

SUPPLY CONTRACT NOTICE

Supply of IT equipment for the project AREeCcDev

Ref. number: HUSRB/1602/31/0075-4/IT equipment 6.1.1

Novi Sad, AP Vojvodina, Republic of Serbia

1. Publication reference

HUSRB/1602/31/0075-4/IT equipment 6.1.1

2. Procedure

Simplified

3. Programme title

Interreg IPA Cross-border Cooperation Programme Hungary-Serbia 2014-2020

4. Financing

HUSRB/1602/31/0075

5. Project partner

UNIVERSITY OF NOVI SAD INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT

Antona Čehova no. 13D, 21000 Novi Sad

Official registration number: 08865248

CONTRACT SPECIFICATIONS

6. Description of the contract

Contract is related to supply and delivery IT equipment within implementation of the project AREeCcDev. Contract implementation period is 30 calendar days. Potential tenderers must offer supply and delivery of 46 items such as RAM memory, wireless routers, monitor, USB cam, SAS HDD, motherboards, operation systems etc.

7. Number and titles of lots

Tender procedure is not divided in lots.

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation in the award of procurement contracts and other award procedures for actions financed under the Programme is open to all legal persons which are effectively established in the participating countries, other Member States, other IPA II beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument (hereafter referred to as 'eligible countries'), and to International Organisations.

All supplies purchased under a procurement contract, or in accordance with a grant agreement, financed under IPA II shall originate from an eligible country or from any country which is eligible under the rules of the partner or other donor or member state or determined in the constitutive act of the trust fund.

All goods can originate from any country, irrespective of any thresholds.

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 2.6.10.1. of the Practical Guide.

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

No tender guarantee is required.

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 Project partner 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

Period of implementation of tasks will be **30 days** from the date of the contract signature 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 unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 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. The reference period which will be taken into account will be the **last three years** for which accounts have been closed.
 - the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (value of financial offer);
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last **3 years** from submission deadline.
 - at least **2 staff currently work/engaged** for the tenderer in fields related to this contract.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last **3 years** from submission deadline.

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.

- the tenderer has delivered supplies under at least **1 contract** with a budget of at least **25.000 EUR in supply of IT equipment** which were implemented during the following period: **3 years from the submission deadline March 24th 2020**.

17. Award criteria

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the Project partner. 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 dejan.stojanovic@uns.ac.rs (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Project partner 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 sent to all tenderers at the latest 11 days before the submission deadline.

19. Deadline for submission of tenders

The candidate/tenderer's attention is drawn to the fact that there are two different systems for sending tenders, either by post or private mail service, or by hand delivery.

In the first case, the tender must be delivered before the date and time limit for submission, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

Deadline for receiving tenders is set to **13:00** local time on **March 24th 2020**.

Any tender submitted to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure (for instance when applications or tenders are received after the evaluation committee has finished its works and evaluating them would imply re-calling the evaluation committee) or jeopardise decisions already taken and notified.

How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

UNIVERSITY OF NOVI SAD INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT, Antona Čehova no. 13 D, 21000 Novi Sad

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

UNIVERSITY OF NOVI SAD INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT, Antona Čehova no. 13 D, 21000 Novi Sad

Every working day from 08:00 to 14:00 local time

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

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

10:00 local time on **March 26th 2020** at **UNIVERSITY OF NOVI SAD INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT, Antona Čehova no. 13D, 21000 Novi Sad.**

21. Language of the procedure

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

22. Legal basis¹

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II), The Interreg IPA Cross-border Cooperation Programme Hungary-Serbia 2014-2020 (HU-RS).

23. Additional information

N/A.

¹ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).