



Additional information about the Contract Notice
Supply and Delivery of 3 Pick-up Trucks
Location: Georgia

1. Nature of contract

Supply Contract

2. Programme title

Council Decision (CFSP) 2022/2318 of 25 November 2022

3. Financing

CFSP/2022/38/EUMM Georgia

4. Legal basis, eligibility and rules of origin

Legal Basis: CFSP 2022/38/ EUMM Georgia

Participation in this procurement procedure is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of tenderers).

All supplies under this contract may originate in any country.

5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The tender 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.

6. Number of tenders

No more than one 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 a request to participate or tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

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

7. Sub-contracting

Sub-contracting is allowed.

8. Period of implementation of tasks

The implementation of the task start after the signature of the contract by both parties and the maximum time limit for the delivery of supplies shall be before 1 November 2024.

9. Language of the procedure

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

10. Additional information

Financial data to be provided by the tenderer in the standard tender form must be

expressed in EUR. If applicable, where a tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **May 2023** 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>.

11. Selection criteria

Capacity-providing entities

An economic operator (i.e. tenderer) 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 economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by 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 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, an economic operator 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 economic operator relies, become jointly and severally liable for the performance of the contract.

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 if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

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.

- the average annual turnover of the tenderer over the period of **2020-2021-2022** must be equal or **exceed 300,000.00 (three hundred thousand) EUR.**

The table under points 3 of the Tender Form, if duly filed in, will be accepted as satisfactory proof for the purposes of eligibility. The Contracting Authority reserves the right to ask for clarifications and/or documentary proof on the aforesaid table.

2) 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.

- the tenderer has at least 3 staff currently working for the tenderer in fields related to this contract.

The tables under points 4 and 5 of the Tender Form, if duly filed in, will be accepted as satisfactory proof for the purposes of eligibility. The Contracting Authority reserves the right to ask for clarifications and/or documentary proof on the aforesaid table.

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 before / from submission deadline.

- the tenderer has successfully completed (by “*successfully completed*” it is meant that the supplies of **similar nature** have been provisionally accepted and/or paid) **(A) at least one sale/contract with a budget of at least 100,000.00 (one hundred thousand) EUR or (B) has completed multiple sales/contracts in the total amount of 150,000.00 (one hundred fifty thousand) EUR** which should be the same or similar supplies to the ones as described in the Annex II+III, and were successfully implemented at any moment during the past three years preceding the submission deadline.

The table under point 6 of the Tender Form, if duly filed in, will be accepted as satisfactory proof for the purposes of eligibility. The Contracting Authority reserves the right to ask for clarifications and/or documentary proof on the aforesaid table.

Documentary evidence of the financial and economic capacity, professional capacity and technical capacity shall only to be provided upon request. The contracting authority may request the documentary evidence at any time during the procurement procedure. When requested, the tenderer should provide the documentary evidence within a short deadline.

This means that the contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be 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. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

12. Award criteria

Price

PARTICIPATION

13. How to obtain the tender dossier

The present document and its attachments constitute the entire tender dossier. 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 tenders@eumm.eu (mentioning the publication reference **EUMM-23-8582**) at the latest 21 days before the deadline for submission of tenders given in item 20. The contracting authority must reply to all tenderers' questions at the latest 8 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be forwarded to all prospective tenderers at the latest 8 days before the submission deadline.

14. How tenders may be submitted

Tenders must be submitted in English exclusively. Tenders must be sent, no later than

the tender submission deadline, to the European Union Monitoring Mission in Georgia (EUMM) in electronic form, at the email address: tenders@EUMM.EU

Important Requirement: the electronic form is meant to be zipped folder / file containing all the documents as requested; the zipped folder / file MUST have password which shall be known only to the company (person) submitting the tender. After tender submission deadline, the Chairperson and/or the Secretary of the Evaluation Committee will contact the company (person) via email and request password to open the submitted tender in the zipped folder / file. Tenderers MUST NOT provide the password to the contracting authority before the submission deadline.

The **contract title** and the **publication reference** (EUMM-23-8582) must be clearly marked in the email and on **the zipped folder / file (with password)** 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, the tender accepts 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.

15. Deadline for submission of tender

The deadline for submission of tender is **26 June 2023 at 15:00 hrs local Georgian time** which can also be found in the Contract Notice under IV.2.2.

Any tender sent to the contracting authority after this deadline will not be considered.

16. Tender opening session

Date: **27 June 2023**

Local time: **15:00 hrs local Georgian time**

Place: **Online tender Opening Session in MS Teams**. Those tenderers who will submit tenders, will receive invitation via email to the online tender opening session, however EUMM doesn't take any responsibility if the tenderers experience any technical problem in attending the online tender opening session.

17. Clarifications on the contract notice

Clarifications may be sought from the contracting authority at the following email address tenders@eumm.eu (mentioning the publication reference **EUMM-23-8582**) at the latest 21 days before the deadline for submission of tenders, also stated at section **IV.2.2) of the contract notice**.

Last date for the contracting authority to issue replies (Clarification Notes) to the tenderers' requested clarification is 8 days before the submission deadline. Any clarifications of the tender dossier (Clarification Notes, i.e. contracting authority's replies to the tenderers' requested clarifications) will be published on EUMM Georgia website (https://www.eumm.eu/en/about_eumm/tenders). The website will be updated regularly, and it is the tenderers responsibility to check for updates and modifications during the submission period.

18. Outcome of the evaluation

Tenderers will be notified of the outcome of the evaluation of the tender procedure by e-mail. The notification will be sent to the e-mail address provided in the tender submission form of the tenderer (leader in case of consortium).

The same e-mail address will be used by the contracting authority for all other communications during the procedure.

It is the candidate's responsibility to provide a valid e-mail address and to check it regularly.

By submitting a tender, tenderers 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 submission form.

19. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tenders may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The email for the 'Amendment' or 'Withdrawal' must be marked 'Amendment' or 'Withdrawal' as appropriate.