
SUPPLY CONTRACT NOTICE

Laboratory for analysis of evidence required for crime case processing

Location – Republic of Serbia

1. Publication reference

EuropeAid/135634/IH/SUP/RS

2. Procedure

Open

3. Programme title

National programme for Serbia under the IPA – Transition Assistance and Institution Building Component for the year 2013

4. Financing

Financing agreement

5. Contracting authority

The Government of the Republic of Serbia, represented by the Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes, Belgrade, SERBIA

CONTRACT SPECIFICATIONS

6. Description of the contract

The purpose of this contract is the supply (all Lots), delivery (all Lots), unloading (all Lots), installation (all Lots), commissioning (Lot 1 and Lot 2), testing (Lot 1 and Lot 2), training (Lot 1 and Lot 2) and commercial warranty (all lots). Implementation of the contract will enable to perform forensic investigation of evidences under improved conditions using different laboratory instruments and equipment. It will allow to use different analysis techniques and develop new research methods at the physical-chemical and toxicological laboratories of the MoI of the Republic of Serbia in accordance with EU standards (ISO/IEC 17025:2006).

7. Number and titles of lots

Yes, the number of lots: 3

Lot 1	Technical – HVAC and safety monitoring equipment
Lot 2	Equipment for chemistry and toxicology labs
Lot 3	Laboratory furniture, small laboratory equipment and inventory

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all legal persons (participating either individually or in a grouping – consortium - of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

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

Tenderers must provide a tender guarantee of:

Lot	Tender guarantee
Lot 1	EUR 4.600
Lot 2	EUR 30.200
Lot 3	EUR 4.500

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 fulfill all obligations stated in its tender.

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 10% 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.

13. Information meeting and/or site visit

A **mandatory information meeting and site visit** will be held on 29 June 2016 at 12:00 hrs CET in the Ministry of Interior of the Republic of Serbia, Kneza Milosa Str, 103, Belgrade, Serbia.

On order to attend information meeting and site visit, each representative needs to have a written authorization by the company he/she represents. Attendance shall be confirmed in advance, at least 2 days before the information meeting and site visit date, through a written request sent to ida.ristic@mup.gov.rs and andjelko.maric@mup.gov.rs. No further information meeting and site visits will be organized.

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

The period of implementation of tasks shall be for Lot 1 - 120 days, for Lot 2 - 210 days and for Lot 3 - 120 days, from the commencement date until the provisional acceptance for each lot.

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:
 - a) The average annual turnover of the tenderer for the last three years (2013, 2014 and 2015) must be at least equal to the amount of the submitted proposal for each lot tendered¹
 - b) Average current ratio (current assets/current liabilities) over the last three years (2013, 2014 and 2015) must be > 1
- 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 five years from submission deadline:

¹ If the tenderer applies for more than one lot, the total offered price (meaning, the total sum of offered prices stated in the tenderer's declaration for all tendered lots) will be evaluated against the set annual turnover.

For each Lot:

- a) At least 3 persons of the permanent staff currently work for the tender in field related to the lot tendered;
- b) The tenderer should have valid standard certification ISO 9001 (in case of consortium, each member should possess certificate);

For Lot 1 additionally:

- c) The tenderer should have valid certification ISO 14001 and OHSAS 18001 (in case of consortium, each member should possess certificates);
- 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 five years from submission deadline:

For each Lot:

- a) The tenderer has delivered supplies under at least one contract with the budget of at least that of its financial offer for the tendered lot in the fields related to this contract (for Lot 1: supply of HVAC and safety monitoring equipment, for Lot 2: supply of equipment for **chemistry or toxicology** labs and for Lot 3: supply of laboratory furniture) which was implemented at any moment during the reference period.

The Tenderer shall supply copies of the certificates of provisional or final acceptance issued by the client/employer/contracting authority for the projects concerned and/or a written letter of satisfaction from the client/employer/contracting authority evidencing the essential elements required in the relevant technical capacity criteria.

The contract that tenderer refers to under criteria 16.3) a) 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 until the end of 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 relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies 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

TENDERING

18. 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's Internet address: www.cfcu.gov.rs. 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:

Ministry of Finance

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Division for Tender Preparation and Contract Management

3-5 Sremska St, VII floor, office 701

11000 Belgrade, Republic of Serbia

E-mail: cfcu.questions@mfin.gov.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 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 EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Contracting Authority website at www.cfcu.gov.rs.

19. Deadline for submission of tenders

19 August 2016 at 12:00 hours Central European Time (CET)

Any tender received by the Contracting Authority after this deadline will not be considered.

20. Tender opening session

19 August 2016 at 14:00 hours CET at the premises of the Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU)

3-5 Sremska St, I floor, Conference room

Belgrade, 11000, Republic of Serbia

21. Language of the procedure

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

22. Legal basis²

Council Regulation (EC) No 1085/2006 of 17th July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) - OJL 210/82 of 31/07/2006.

23. Additional information

N/A

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).