**Additional information about the Contract Notice**

**Contract title:** Supply of “Purchase of Fire Fighting Vehicle 4x4 2.600 Liters” *–* in the frame of the project “Fireprep”

**Publication reference** : Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020/ “Fireprep” / Prot.No.4778, Order.No.49,date 06.10.2020

**Berat MUNICIPALITY, ALBANIA**

1. **Nature of contract**

**lump sum**

1. **Programme title**

Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020

1. **Financing**

Partnership Agreement, 2550/1, 05.06.2020

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 must originate in one or more of these countries.

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.**

In case of lots, the candidates or tenderers may submit only one application or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

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 works or supplies required in the tender dossier.

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.

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 3 months 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**

29.12.2020

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

26.02.2021

1. **Period of implementation of tasks**

4 months from the date of the signature of the contract by both parties

**SELECTION AND AWARD CRITERIA**

1. **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. **Legal Capacity of the Operator**

* A document certifying that (your entity) has met all local tax and tariff obligations, for 2019,2020, issued by the Local Government Administration (In case of merger of economic operators, each member of the group must submit this document).

1. **Economic and financial capacity (based 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:**

* The economic operator must submit copies of the annual turnover statements realized during the last three years which must have in total a value not less than the limit fund that is procured. As proof for the fulfilment of this point, the bidding economic operator must submit a Turnover Certificate issued by the tax authorities for the years 2017, 2018, 2019. The economic operator must present the balance sheets of the last three years (2017 - 2018 - 2019) certified by the tax authorities.

1. **Professional capacity** (based 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**

* The object of the Extract issued by the NRC, should be for trading of vehicles, spare parts and various machinery and equipment;
* The economic operator must have in its staff at least 1 (one) Mechanical Engineer. In relation to this point the bidder must present the Diploma of Mechanical Engineer, employment contract, and last month payment list declared to the tax authorities.
* The participating economic operator must present the ISO Certificates as follows (valid and accredited by DA or the International Accreditation Body, recognized by the Republic of Albania). (In case of merger of economic operators, each member of the group must present the ISO Certificate)

ISO 9001:2015

ISO 14001:2015

**3) Technical capacity** (based 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.

**Criteria:**

* The economic operator must present evidence for previous supplies, similar to the object of the procurement, performed during the last three financial years, with a value of 40% of the estimated value of the contract that is procured realized during the last three years.

These similar supplies must be certified with the following documentation:

When similar supplies are made to state institutions, the economic operator must present:

- the contract concluded as well as the certificate issued by the state institution for the realization of supplies and

- sales tax invoices, which indicate the dates, amounts and quantities of goods supplied;

*And/or*

When similar supplies are made to private entities, the economic operator must submit the relevant invoice indicating the dates, amounts and quantities of goods supplied;

* The economic operator must own a specialized service for the repair of the vehicle, object of the procurement, during the warranty period, accompanied by the prospectus of the company, photos of its premises or the Economic Operator can submit a notarial contract of cooperation with a specialized service for the repair of means of transport within the warranty period. To verify this point, the Economic Operator must also submit photos of the internal premises of the work units.
* The economic operator must submit a statement guaranteeing the performance of services for the repair of vehicles, object of procurement, during the warranty period, in its service.
* The economic operator must present a certificate that has no obligations to the Contracting Operator

1. **Award criteria**

Price.

**APPLICATION AND TENDERING**

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

The tender dossier is available from the Contracting Authority in its web site.

1. **Tender opening session**

04.02.2021 at Berat Municipality Premises

1. **Applications format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

http://bashkiaberat.gov.al/purchase-of-fire-fighting-vehicle-4x4-2-600-liters-ne-kuader-te-projektit-fireprep/

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

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:
* The Municipality of Berat
* Blvd. “Republika”, Berat, Shqipëri
* 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:

The Municipality of Berat

Blvd. “Republika”, Berat, Shqipëri

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**

Clarification can be submitted to the Contracting authority within the deadline for requesting clarification from the contracting authority specified in the Instruction to tenders.

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**[[2]](#footnote-2)

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 IPA II - See Annex A2 of the practical guide

**29. Additional information**

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **January 2020** of the applicable InforEuro exchange rate 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)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-2)