



**SUPPLY CONTRACT NOTICE**  
**Office 365 for Exchange - UfMS/IOTP/0037/2016**

**1. Publication reference**

UfMS/IOTP/0037/2016

**2. Procedure**

Framework Contract / Open Tender Procedure Published Locally

**3. Programme title**

ENPI

**4. Financing**

Financed through UfMS annual budget.

**5. Contracting authority**

Secretariat of the Union for the Mediterranean

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**CONTRACT SPECIFICATIONS**

**6. Description of the contract**

The subject of the framework contract is the supply of licenses of Office 365 and migration from a physical email server to the services of Microsoft.

The maximum budget is EUR 20,000.00 (VAT not included).

**7. Number and titles of lots**

N/A

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**TERMS OF PARTICIPATION**

**8. Eligibility and rules of origin**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers), which are established in one of the Member States of the Union for the Mediterranean or in a country or territory authorised by the EC Partnership Agreement under which the contract is financed<sup>1</sup>. Participation is also open to international organisations. The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

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<sup>1</sup> Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument.



No rule of origin is applied.

#### **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 EU external actions.

#### **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.

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

N/A

#### **12. Performance guarantee**

No performance guarantee is required.

#### **13. Information meeting and/or site visit**

An optional information meeting will be held on the 13th of October 2016 at 11:00 hours, at UfMS premises.

#### **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**

The time limits for delivery shall be 1 working day and the Incoterm applicable shall be DDP<sup>2</sup>.

The implementation period shall run from the date of signature of the contract and shall be valid for 24 months.

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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 item 3.A of the tender form). In case of tenderer being a public body, equivalent information should be provided.

- Average annual turnover for the tenderer at least 20,000.00 € for the last two years (2014 and

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<sup>2</sup> DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>



2015).

**2) Professional capacity of tenderer** (based on item 3.B of the tender form)

- has a professional certificate appropriate to this contract, such partnership with Microsoft or equivalent.

**3) Technical capacity of tenderer** (based on items 3.C of the tender form)

- The tenderer has delivered supplies under at least two contracts in the field of this tender which were implemented during the following period: 03/11/2013 – 03/11/2016

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**

Lowest Price

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## TENDERING

**18. How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <http://www.ufmsecretariat.org/procurement/>. The tender dossier is also available from the UfMS. 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 [procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org) (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.

**19. Deadline for submission of tenders**

On the 3<sup>rd</sup> of November 2016 at 13:00 hours (Barcelona time) at UfMS Headquarters.

Any tender received after this deadline will not be considered.

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

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consideration.

**20. Tender opening session**

On 4<sup>th</sup> of November 2016 at 11:00 hours (Barcelona time) at UfMS Headquarters.

**21. Language of the procedure**

If you wish to participate in this open invitation to tender, please submit your tender either into English and/or Spanish. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the languages of the procedure

For all the documents of this call for tender, if there are discrepancies between the different linguistic versions, the English one prevails.

**22. Legal basis**

European Neighbourhood and Partnership instrument (Regulation (EC) N° 1638/2006 of the EP and of the Council - OJ L 310/1 of 9.11.2006).

**23. Additional information**

4 Monday to Friday from 9:00 to 17:00 (Barcelona local time).

**24. Date of dispatch of this notice**

04/10/2016