**Additional information about the Contract Notice**

**Supply of technical equipment - Supply of technical equipment for protection and maintanance of habitats and species off road vehicle equipped with modules for fires, floods and snowstorms – CB007.2.32.165 – SUPPLY (B3)**

**Location – Municipality Surdulica, Pcinja district, Serbia**

1. **Nature of contract**

**Unit price**

1. **Programme title**

Interreg-IPA CBC Bulgaria - Serbia Programme, CCI No. 2014TC16I5CB007-2

1. **Financing**

**The project is financed by the European Union in accordance with the rules of the Interreg-IPA Cross-border Cooperation Bulgaria-Serbia Programme 2014-2020 -** CB007.2.32.165 - Budget line BL5 – 5.2

1. **Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading ‘Legal basis’ below). Participation is also open to international organisations.

All supplies under this contract may originate from any country.

1. **Candidature**

**All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may apply.**

**A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.**

**The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.**

1. **Number of applications or tenders**

**No more than one application or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting an application/tender). In the event that a natural or legal person submits more than one application or tender, all applications or tenders in which that person has participated will be excluded.**

Tenders for parts of the supplies 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.

1. **Tender guarantee**

No tender guarantee is required.

1. **Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 5% of the amount of the contract 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 cheapest compliant tender.

1. **Information meeting and/or site visit**

No information meeting is planned

1. **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.

1. **Grounds for exclusion**

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG).** Where the candidate or tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

1. **Sub-contracting**

Sub-contracting is allowed.

1. **Provisional date of invitation to tender**

**Not applicable to the contract in question.**

1. **Provisional commencement date of the contract**

No later than 16. September 2021.

1. **Period of implementation of tasks**

The time limits for delivery shall be maximum 120 (one hundred and twenty) calendar days. Delivery deadlines must be a maximum of 120 (one hundred and twenty ) calendar days from the date of conclusion of the contract.

**SELECTION AND AWARD CRITERIA**

1. **Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not 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** **(**based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate 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.

Criteria for legal persons:

* the average annual turnover of the tenderer must exceed the maximum budget of the contract.

Criteria for natural persons:

* the available financial resources of the tenderer must exceed the maximum budget of the contract.
* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

1. **Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal persons:

* Tenderer must have at least **1 (one)** permanent staff member currently working for the tenderer in fields related to this contract and **1 (one)** permanent staff member in technical support for the kind of equipment tendered currently working for the tenderer.

Criteria for natural persons:

* the tenderer is currently working/has worked during the past 3 years as a manager with minimum 1 (one) collaborators in fields related to this contract.

1. **Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

The following criterion applies to both legal and natural persons:

* the tenderer/candidate has provided supply under contracts in twice the estimated value of the procurement for the procurement of vehicles and equipment from the subject of procurement which was carried out at any time during the reference period: three years from the deadline for submission.

This means that the contract the candidate refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the supplies provided.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

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. If the economic operator relies on other entities 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 by producing a commitment by 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 relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

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

1. **Award criteria**

Price.

**APPLICATION AND TENDERING**

1. **How to obtain the tender dossier**

The tender dossier is available from the website of the contracting authority: <http://www.tosurdulica.org> and will also be published on the Interreg IPA CBC Bulgaria-Serbia Programme website: <http://www.ipacbc-bgrs.eu> .

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Any request for additional information must be made in writing to E-mail: [turisticka.surdulica@gmail.com](mailto:turisticka.surdulica@gmail.com) (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item ‘****Deadline for submission of applications or tenders’****. The questions and answers will be published on Tourist Organization of Surdulica website <http://www.tosurdulica.org> and programme website <http://www.ipacbc-bgrs.eu> at the latest 11 days before the submission deadline. The website will be updated regularly and it is the tenderer’s responsibility to check for updates and modifications during the submission period.

1. **Tender opening session**

**26.07.2021. at 15:30h** in the **business office of the Tourist Organization in Surdulica, street 5. septembar 27., 17530 Surdulica, Republic of Serbia.**

1. **How applications may be submitted**

Applications 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:

Tourist Organization of Surdulica

5. septembar 27.

17530 Surdulica, Republic of Serbia

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:

Tourist Organization of Surdulica

5. septembar 27.

17530 Surdulica, Republic of Serbia

Opening hours: 8:00 – 15:00, Monday to Friday

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting an application 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 application form.

1. **Deadline for submission of applications**

The candidate’s attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

1. **Clarifications on the contract notice**

Any request for additional information must be made in writing to E-mail: [turisticka.surdulica@gmail.com](mailto:turisticka.surdulica@gmail.com) (mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on Tourist Organization of Surdulica website http:/www.tosurdulica.org and programme website <http://www.ipacbc-bgrs.eu> at the latest 11 days before the deadline for the submission of applications. The website will be updated regularly, and it is the applicants responsibility to check for updates and modifications during the submission period.

1. **Alteration or withdrawal of applications**

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

1. **Language of the procedure**

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

**28. Legal basis**

Regulation (EU) No 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 and Interreg-IPA CBC Bulgaria - Serbia Programme, CCI Number: CCI 2014TC16I5CB007 and

* Financing Agreement between the Republic of Serbia and European Commission for the Programme;
* Memorandum on Implementation of Interreg – IPA Cross-Border Cooperation Programme CCI Number: 2014TC16I5CB007 between the Government of the Republic of Bulgaria and the Government of the Republic of Serbia;

and in compliance with:

* Second Call for Proposals and the respective Guidelines for Applicants’ Package.

**29. Additional information**

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR.

The contract will be in EUR, and payments shall be made in RSD, according to the legislative framework of the Republic of Serbia. The conversion to EUR/RSD shall be made in accordance with the InforEuro exchange rate of MONTH of the applicable InforEuro exchange rate, which correspond to the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html> .

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)