

SUPPLY CONTRACT NOTICE
PROCUREMENT OF OFFICE EQUIPMENT

Location – Chisinau, Republic of Moldova

1. Publication reference

REACT/2SOFT/4.2./149/Lot 2

2. Procedure

Open

3. Programme title

Joint Operational Programme Romania – Republic of Moldova 2014-2020

4. Financing

Grant Contract no. 2SOFT/4.2./149/ as of 27/05/2020.

5. Contracting authority

Exceptional Situations Department of Chisinau General Inspectorate for Emergency Situations

3 Iacob Hancu Street, Chisinau, Republic of Moldova, postal code MD-2005

CONTRACT SPECIFICATIONS

6. Description of the contract

For the smooth running of the project, the following office equipment will be purchased:

- Two laptops
- One multi-functional A3 Printer
- One projector with remote control
- One photo-camera

7. Number and titles of lots

One lot only

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

All supplies under this contract may originate from any country.

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.

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 Contracting Authority 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

30 days from contract signature.

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 selection criteria for each tenderer are as follows:

- the average annual turnover of the tenderer must exceed the annualised

maximum budget of the contract (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier);

- at least 10,000.00 EUR turnover of the bidder, and
 - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.
- 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 5 of technical staff in the last 3 years.
 - has authorized personnel and space for repairs of supplied equipment
 - Documents to be submitted:
 - Registration certificate (Public Services Agency)
 - Technical and financial offer (Part B – Annex III)
 - Certificate regarding the lack of arrears to the national public budget
- 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.
- the tenderer has delivered supplies/ goods under at least 3 contracts with a budget of at least 5,000.00 EUR in the ITC field which were implemented during the following period: 3 years before the submission deadline.
 - At least 3 contracts of similar nature and size.

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.

Capacity-providing entities

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

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price).

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address www.dse.md. 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 [<proiect.transfrontalier.ro.md@gmail.com>](mailto:proiect.transfrontalier.ro.md@gmail.com) (mentioning the publication reference shown in item 1) at least 5 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 3 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 3 days before the submission deadline on the Contracting Authority website www.dse.md.

19. Deadline for submission of tenders

The deadline for submission of tender is **November 17th, 17:00 Moldova time (GMT+2)**. Any tender received by the Contracting Authority after this deadline will not be considered.

20. Tender opening session

November 18th, 2020, at 10:00 a.m., on 3 Iacob Hancu Street, Chisinau Republic of Moldova, postal code MD-2005.

21. Language of the procedure

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

Romanian.

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
- EU Regulation no. 232/2014 establishing a European Neighbourhood Instrument including all subsequent modifications and additions
- Commission Implementing Regulation (EU) No 897/2014 of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument including all subsequent modifications and additions
- Commission Implementing Decision of 17.12.2015 approving the Joint Operational Programme including all subsequent modifications and additions
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, including all subsequent modifications and additions;
- Financing Agreement concluded between the Government of Republic of Moldova and the European Commission as of December 2016.

23. Additional information

Depending on the case, the Contracting Authority reserves the right, after the completion of the procurement procedure to make payment for the purchased goods upon receipt of the financial resources on the account dedicated to the project. If necessary, the Contracting Authority may issue a letter of guarantee for the fulfilment of financial obligations.

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