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**Turkey-Ankara: IPA - Supply of Equipment for EU-Turkey Anatolian Archaeology and Cultural Heritage Institute
2018/S 174-393668**

Location — Turkey

Supply Contract Notice

1. **Publication reference**
EuropeAid/139491/IH/SUP/TR.
2. **Procedure**
Open.
3. **Programme title**
Annual Action Programme for Turkey for the year 2014 under the Instrument for Pre-Accession Assistance (IPA II).
4. **Financing**
IPA budget item 22.02 03 01 of the general budget of the EU (65 %) and national contribution (35 %).
5. **Contracting authority**
Central Finance and Contracts Unit (CFCU), Ankara, TURKEY
Clarifications may be sought from the contracting authority at the following email address, pao@cfcu.gov.tr at the latest 21 days before the deadline for submission of applications stated at the point 19 below.

CONTRACT SPECIFICATIONS

6. **Description of the contract**
The subject of the contract is furnishing a historical building in Gaziantep, by means of supply, delivery, installation, commissioning, testing, inspection, training and warranty services of the related equipment. It is aimed to establish an institute to protect common cultural heritage between Turkey and the EU and to promote shared values by means of providing access to archaeological and cultural heritage of the ancient Anatolian civilizations. In this manner laboratory equipment, furniture, IT equipment, general books, electrical appliances and kitchen equipment shall be supplied for the successful implementation of the overall project.
7. **Number and titles of lots**
5 lots:
 - Lot 1: Laboratory equipment,
 - Lot 2: Furniture,
 - Lot 3: IT Equipment,
 - Lot 4: General books,
 - Lot 5: Electrical appliances and kitchen equipment.

Terms of Participation

8. **Eligibility and rules of origin**
Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping — consortium — of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No. 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external

action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

All supplies under this contract (except for Lot 4) must originate in one or more of these countries. The supplies under Lot 4 may originate from any country.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries and of goods originating from third countries will apply to candidates or tenderers from the United Kingdom, and to all candidates or tenderers proposing goods originating from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom, and candidates or tenderers proposing goods originating from the United Kingdom could be rejected from the procurement procedure.

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**

Tenderers must provide a tender guarantee of:

- For lot 1: 6 000,00 EUR,
- For lot 2: 2 000,00 EUR,
- For lot 3: 5 000,00 EUR,
- For lot 4: 1 500,00 EUR,
- For lot 5: 2 000,00 EUR.

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.

If the tenderer is bidding for more than 1 lot, it has to provide either a tender guarantee with a total amount of the relative lots he is bidding for or separate tender guarantees for each lot.

12. **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.

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

No information meeting 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 period of implementation of tasks shall be 1 080 calendar days for all lots, from the date of commencement of the contract.

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.

— Lot 1: the average annual turnover of the tenderer must exceed 300 000,00 EUR,

— Lot 2: the average annual turnover of the tenderer must exceed 90 000,00 EUR,

— Lot 3: the average annual turnover of the tenderer must exceed 250 000,00 EUR,

— Lot 4: the average annual turnover of the tenderer must exceed 70 000,00 EUR,

— Lot 5: the average annual turnover of the tenderer must exceed 100 000,00 EUR.

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 3 years from submission deadline.

— at least 5 staff must currently work for the tenderer.

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 5 years from submission deadline.

Lot 1:

— the tenderer has delivered supplies under at least 1 contract with a budget of at least 200 000,00 EUR (proportion carried out by the candidate), in the field of laboratory equipment, which was implemented during the following period: 5 years from the submission deadline (the start and end/completion dates of the references should be specified as day/month/year).

Lot 2:

— the tenderer has delivered supplies under at least 1 contract with a budget of at least 65 000,00 EUR (proportion carried out by the candidate), in the field of furniture, which was implemented during the following period: 5 years from the submission deadline (the start and end/completion dates of the references should be specified as day/month/year).

Lot 3:

— the tenderer has delivered supplies under at least 1 contract with a budget of at least 165 000,00 EUR (proportion carried out by the candidate), in the field of IT equipment, which was implemented during the following period: 5 years from the submission deadline (the start and end/completion dates of the references should be specified as day/month/year).

Lot 4:

— the tenderer has delivered books or similar goods under at least 1 contract with a budget of at least 50 000,00 EUR (proportion carried out by the candidate), which was implemented during the following period: 5 years from the submission deadline (the start and end/completion dates of the references should be specified as day/month/year).

Lot 5:

— the tenderer has delivered similar goods to lot under at least 1 contract with a budget of at least 75 000,00 EUR (proportion carried out by the candidate), which was implemented during the following period: 5 years from the submission deadline (the start and end/completion dates of the references should be specified as day/month/year).

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.

In case a tenderer applies to multiple lots, the tenderer should meet;

— for economic and financial capacity criterion, the cumulative amount of the average annual turnover required for the relative lots.

— for professional capacity criterion, cumulative number of staff required for the relative lots.

If the tenderer does not meet the required selection criteria for all the lots he applied, his tender will only be taken into consideration for the lot(s) he is qualified for. In this case, the Contracting Authority will choose the most favorable overall solution taking into account the financial offers and the discounts granted. In this respect, the tenderers have no preferences on the lots.

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.

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 following Internet address:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> The tender dossier is also available from the Contracting Authority at <http://www.cfcu.gov.tr>.

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:

Central Finance and Contracts Unit (CFCU)

Attn: Mr. M. Selim Uslu (PAO – CFCU Director)

T.C. Hazine ve Maliye Bakanlığı Kampüsü E Blok İnönü Bulvarı No: 36

06510 Emek/Ankara, Turkey

Fax: + 90 312 286 70 72

e-mail: pao@cfcu.gov.tr

(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. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/onlineservices/index.cfm?do=publi.welcome>

And <http://www.cfcu.gov.tr>

19. **Deadline for submission of tenders**

The candidate/tenderer's attention is drawn to the fact that there are 2 different systems for sending applications/tenders, either by post or private mail service, 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 postmark or deposit slip(1), 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.

12.11.2018 (12:00), local time – Turkey

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 postal service but received, for any reason beyond the Contracting Authority's control, after the effective date of approval of the short-list report or 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 post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Central Finance and Contracts Unit (CFCU)

Attn: Mr. M. Selim Uslu (PAO – CFCU Director)

T.C. Hazine ve Maliye Bakanlığı Kampüsü E Blok İnönü Bulvarı No.:36

06510 Emek/Ankara, Turkey

— 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:

Central Finance and Contracts Unit (CFCU)

Attn: Mr. M. Selim Uslu (PAO – CFCU Director)

T.C. Hazine ve Maliye Bakanlığı Kampüsü E Blok İnönü Bulvarı No.:36

06510 Emek/Ankara, Turkey

Opening hours: 09:00 – 18:00 (local time)

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.

20. **Tender opening session**

16.11.2018 (14:30), local time – Turkey at CFCU premises at the address:

T.C. Hazine ve Maliye Bakanlığı Kampüsü E Blok İnönü Bulvarı No.: 36 06510 Emek/Ankara, Turkey

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 11.3.2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No. 231/2014 of the European Parliament and of the Council of 11.3.2014 establishing an Instrument for Pre-Accession Assistance (IPA II), OJ L 77, 15.3.2014, p. 11. – See Annex A2 of the Practical Guide.

23. **Additional information**

The signature of this contract is subject to successful completion of the related works tender. In case of cancellation, termination, delay or suspension of the related works tender procedure(s) or the contract, the Contracting Authority has the right to cancel the procedure entirely or terminate the contract.