**SUPPLY CONTRACT NOTICE**

**Contract title: Supply of IT equipment and software for the project FeedingFuture**

**Ref. number: HUSRB/23R/21/046-4/IT equipment and software**

**Novi Sad, South Bačka District, Republic of Serbia**

1. **Publication reference**

HUSRB/23R/21/046-4/IT equipment and software

1. **Procedure**

Simplified tender procedure

1. **Programme title**

Interreg VI-A IPA programme Hungary – Serbia

1. **Financing**

HUSRB/23R/21/046

1. **Project partner**

University of Novi Sad

Faculty of Technology

Bulevar cara Lazara 1

21000 Novi Sad

Official registration number: 08055203

VAT number: 100721916

**CONTRACT SPECIFICATIONS**

1. **Description of the contract**

Faculty of Technology is implementing Interreg IPA CBC Hungary-Serbia project. According to Procurement plan and Project budget is planned to procure the IT equipment and Software which will be used for education and trainings.

1. **Number and titles of lots**

One lot only

**TERMS OF PARTICIPATION**

1. **Eligibility and rules of origin**

Participation in the award of procurement contracts and other award procedures for actions financed under the Programme is open to all legal persons which are effectively established in the participating countries, other Member States, other IPA III beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument (hereafter referred to as ‘eligible countries’), and to International Organisations.

All supplies purchased under a procurement contract, or in accordance with a grant agreement, financed under IPA III shall originate from an eligible country or from any country which is eligible under the rules of the partner or other donor or member state or determined in the constitutive act of the trust fund.

As the Hungarian national rules do not contain any restrictions as regards the rules of origin, all goods can originate from any country, irrespective of any thresholds.

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 point 2.6.10.1. of the Practical Guide.

1. **Number of tenders**

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. 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. 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**

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 Project partner 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**

Period of implementation of tasks shall be **2 months**. The implementation period of tasks shall run from **December 11th 2024** to **February 11th 2025.**

**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) 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 each tenderer are as follows:

Criteria for legal persons:

- **the average annual turnover of the tenderer must exceed the value of financial offer**;

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 **3 years** from submission deadline.

Criteria for legal persons:

- **min. 2 persons employeed or engaged in área of sales of IT equipment and software**

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 years** from submission deadline.

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.

Criteria for legal persons:

* the tenderer has delivered supplies under **at least 1 contract/reference** **with a budget of at least value of the financial offer related to supply of IT equipment and/or software or equivalent equipment** or **max. 2 contracts/references with a budget of at least value of the financial offer related to supply of IT equipment and/or software or equivalent** which were implemented during the following period: **3 years from the submission deadline** (**December 09th 2024)**.

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 Project partner are when the tender rely in majority on the capacities of other entities or when they rely on key criteria. If the tender rely on other entities it must prove to the Project partner 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 Project partner.

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.

1. **Award criteria**

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

**TENDERING**

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

The tender dossier is available from the following Internet address: **https://www.tf.uns.ac.rs/**. The tender dossier is also available from the Project partner. 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 **zitas@tf.uns.ac.rs** (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Project partner 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 on the **Faculty of Techonogy, Bulevar cara Lazara 1, 21000 Novi Sad.**

1. **Deadline for submission of tenders**

**December 09th 2024** before **10:00 local time**

Any tender received by the Project partner after this deadline will not be considered.

1. **Tender opening session**

**December 10th 2024** at **12:00 local time**

1. **Language of the procedure**

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

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

Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments (Interreg Regulation),

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012,

Interreg IPA programme Hungary – Serbia.

1. **Additional information**

N/A

1. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-1)