

SUPPLY CONTRACT NOTICE

Supply of laboratory equipment for raw milk quality analysis: Ph meter, Laboratory water bath and Portable Refrigerator in the Veterinary Faculty Bitola

Location- Bitola Pelagonia region North Macedonia

1. Publication reference

CN1-SO2.3 –SC010 /WP3/ D3.4.2.

Procedure

Single tender procedure

2. Programme title

INTERREG IPA CBC Programme Greece – Republic of North Macedonia 2014-2020
CCI: 2014TC16I5CB009

3. Financing IPA II Cross-border Cooperation Programme “Greece- Republic of North Macedonia 2014-2020” and National Contribution

4. Contracting authority

Veterinary Faculty, University of St”Kliment Ohridski” Bitola North Macedonia

CONTRACT SPECIFICATIONS

5. Description of the contract

The subject of the contract is supply, delivery, unloading, installation, putting into operation, inspection, testing, training and warranty services of laboratory equipment for haematology count and biochemical analysis.

6. Number and titles of lots

1 Lots: Ph meter, Laboratory water bath and Portable Refrigerator

TERMS OF PARTICIPATION

7. 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 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 22 below). Participation is also open to international organisations.

LOT 1: All supplies under this contract may originate from any country.

8. 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 Section 2.6.10.1. of the practical guide.

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.

9. Number of tenders

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application may be submitted per lot. Tenders for parts of a lot 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. Contracts will be awarded lot by lot and each lot will form a separate contract.] 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.

10. Tender guarantee

No tender guarantee is required

11. 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.

12. Information meeting and/or site visit

No information meeting is planned

13. 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).

14. Period of implementation of tasks

LOT 1: Implementation period will last: 45 days starting from the commencement of the Contract and ending on the day of issuance of the partial Provisional Acceptance that include delivery installation and training.

SELECTION AND AWARD CRITERIA

15. 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 financial years for which accounts have been closed.

The selection criteria for each tenderer to each lot are as follows:

The average annual turnover of the tenderer in the last three financial years must exceed the tenderer's financial offer for each individual lot for which he is bidding.

Companies that have been operational for less than three years will have to demonstrate an operational cash flow which must exceed their financial proposal for the years in which they have been operational.

- 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 three years preceding the submission deadline.

At least 1 staff currently working for the tenderer in fields related to the respective lot of the contract for which the tenderer has applied.

- 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) three years preceding the submission deadline.

A training proposal (LOT 1: one person training for each appliance for handling and operation)

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 selection criteria for tenderers are as follows:

For Lot 1:

the tenderer has delivered supplies (proportion carried out by the candidate) under at least

one contract with a budget of at least the half of the amount of the tenderer's financial offer or at least two contracts with a budget of at least the quarter of the amount of the tenderer's financial offer in supply of Ph meter, Laboratory water bath and Portable Refrigerator.

The tenderer must comply with the following selection criteria:

- for economic and financial capacity criterion, the cumulative amount of the average annual turnover required for the relative lots,
- for professional capacity criterion, cumulative number of staff required for the relative lots.
- for technical capacity criterion, the requirement for the relevant lot.

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. 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 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 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 the tender in a separate document. Proof of the capacity will also have to be provided 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.

16. Award criteria

Price

TENDERING

17. 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>

and www.vfb.uklo.edu.mk

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 Igor Zdraveski Project Manager Veterinary Faculty, University of "St Kliment Ohridski" Bitola 7000 North

Macedonia, igor.zdraveski@uklo.edu.mk; Publication reference: **CN1-SO2.3 –SC010 /WP3/ D3.4.2.**, at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the dead line 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 website of Veterinary Faculty, University of St"Kliment Ohridski" Bitola; www.vfb.uklo.edu.mk

The Contracting Authority has no obligation to provide clarification after this date.

18. Deadline for submission of tenders

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

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, 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.

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 evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure 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 :

Igor Zdraveski Project Manager

Veterinary Faculty

Prilepska bb 7000 Bitola

igor.zdraveski@uklo.edu.mk

- 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:

Tina Pejkovska

Faculty of Veterinary Science

Prilepska bb 7000 Bitola

working hours from 9:00a.m. to 2:00 p.m. every day, except weekends

¹It is recommended to use registered mail in case the postmark would not be readable.

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 must comply with the following conditions:

All tenders must be submitted in one original, marked 'original', and 2 copies signed in the same way as the original and marked 'copy'.

All tenders must be submitted to Veterinary Faculty Bitola before the deadline 17 02 2020 at 12:00 a.m.

- a. 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
- b. or by hand-delivery to the premises of the contracting authority by the participant in person or by an agent, in which case the evidence shall be constituted by the acknowledgment of receipt.

All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- c. the above address;
- d. the reference code of this tender procedure, (i.e. CN1-SO2.3 –SC010./W.P.3, D. 3.4.2.);
- e. where applicable, the number of the lot(s) tendered for;
- f. the words 'Not to be opened before the tender opening session' in the language of the tender dossier and “**Да не се отвора пред почетокот на отворање на тендерот**”
- g. the name of the tenderer.

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.

19. Tender opening session

25 02 2020; 12:00a.m.; Veterinary Faculty Prilepska bb Bitola 7000

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

20. Language of the procedure

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

21. Legal basis²

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 and 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) – IPA II Regulation.

Chapter 3 of Title II of Part Two of Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union. In accordance with Art. 45 (1) of Commission Implementing Regulation (EU) No 447/2014.

22. Additional information

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR which can be found at the following address:

<http://ec.europa.eu/budget/graphs/inforeuro.html>.

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