

---

## SUPPLY PROCUREMENT NOTICE

Videoconference Equipment and maintenance services for RedCLARA

**Location** – Latin America

**1. Publication reference**

ALICE2-EIII-2010

**2. Procedure**

Open

**3. Programme**

@LIS2 (Project DCI-ALA/200/169-068: Extending and Strengthening RedCLARA as e-infrastructure for Collaborative Research and Support to Development (ALICE2))

**4. Financing**

Budget line 19.09.01

**5. Contracting authority**

- CLARA – Cooperación Latino Americana de Redes Avanzadas

---

## CONTRACT SPECIFICATIONS

**6. Description of the contract**

The object of the contract is the supply, delivery, installation, and maintenance services by the Contractor of one Multipoint Conference Unit (MCU) and Videoconference endpoints divided in 2 lots of equipment to be delivered/ installed/ maintained at/to different locations (cities) in Latin America, corresponding to Points of Presence (POP) of the RedCLARA Network, delivery in 45 days from Contract signature.

**7. Number and titles of lots**

2

## **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. 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 EC external actions. (See [http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/documents/2008new\\_prag\\_final\\_en.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2008new_prag_final_en.pdf))

### **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 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 € 3,000 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 5 % 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**

An optional information meeting will be held on 30/08/2010 at 15.00 (Chile local time) in Santiago, Chile (exact venue and contact details to confirm attendance to be specified).

### **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

45 days, from contract signature, until the provisional acceptance.

---

## 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) Annual Turnover > 0.5 M€, for the last 2 years if tendering for 1 single lot; > 1 M€ if tendering for 2 lots or more
  - (b) the averages of cash and cash equivalents at the beginning and end of year are positive.

Legal persons:

- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)
  - (a) Companies with over 3 years of experience in the Latin American Region
  - (b) At least 20% of all staff working for the tenderer this year in fields related to this contract are permanent.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)

Legal persons:

- (a) Tenderers are requested to provide a brief overview (no more than 3 pages A4) of the services that they can deliver and a list of companies where those services are deployed.
- (b) Tenderers are requested to provide a list of at least 4 projects executed successfully over the past three years of similar characteristics to the requirements of this tender

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

The best value for money which is a combination of quality/price.

---

## TENDERING

### 18. How to obtain the tender dossier

The tender dossier is available from the Contracting Authority, upon request from the Contracting Authority (<http://www.redclara.net>). A specific request must be made to obtain access to the dossier by sending an e-mail to:

[alice2-tender@redclara.net](mailto:alice2-tender@redclara.net)

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

[alice2-tender@redclara.net](mailto:alice2-tender@redclara.net)

or to

ALICE2 Tender  
CLARA  
Rambla República de México 6125  
11400 Montevideo  
Uruguay

(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 website at <http://www.redclara.net>.

### 19. Deadline for submission of tenders

15:00 GMT, on 30/09/2010

Any tender received after this deadline will not be considered.

### 20. Tender opening session

30/09/2010 (September 30, 2010) at 15:00 GMT, 11.00 hrs. (Chile's Local Time) at a previously announced location in Santiago, Chile

### 21. Language of the procedure

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

### 22. Legal basis

Regulation (EC) N° 1905/2006 of 18 December 2006 establishing a financing instrument for development cooperation