



PEACE, PROSPERITY AND
REGIONAL INTEGRATION



SUPPLY CONTRACT NOTICE

Supply of IT Equipment (Computers and Software) to support data collection, and reporting for CSOs and CEWARN Situation Room

Addis Ababa, Ethiopia

1. Reference

Contract No: IPPSHAR -6545-01/2017-1.1.1.6 A-01/2020

2. Procedure

Competitive Negotiated Procedure

3. Programme title

IGAD Promoting Peace and Stability in the Horn of Africa Region

4. Financing

Budget line: 1.1.1.6 A and **Maximum budget is Up to EUR 79,000**

5. Contracting authority

Intergovernmental Authority on Development Peace and Security Division (IGAD-CEWARN).

Clarifications may be sought from the contracting authority at the following email address joshua.turinawe@igad.int under copy to john.auma@ada.gv.at at the latest 21 days before the deadline for submission of applications stated at the point 19 below.

CONTRACT SPECIFICATION

6. Description of the contract

Supply, delivery, installation, commissioning, maintenance and aftersales service by the contractor of **Supply of IT Equipment (Computers and Software) to support data collection, and reporting for CSOs and CEWARN Situation Room**

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

All supplies under this contract may originate from any 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 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.

10. 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.

11. Tender guarantee

No tender guarantee is required.

12. Performance guarantee

No performance guarantee is required.

13. Information meeting and/or site visit

No information meeting and/or site visit is planned.

14. 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).

15. Period of implementation of tasks

The supplies shall be delivered, installed and commission within thirty days (30) from the 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 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.

Tenderers which are legal entities must submit evidence of financial resources indicating an average annual turnover that exceeds the maximum budget of the contract indicated above; and a current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

- 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 three years from submission deadline.
- 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 three

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.

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 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 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.

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the contracting authority and the Austrian Development Agency websites <https://igad.int/> and www.entwicklung.at respectively. 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 **Email:** joshua.turinawe@igad.int under copy to john.auma@ada.gv.at (mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the deadline for submission of tenders.

19. 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 courier 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 waybill/deposit slip, 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.

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 courier service but received, for any reason beyond the contracting authority's control, after the effective date of approval 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 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 courier service, in which case the evidence shall be constituted by the date of the waybill/the deposit slip, to:

**Intergovernmental Authority on Development (IGAD) Peace and Security Division,
4th floor Tensae Building, Cape Verde street, Bole road, off Africa Avenue,
Addis Ababa, Ethiopia.**

- 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:

**Intergovernmental Authority on Development (IGAD) Peace and Security Division,
4th floor Tensae Building, Cape Verde street, Bole road, off Africa Avenue,
Addis Ababa, Ethiopia.
contact person: Mr. Turinawe Joshua**

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 candidate 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.

20. Tender opening session

The tenders will be opened in public on **28.11.2021 at 16:00am** at the IGAD-CEWARN Conference room.

21. Language of the procedure

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

22. Legal basis

Regulation (EU) No 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.