros (one thousand two hundred Euros)** 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 % of the contract price 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 best 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 **2 weeks** after the receipt by the contractor of a “purchase order”.

The framework contract shall be concluded for a period of one (1) year 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).

The contracting authority may, at its own discretion extend this framework contract. Such extension shall be made under negotiated procedure. The contract may only be extended once, such that the duration of extension does not exceed the duration of the initial framework contract. Any extension will be conditioned and limited by the Mission’s mandate, the availability of corresponding budgetary funds and the satisfactory fulfillment of its obligations by the contractor.

## 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 during the last three (3) years must be equivalent or exceed the amount of 30,000.00 Euro.
- 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 (2) two 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 sold at least 20,000 Euros** of sanitary and cleaning material in the past three years i.e. 2007,2008,2009.

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

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## TENDERING

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

The tender dossier is available from the following Internet address: <http://www.eulex-kosovo.eu/?id=3>. 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 [tenders@eulex-kosovo.eu](mailto: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/?id=3>

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

On the **21<sup>st</sup> of October 2010 at 15:00** hrs (Kosovo time) at EULEX Kosovo Procurement Section, Ndertesa Farmed Rruga Muhamet Fejza p.n. 10000 Pristina, Kosovo.

Any tender received after this deadline will not be considered.

### **20. Tender opening session**

On the **21<sup>st</sup> of October 2010 at 15:30 hrs** (Kosovo time) at EULEX Kosovo Procurement Section, Ndertesa Farmed Rruga Muhamet Fejza p.n. 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.