

SUPPLY CONTRACT NOTICE
SUPPLY OF VEHICLE THROUGH
FINANCIAL LEASING
SARAJEVO, BOSNIA AND
HERZEGOVINA

- 1. Reference**
05-2-203-2/20
- 2. Procedure**
Single tender
- 3. Programme title**



Interreg V-B Adriatic-Ionian programme - ADRION

4. Financing

IPA Fund

5. Contracting Authority

Cantonal Public Institution for the Protected Natural Areas

6. Number and titles of lots

One lot only

7. Maximum budget 33000,00 BAM

(16.872,00EUR)

CONTRACT SPECIFICATION

8. Nature of contract

Global price

9. Contract description.

10. Project is carried out in the framework of Interreg Adrian program and it is implemented by seven partners from seven countries. Fascinating, mysterious, enchanting: the caves are an attractor factor of tourist flows. ADRION area is well established tourism destination with intensive short summer season, but limited tourism in other parts of the year. However, potentials for developing all year tourism destinations are many and natural, cultural and historical heritage sites can play an important role: this is the main challenge of the project. The main project intervention objective of the Adriaticaves project is to establish and promote natural and archaeological heritage in caves of the ADRION as an alternative all year long tourism product. The project focuses on the sustainable development of accessible caves including ecotourism, establishment of a network of touristic caves in the ADRION and also conservation of karst areas and the other caves not open to the public with habitat 8310 (92/43/EEC dir), threatened by climate change and illegal dumping. The aspects of training, creating new professions to improve socio-economic conditions of mountain areas, transferring of best practice among PPs will play a key role and will contribute to the achievement of the general objective of the strategic theme: to develop a joint cross-border sustainable tourism platform within the ADRION area aiming at implementation of new models for sustainable tourism management as a development engine in the area and reducing the seasonality of tourism through the marketing of the unique natural and cultural potential that can be visited throughout the year. Moreover, the project also follows some specific EU legislation on caves and karst landscapes.

These specific habitats are protected under the Dir. 92/43/EEC and host species protected under the same Directive and the 09/147/EU: the project tackles the problem of tourism regulation in order to avoid conflicts with protected habitats and species, includes activities to evaluate the impact of visitors and the carrying capacity of caves. Main outputs of the project are: 1) the new brand route of caves "Adriaticaves", a new international brand for minor and sustainable tourism caves, linked to protected areas or sites of natural or historical interest, for holistic and cultural tours all-round, to be used as a motor for the tourist development of the Adrion areas; 2) the Charter of Caves, an international agreement to be signed by cave operators, with a discipline to ensure the sustainable tourism use of visitable caves, respect for the natural and historical heritage in them and the implementation of visits of high educational and cultural value; 3) the international Action Plan for habitat 8310, an action plan drawn up in accordance with the Directive 92/43/EEC to ensure the conservation of habitat 8310 "Caves" protected by the directive and to ensure that the activity of tourist use of caves is in compliance with the European legislation, guaranteeing both the

managers and the visitors and, ultimately the same Adriaticaves project

The subject of the contract is the supply of one (1) SUV vehicle through financial leasing, for project needs at the premises of the Cantonal Public Institution for the Protected Natural Areas, Branilaca Sarajeva 28/1, 71000 Sarajevo, Bosnia and Herzegovina, the Incoterm applicable shall be DDP , and the implementation period of the tasks will be 30 calendar days from the date of signing the financial leasing contract between the Contracting Authority and the Contractor (Lessor).

TERMS OF PARTICIPATION

1. Eligibility and rules of origin

All supplies under this contract may originate from any country.

2. 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.

3. Number of tenders

The candidates may submit only one application. 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. 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.

4. Tender guarantee

No tender guarantee is required

5. 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.

6. Information meeting and/or site visit

No information meeting is planned

7. 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).

8. Period of implementation of tasks

The implementation period of the tasks will be 90 calendar days from the date of signing the financial leasing contract between the Contracting Authority and the Contractor (Lessor).

SELECTION AND AWARD CRITERIA

9. 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 financial years for which accounts have been closed.
 - the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract
- 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 preceding the submission deadline.
 - To have a valid license from the competent authority to perform the activity that is the subject of public procurement provided by the Law on Financial Leasing
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the tender form for a supply contract).
 - At the time of submitting the bid, the supplier of the subject of leasing (Lessor) has provided at least one authorized service for servicing vehicles offered within the warranty period on the territory of the Bosnia and Herzegovina.

Authorized service means that the vehicle manufacturer has officially authorized such service to perform service on his behalf - elimination of defects on the offered vehicle within the warranty period.

- the tenderer has delivered supplies under at least 2 contracts with a budget of at least 20.000 EUR in fields operative/financial leasing which were implemented during the following period: three years (as of June 2017 until June 2020).

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.

Capacity-providing entities

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. 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 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 provided 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.

10. Award criteria

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price)

TENDERING

11. How to obtain the tender dossier

The tender dossier is available from the contracting authority. 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:

**Cantonal Public Institution for the Protected Natural Areas
Branilaca Sarajeva 28, 71000 Sarajevo
Elma Reiz Bašić elma.reiz-besic@zppks.ba**

(mentioning the publication reference shown in item 1) at the latest 7 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 5 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 5 days before the submission deadline on the website of Contracting Authority.

12. Deadline for submission of tenders

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

All tenders must be submitted to:

Cantonal Public Institution for the Protected Natural Areas
Branilaca Sarajeva 28/1, 71000 Sarajevo
Bosnia and Herzegovina
Before the deadline **26 October 2020, 12:00.**

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 tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure 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 post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

**Cantonal Public Institution for the Protected Natural Areas
Branilaca Sarajeva 28/1, 71000 Sarajevo
Bosnia and Herzegovina**

- 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:

**Cantonal Public Institution for the Protected Natural Areas
Branilaca Sarajeva 28, 71000 Sarajevo
Bosnia and Herzegovina by 12:00**

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 candidates 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.

¹ It is recommended to use registered mail in case the postmark would not be readable.



13. Tender opening session

The tenders will be opened in public session on **26 October 2020 at 14.00** at premises of Cantonal Public Institution for the Protected Natural Areas, Branilaca Sarajeva 28, 71000 Sarajevo, Bosnia and Herzegovina. In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

14. Language of the procedure

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

15. Legal basis²

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.

16. Additional information

Financial data to be provided by the tenderer in the standard tender form must be expressed in **BAM**. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to **BAM** shall be made in accordance with the InforEuro exchange rate of September 2020, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).