

SUPPLY CONTRACT NOTICE

Furnishing of the Serbian Cultural Centre

Mórahalom, Hungary

1. Publication reference

HUSRB/1601/31/0005-6

2. Procedure

Local open

3. Programme title

INTERREG-IPA CBC Hungary-Serbia

4. Financing

HUSRB/1601/31/0005

(Award of subsidy: in accordance with the decision of the Joint Monitoring Committee of the INTERREG-IPA CBC Hungary-Serbia Programme)

5. Contracting authority

Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület

6782 Mórahalom, Röszei út 1.

Clarifications may be sought from the contracting authority at the following email address: info.egymasert@gmail.com at the latest 21 days before the deadline for submission of applications stated at the point 19 below.

CONTRACT SPECIFICATIONS

6. Description of the contract

Supply, delivery and installation of kitchen equipment and complete furniture of the Serbian Cultural Centre in Mórahalom

7. Number and titles of lots

3 lots

Lots Titles:

Lot 1: Supply, delivery and installation of the kitchen equipment of the Serbian Cultural Centre in Mórahalom

Lot 2: Supply, delivery and installation of the furniture of the Serbian Cultural Centre in Mórahalom

Lot 3: Supply, delivery and installation of sound and lighting system of the Serbian Cultural Centre in Mórahalom

8. Maximum budget

Lot 1: 65.580,00 EUR (net amount)

Lot 2: 89.908,60 EUR (net amount)

Lot 3: 25.322,00 EUR (net amount)

TERMS OF PARTICIPATION

9. 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 23 below). Participation is also open to international organisations.

All supplies under this contract may originate from any country

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom.

10. 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.

11. 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.

12. Tender guarantee

No tender guarantee is required.

13. Performance guarantee

No performance guarantee is required.

14. Information meeting and/or site visit

No information meeting is planned.

15. 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).

16. Period of implementation of tasks

60 days from contract signature until the provisional acceptance.

SELECTION AND AWARD CRITERIA

17. 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. 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.

The selection criteria for tenderers to Lot 1 are as follows:

- the average annual turnover of the tenderer must exceed 65 000 EUR in the last three accounting years for which the entity's accounts have been closed

The selection criteria for tenderers to Lot 2 are as follows:

- the average annual turnover of the tenderer must exceed 89 000 EUR in the last three accounting years for which the entity's accounts have been closed

The selection criteria for tenderers to Lot 3 are as follows:

- the average annual turnover of the tenderer must exceed 25 000 EUR in the last three accounting years for which the entity's accounts have been closed

- 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 5 years from submission deadline.

- at least 2 staff currently work for the tenderer in fields related to this contract;
- 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 5 years from submission deadline.

The selection criteria for tenderers to Lot 1 are as follows:

- the tenderer has delivered supplies under at least one contract with a budget of at least 52 000 EUR in the field of supply, delivery and installation of kitchen equipment for buildings of public use, which were implemented during the following period: 5 years from the submission deadline of present tender.

The selection criteria for tenderers to Lot 2 are as follows:

- the tenderer has delivered supplies under at least one contract with a budget of at least 71 000 EUR in the field of supply, delivery and installation of furniture for buildings of public use, which were implemented during the following period: 5 years from the submission deadline of present tender.

The selection criteria for tenderers to Lot 3 are as follows:

- the tenderer has delivered supplies under at least one contract with a budget of at least 20 000 EUR in the field of supply, delivery and installation of sound and lighting system, which were implemented during the following period: 5 years from the submission deadline of present tender.

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.

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.

18. Award criteria

Price

TENDERING

19. How to obtain the tender dossier

The tender dossier is available from Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület (info.egymasert@gmail.com) and on the website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is also available for inspection at the premises of the Contracting Authority, address as in point 5 above. 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 Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület (by post: 6782 Mórahalom, Röszei út 1. and via e-mail: info.egymasert@gmail.com) (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 20. 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 at on the website of DG International Cooperation and Development <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.kozbeszerzes.hu/2017/2/prag>.

20. Deadline for submission of tenders

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

In the first case, the application/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 application/tender which will serve as proof.

26/11/2018 16:00 (CET)

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 application or 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 short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure (for instance when applications or tenders are received after the evaluation

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

committee has finished its works and evaluating them would imply re-calling the evaluation committee) 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:

dr. Tóthné Gróf Ágnes

Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület

6782 Mórahalom, Röszei út 1.

- 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:

dr. Tóthné Gróf Ágnes

+36 30 637 4693

Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület

6782 Mórahalom, Röszei út 1.

Opening hours: Monday-Thursday: 8.00 - 16.00

Friday: 8.00 – 14.00

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.

21. Tender opening session

03/12/2018 11:00 (CET)

Egy-Másért Ifjúsági és Közösségfejlesztő Egyesület

6782 Mórahalom, Röszei út 1.

22. Language of the procedure

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

23. 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 (EC) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession Assistance (IPA II) and Commission Implementing Regulation (EU) No 447/2014 (IPA II Implementing Regulation).

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