Public document to be completed by the contracting authority

**SUPPLY CONTRACT NOTICE**

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

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

**“Fireprep” project**

**Location – Berat , Albania**

1. **Publication reference**

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

1. **Procedure**

Simplified Procedures/Local Open call

1. **Programme title**
2. Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020
3. **Financing**

Partnership Agreement, WPT3

**Contracting authority**

**The Municipality of Berat**

**CONTRACT SPECIFICATIONS**

1. **Description of the contract**

The aim of this contract is the purchase of a fire fighter |4x4 2600 liters”,

**Number and titles of lots**

One lot only

**TERMS OF PARTICIPATION**

1. **Eligibility and rules of origin**

Since the estimated intrinsic value of the products (of the tender procedure as a whole or if divided into lots, per lot) is below EUR 100 000: All supplies under this contract may originate from any country.

1. **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.

1. **Number of tenders**

The candidates may apply 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.

1. **Tender guarantee**

No tender guarantee is required.

1. **Performance guarantee**

Since the amounts of supply to be purchased is less than EUR 150 000, on the basis of objective criteria such as the type and value of the contract, the contracting authority kas decided not to require such a guarantee: No performance guarantee is required.

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 (see para 8.2 of the instructions to tenderers).

1. **Period of implementation of tasks**

The implementation period, from contract signature, until the provisional acceptance with be of one month.

**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:

**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 of tenderer**

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

1. Technical Capacity

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 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 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;
* The economic operator must present a technical catalog of the vehicle / s it offers (translated into Albanian for the part of technical specifications
* The economic operator must have at least 10 (ten) employees. For this the bidder must submit a certificate issued by the tax authorities for the number of employees and social and health contributions for the period January-October 2020.
* The economic operator must have in its staff 2 (two) Mechanical Engineers. (Transport Branch); In relation to this point the bidder must present the Diploma of Mechanical Engineer, employment contract, work book and last month payment list declared to the tax authorities. At least one of the engineers has a Certificate of Professional Ability as a technical officer.
* 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)
* Certificate for quality management ISO 9001:2015
* Certificate for environmental managment ISO 14001:2015
* Certificate for work management and work safety BS OHSAS / 18001/2007
* The Economic Operator must have or 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 present a certificate that has no obligations to the Contracting Operator
* 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.
* All documents must be originals or notarized copies of them. Cases of non-submission of a document, or of false and inaccurate documents, are considered as conditions for disqualification

2) **Award criteria**

Price

**TENDERING**

1. **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. 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 **luciano.bojaxhiu@bashkiaberat.gov.al** (mentioning the publication reference shown in item 1) 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 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 website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

1. **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 slip[[1]](#footnote-1), 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.

The deadline for the submission of the applications is ***29 January 2021* ,16:00 hr**. Only applications received prior to this deadline will be considered.

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:

1. 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

1. OR **hand delivere**d 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 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 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.

1. **Tender opening session**

Date and venue of tender opening session will be on 11 February 2021, on premises of The Municipality of Berat at 10.00 am .

The opening session should be held at least one week after the deadline for submission of tenders.

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.

1. **Language of the procedure**

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

1. **Legal basis[[2]](#footnote-2)**

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the practical guide

1. **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] [<ISO code of national currency> only for indirect management in the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate] shall be made in accordance with the InforEuro exchange rate of **January 2021** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or 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)
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)