

SUPPLY CONTRACT NOTICE

Supply of Consumables and Office Materials for the Implementation of the Project – EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans and Turkiye

1. Reference

IPA III/2024/457-197/SRB-004

2. Procedure

Single

3. Programme Title

Instrument for Pre-accession Assistance (IPA) III – Performance

4. Financing

European Union

5. Contracting authority

Roma Entrepreneurship Development Initiative REDI Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Unit Price

7. Contract Description

This contract covers the procurement and timely delivery of general consumables and office materials required for the efficient operation of the Business Center within the project EU Support to REDI Phase II: Advancing Roma Entrepreneurs in the Western Balkans and Turkiye implemented by Roma Entrepreneurship Development Initiative REDI Serbia. The supplier shall provide high-quality products, including, but not limited to, stationery, printing paper, toner cartridges, cleaning supplies, and other daily-use office consumables. The contract encompasses the supply, packaging, transportation, and unloading of the materials at designated delivery points as specified by the purchaser. The supplier is expected to ensure continuous availability of stock, adhere to delivery schedules, comply with quality standards, and provide responsive customer service. All deliveries shall meet the specifications detailed in the technical specification of the tender and purchase orders.

8. Number and titles of lots

This contract is not divided into lots

CONDITIONS OF PARTICIPATION

9. Legal basis, eligibility, and rules of origin

The legal basis of this procedure is Regulation (EU) No 1529¹ establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers)

¹ Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26.

which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 1529 establishing the Instrument for Pre-accession Assistance (IPA III).

10. 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 member of a consortium submitting a 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.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. 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. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

12. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

13. Provisional commencement date of the contract

05.09.2025

14. Implementation period of the tasks

05.09.2025-31.08.2027

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links 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 the 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.

- 1) **Economic and financial capacity of the tenderer** (based on item 3 of the tender form). 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 financial years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it;
- has sufficient financial stability to handle the proposed contract;
- the average annual turnover of the tenderer for the last three financial years must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
- 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 the tenderer** (based on item 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium) has sufficient ongoing staff resources and expertise to be able to handle the proposed contract.

- at least two staff members currently work for the tenderer in fields related to this contract.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- The tenderer has delivered supplies under at least five contracts each with a budget of at least that of this contract in IT equipment which were implemented at any moment during the following period: last **3 years**.

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 supply contracts completed within the reference period (although started earlier) or to supply contracts 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 supply contract 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 supplies provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference.

17. Award criteria

Price.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is 30 days from the date of publishing. If the deadline is a non-working day, the period will be extended until the next working day.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

https://wikis.ec.europa.eu/download/attachments/152798822/a14a_declaration_honour_procurement_en.docx?version=2&modificationDate=1737021464378&api=v2

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, the tenderer accepts to receive notification of the outcome of the procedure

by electronic means.

21. Alteration or withdrawal of tenders

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

22. Operational language

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

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in RSD. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to RSD shall be made in accordance with the InforEuro exchange rate of 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>.