

SUPPLY PROCUREMENT NOTICE

Contract supply of three (03) 4x4 Motor Vehicles, suitable for on and off operations, for the transportation of equipment and personnel

Lilongwe – Malawi (MW)

1. Publication reference

DCI-FOOD/2011/270-018/TENDER VEHICLES/2012

2. Procedure

International Open Tender

3. Programme

EU Grant Contract – External Actions of the European Union – Budget line

4. Financing

EU Food Security Thematic Programme DCI-FOOD/2011/270-018

5. Contracting authority

Save the Children Italia Onlus, Official Registration number: CF97227450158

CONTRACT SPECIFICATIONS

6. Description of the contract

Contract supply of three (03) 4x4 Motor Vehicles, suitable for on and off operations, for the transportation of equipment and personnel for the implementation of the action entitled: “Innovative Approaches to Cash Transfer Delivery in Malawi”

7. Number and titles of lots

Only one lot of three (03) 4x4 Motor Vehicles, suitable for on and off operations, for the transportation of equipment and personnel for the implementation of the action entitled: “Innovative Approaches to Cash Transfer Delivery in Malawi”

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All

goods supplied under this contract must originate in one or more of these countries. According to the EU Council Regulation No 1905/2006 dated 18/12/2006 art.31 participation is open to OEC/DAC members. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

9. 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 2.3.3 of the Practical Guide to contracts procedures for EU external actions.

10. Number of tenders

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

Tenderers must provide a tender guarantee of **2%** of the budget available for the contract when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of **10%** 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.

13. Information meeting and/or site visit

No information meeting is planned

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

15. Period of implementation of tasks

Thirty (30) days from contract signature

SELECTION AND AWARD CRITERIA

16. 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:

- 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.
 - a. The average annual turnover of the tenderer must be significantly greater than the financial proposal submission. The bidder must accompany his offer with documents relating his financial situation, including financial statements certified by competent experts for the last three years.
 - b. The averages of cash and cash equivalents at the beginning and end of the current year are positive.
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)
 - c. Have a professional certificate appropriate to this contract as the quality of the brands available and dealership experience of at least three years in the after-sell service.
 - d. Have a minimum of two (02) employees specializing in maintenance and after-sell service of the available brands.
 - e. Demonstrate the ability to ensure vehicle repairs during the warranty period through a description of concrete solutions that will be taken.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)
 - f. The bidder must have successfully completed at least two contracts with a budget at least equal to that of this contract within the last three years. A copy of the Certificate of Final Delivery of these vehicles may be requested from the tenderer in the event that its tender is accepted.

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 rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely 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 an undertaking 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.

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the contracting authority. The tender dossier may be requested:

- by person at the following addresses:

Save the Children

Ngerengere House, Off Mchnji Road

P.O.Box 30374

Lilongwe (Malawi)

- by email at the following email address:

barbara.ledda@savethechildren.it

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.

Any questions concerning the tender have to be submitted in writing to:

barbara.ledda@savethechildren.it

19. Deadline for submission of tenders

The tender dossier must be delivered by hand or by mail no later than the 27/07/2012 (30 days after the publication of the procurement notice) at 12:00 AM (UTC +02:00) to the following address:

Save the Children

Ngerengere House, Off Mchnji Road

P.O.Box 30374

Lilongwe (Malawi)

Any tender received after this deadline will not be considered. The sending postmark of the tender dossiers will not be considered as well.

20. Tender opening session

The 01/08/2012 (5 days after the submission date) at 09:30 AM (UTC +01:00) in the office of the Contracting Authority at the following address:

Save the Children Italia Onlus

Via Volturmo 58

00185 Rome (Italy)

21. Language of the procedure

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

22. Legal basis

European Union law supplemented as appropriate by the law of the Contracting Authority.