

## **SUPPLY PROCUREMENT NOTICE**

### **Supply of Office Equipment for**

### **The Project Task Force, Multilateral Trade Assistance Project Vietnam III**

**(EU- Vietnam MUTRAP III), Socialist Republic of Vietnam**

#### **1. Publication Reference No DCI-ASIE/128036**

EU-Vietnam MUTRAP III/ OFFICE EQUIPMENT

#### **2. Procedure**

Local Open Tender

#### **3. Programme**

DCI (Development Cooperation Instrument).

#### **4. Financing**

Financing Agreement No: ASIE/2007/018-844

#### **5. Contracting authority**

The Project Task Force, Multilateral Trade Assistance Project Vietnam III

(EU- Vietnam MUTRAP III),

9<sup>th</sup> Floor, Minexport Building

28 Ba Trieu Street, Hoan Kiem District

Ha Noi, Viet Nam

Tel: 84-4-62702158 Fax: 84-4-62702138

Email: [mutrap@mutrap.org.vn](mailto:mutrap@mutrap.org.vn)

On behalf of the Ministry of Industry and Trade

Socialist Republic of Viet Nam

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## **CONTRACT SPECIFICATIONS**

#### **6. Description of the contract**

Supply, delivery, installation, commissioning, maintenance, training and after- sales service of Office Equipment for the Project Task Force, Multilateral Trade Assistance Project Viet Nam III (EU-Vietnam MUTRAP III).

## 7. Number and titles of lots

Single lot: Office equipment

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## 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).

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.

All goods supplied must originate in one or more of the countries listed in the table below:

#### Member States of the European Community (27)

Austria	Germany	Netherlands
Belgium	Greece	Poland
Bulgaria	Hungary	Portugal
Czech Republic	Ireland	Romania
Cyprus	Italy	Slovak Republic
Denmark	Latvia	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
France	Malta	United Kingdom

- **European Economic Area (3):** Iceland, Liechtenstein, Norway
- **Official candidate country (3):** Croatia, Macedonia, Turkey

- **Developing Countries covered by the Regulation on DCI (48):**

<i>Latin America</i>	<i>Asia</i>	<i>Central Asia</i>
1. Argentina	19. Afghanistan	38. Kazakhstan
2. Bolivia	20. Bangladesh	39. Kyrgyz Republic
3. Brazil	21. Bhutan	40. Tajikistan
4. Chile	22. Cambodia	41. Turkmenistan
5. Colombia	23. China*	42. Uzbekistan
6. Cost Rica	24. India	
7. Cuba	25. Indonesia	
8. Ecuador	26. Democratic People's Republic of Korea	
9. El Salvador	27. Laos	
10. Guatemala	28. Malaysia	<i>Middle East</i>
11. Honduras	29. Maldives	43. Iran
12. Mexico	30. Mongolia	44. Iraq
13. Nicaragua	31. Myanmar/Burma	45. Oman
14. Panama	32. Nepal	46. Yemen
15. Paraguay	33. Pakistan	
16. Peru	34. Philippines	
17. Uruguay	35. Sri Lanka	<i>South Africa</i>
18. Venezuela	36. Thailand	47. South Africa
	37. Viet Nam	

\* Refer to the People's Republic of China excluding Taiwan, Hong Kong and Macao

*Note: Derogation to Rule on Nationality and Origin applies for software only: the USA is eligible country.*

## 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 EC external actions.

## 10. 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.

#### **11. Tender guarantee**

Tenderers must provide a tender guarantee of EUR 1,000 (Euros One thousand) 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**

All goods and services should be delivered and commissioned DDP (Delivery Duty Paid) within 60 days of the signature of the contract

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## **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.
  - The average annual turnover of the tenderer in the last three years must be at least equal to the financial proposal of the tender;
  - The average of cash and cash equivalent at the beginning and end of the last year are positive.
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)

- a) has a professional certificate appropriate to this contract.
  - b) at least 5 staff currently work for the tenderer in fields related to this contract; and
  - c) at least 20 staff are permanently employed.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)
- a. The tenderer has worked successfully on at least 3 projects with a budget of at least that of this contract in fields related to this contract in the past three years
  - b. The tenderer has at least 5 years of experience in the supply and after sales service of similar goods
  - c. The tenderer has warranty agent (s) in Ha Noi
  - d. The tenderer is a manufacturer or authorized Agent(s)/ Distributor(s) of the Server/PC offered

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. It must in that case 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.

## 17. Award criteria

Price

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## TENDERING

### 18. How to obtain the tender dossier

The tender dossier is available from the following Internet addresses:

[http://www.delvnm.ec.europa.eu/bilatera\\_projects/bilateral\\_index.htm](http://www.delvnm.ec.europa.eu/bilatera_projects/bilateral_index.htm)

<http://www.mutrap.org.vn>

The tender dossier is also available from the Contracting Authority for a non-refundable amount of VND 500,000. 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:

The Project Task Force Multilateral Trade Assistance Project EU-Viet Nam MUTRAP III, 9<sup>th</sup> Floor, Minexport Building 28 Ba Trieu Street, Hoan Kiem District, Ha Noi, Viet Nam, Email: [mutrap@mutrap.org.vn](mailto:mutrap@mutrap.org.vn) (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. 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 on the following websites:

[http://www.delvnm.ec.europa.eu/bilatera\\_projects/bilateral\\_index.htm](http://www.delvnm.ec.europa.eu/bilatera_projects/bilateral_index.htm)

<http://www.mutrap.org.vn> or <http://210.245.54.7>

## **19. Deadline for submission of tenders**

11:30 hrs Ha Noi time, 27 February 2009

Any tender received after this deadline will not be considered.

## **20. Tender opening session**

14:00 hrs, 27 February 2009 at the following address:

The Project Task Force, Multilateral Trade Assistance Project Vietnam III

9<sup>th</sup> Floor, Minexport Building, 28 Ba Trieu Street

Hoan Kiem District, Ha Noi

## **21. Language of the procedure**

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

## **22. Legal basis**

Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation (DCI)