

## SUPPLY PROCUREMENT NOTICE

### Framework Contract for the Supply of Stationery and Office Supplies

#### Location – Kosovo

**1. Publication reference**

2. EuropeAid/132247/D/SUP/XK

**3. Procedure**

International open.

**4. 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.

**5. Financing**

Contract No CFSP/2010/46/EULEX Kosovo – Bout de Marnhac

This tender procedure is launched under **suspensive clause** i.e. Provision of the supplies concerned is subject to availability of the budget funds.

**6. Contracting authority**

The Head of EULEX Kosovo.

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## CONTRACT SPECIFICATIONS

**7. Description of the contract**

- a. The subject of the framework contract is to settle the terms governing the supply and delivery of Stationery and Office Supplies 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 (3) lots at EULEX Kosovo, Pristina, DAP<sup>1</sup>.

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<sup>1</sup> / 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)

- 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).
- c. 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.
- d. 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.
- e. 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.
- f. Deliveries shall take place within 30 (thirty) calendar days after the receipt by the contractor of a "purchase order".

**8. Number and titles of lots**

Lot 1	Photocopy/printer/coated paper
Lot 2	Specialized Stationary Items for Archiving Purpose
Lot 3	Miscellaneous Stationery Items

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**TERMS OF PARTICIPATION**

**9. 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 as amended by JA 2009/445/CFSP and by Council Decision 2010/322/CFSP). The participation is also open to international organisations. The participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

No rule of origin is applied.

## 10. 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.

## 11. 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.

## 12. 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	Photocopy/printer/coated paper	800 Euro
Lot 2	Specialized Stationary Items for Archiving Purpose	350 Euro
Lot 3	Miscellaneous Stationery Items	600 Euro

## 13. 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 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.

## 14. Information meeting and/or site visit

No information meeting is planned

## 15. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

## 16. 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

### 17. 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 twice the amount of its financial proposal.(I.e. exceed twice 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) At least five (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 in fields related to this contract i.e. the supply of Furniture, Office Accessories in the past three years i.e 2011,2010,2009.

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.

### 18. Award criteria

Price.

## **TENDERING**

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### **19. 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/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**  
**Main Warehouse Compound**  
**Procurement Section**  
**Zona Industriale Veternik, P.O. Box 268.**  
**(opposite Gorenje Hotel, next to fuel station)**  
**10000 Pristina, Kosovo**

**E-mail: [tenders@eulex-kosovo.eu](mailto:tenders@eulex-kosovo.eu)**

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

**On 27 March 2012 at 15:00 hrs**, (Kosovo time zone) at EULEX, Procurement Section, Main Warehouse Compound, Zona Industriale Veternik, P.O. Box 268.(opposite of Gorenje Hotel, next to fuel station) 10000 Pristina, Kosovo.

Any tender received after this deadline will not be considered.

#### **Tender opening session**

**On 27 March 2012 at 15:30 hrs**, (Kosovo time zone) at EULEX, Procurement Section, Main Warehouse Compound, Zona Industriale Veternik, P.O. Box 268.(opposite of Gorenje Hotel, next to fuel station) 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 EULEX Kosovo as amended by JA 2009/445/CFSP and by Council Decision 2010/322/CFSP.

### **23. Additional Information**

This tender procedure is launched under **suspensive clause** i.e. Provision of the supplies concerned is subject to availability of the budget funds.

**EoT**