

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

LETTER OF INVITATION TO TENDER

Ankara, 26/04/2004

< Name and address of potential tenderer >

Our ref.: EuropeAid116370/D/S/TR

Dear Mr/Ms <Name of contact>

SUBJECT: INVITATION TO TENDER FOR “ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY”

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

A.	INSTRUCTIONS TO TENDERERS	4
1	SUPPLIES TO BE PROVIDED.....	4
2	TIMETABLE	6
3.	PARTICIPATION.....	6
4.	ORIGIN	7
5.	TYPE OF CONTRACT	7
6.	CURRENCY	7
7.	LOTS	7
8.	PERIOD OF VALIDITY.....	8
9.	LANGUAGE OF OFFERS.....	8
10.	SUBMISSION OF TENDERS	8
11.	CONTENT OF TENDERS	9
12.	PRICING	12
13.	ADDITIONAL INF. BEFORE THE DEADLINE FOR SUBMISSION OF TENDERS.....	13
14.	CLARIFICATION MEETING / SITE VISIT	13
15.	ALTERATION OR WITHDRAWAL OF TENDERS	14
16.	COSTS OF PREPARING TENDERS	14
17.	OWNERSHIP OF TENDERS.....	14
18.	JOINT VENTURE OR CONSORTIUM	14
19.	OPENING OF TENDERS	15
20.	EVALUATION OF TENDERS.....	15
21.	SIGNATURE OF THE CONTRACT AND PERFORMANCE GUARANTEE	17
22.	TENDER GUARANTEE	17
23.	ETHICS CLAUSES.....	18
24.	CANCELLATION OF THE TENDER PROCEDURE	19
B.	DRAFT CONTRACT AND SPECIAL CONDITIONS, INCLUDING ANNEXES	21
	DRAFT CONTRACT	22
	SPECIAL CONDITIONS	26
	ANNEX I : GENERAL CONDITIONS.....	35
	ANNEX II : TECHNICAL SPECIFICATIONS.....	70
	ANNEX III : MODEL FINANCIAL OFFER.....	98
	ANNEX IV : MODEL PERFORMANCE GUARANTEE	103
	ANNEX V : PRE-FINANCING GUARANTEE FORM.....	104
	ANNEX VI : TAX AND CUSTOMS PROVISIONS.....	105
C.	FURTHER INFORMATION	107
A)	GLOSSARY	107
B)	ADMINISTRATIVE COMPLIANCE GRID.....	110

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

D. TENDER FORM FOR A SUPPLY CONTRACT 133

For full information about procurement procedures please consult the Practical Guide to contract procedures financed by the general budget of the European Communities in the context of external actions, which can be downloaded from the following web page:

http://europa.eu.int/comm/europeaid/tender/index_en.htm.

Any request for clarification must be received by the Contracting Authority in writing at least 21 days before the deadline for submission of tenders. The Contracting Authority will reply to tenderers' questions at least 11 days before the deadline for submission of tenders. If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender dossier, it will send such information in writing to all tenderers at the same time or such information will be published on the following web site:

http://europa.eu.int/comm/europeaid/tender/index_en.htm.

Costs incurred by the tenderer in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Tenderers before **28th June 2004, 17.00 hours (local)**. If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Nuri Ercan TORTOP

PAO-CFCU Director

A. INSTRUCTIONS TO TENDERERS

PUBLICATION REF.: EuropeAid116370/D/S/TR

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

A glossary of the terms used here is included in Part C of this tender dossier.

1 Supplies to be provided

1.1 The subject of the contract is the delivery, installation, putting in to operation, training and warranty services by the Contractor of the following goods:

Lot-1: Computer network equipment and necessary computer hardware and software (servers, clients and peripherals)

Article	Description	Quantity
1	Server Machines and Related Software	2
2	Firewall (Firewall Hardware)	1
3	Server Machine UPS 6KVA	1
4	Routers	1
5	Client Machines and Related Software (PCs)	27
6	Headquarter's PCs	5
7	Notebooks and Related Software	7
8	Colour Laser Printers	4

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

9	Tape backup Units	1
10	Switch	1
11	Statistics Software (2 Users)	1
12	CD Copier and CD Print Unit	1
13	Network Storage Unit	1

Lot-2: Office Equipment

Article	Description	Quantity
1	Digital B/W Copiers	1
2	Fax Machines	2
3	Multimedia Data Projectors	4
4	TV-Video Combi	2
5	Air-Conditioner	1

In (2) lots these supplies should be delivered DDP (delivered duty paid) in given quantities, installed, put in to operation, inspected and tested together with training at/to **National Drug Monitoring Center/National Focal Point in Ankara and 19 country offices whose list is attached in Appendix –I**, with in 60 calendar days beginning from contract signature; provisional acceptance shall be completed with in 30 calendar days after delivery, installation, put in to operation, inspection and testing and training period completed.

- 1.2 The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.
- 1.3 The supplies described under lot(s) no 1 and 2 must be accompanied by a “list” of spare parts and/or of consumables of the related equipments for a period of 24 months **for information purposes only**. Neither the unit price nor the overall price of the spare parts will figure in the evaluation of the tender.
- 1.4 Tenderers are not authorised to tender for a variant in addition to the present tender.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

2 *Timetable*

	DATE	TIME*
Deadline for request for any clarifications from the Contracting Authority	07/06/2004	17.00
Clarification meeting / site visit (if any)	Not applicable	Not applicable
Last date on which clarifications are issued by the Contracting Authority	17/06/2004	-
Deadline for submission of tenders	28/06/2004	17.00
Tender opening session	29/06/2004	10.00
Notification of award to the successful tenderer	02/08/2004	-
Signature of the contract	06/09/2004	-

* All times are in the time zone of the country of the Contracting Authority

[®] Provisional date

3. *Participation*

- 3.1. Participation in tendering is open on equal terms to all natural and legal persons of the Member States of the European Union and Turkey, to natural and legal persons from PHARE candidate countries and countries benefiting from the financial and technical measures to accompany the reform of economic and social structures in the framework of the Euro-Mediterranean partnership (MEDA) and from the assistance for Albania, Bosnia and Herzegovina, Croatia and the former Yugoslav Republic of Macedonia, Serbia and Montenegro (CARDS). All works, supplies and services must originate in one or more of these countries.
- 3.2. These terms refer to all nationals of the said states and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law of such states and having their statutory office, central administration or principal place of business there. A legal entity, company or partnership having only its statutory office there must be engaged in an activity which has an effective and continuous link with the economy of the state concerned. Tenderers must provide evidence of their status.
- 3.3. These rules apply to:
 - a) tenderers
 - b) members of a consortium

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

c) any subcontractors.

- 3.4 Natural persons, companies or undertakings meeting the conditions set out in section 2.3.3 of the Practical Guide to contract procedures financed by the general budget of the European Communities in the context of external actions are excluded from participation in and the award of contracts. Otherwise they risk exclusion from contracts and grants in accordance with section 2.3.4 of the Practical Guide. Tenderers or candidates who have been guilty of making false declarations will also incur financial penalties representing 10% of the total value of the contract being awarded. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.
- 3.5 To be eligible for participation in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

4. Origin

- 4.1 Unless otherwise provided in the Special Conditions, supplies must originate in a Member State of the European Union and Turkey, MEDA Mediterranean Countries or territories, PHARE countries or countries benefiting from CARDS. The origin of the goods must be determined according to the Community Customs Code.
- 4.2. When submitting his tender, the tenderer must state expressly that all the goods meet the requirements concerning origin and must state the respective countries of origin. He may be asked to provide additional information in this connection.

5. Type of contract

Unit-price with itemised expenditure.

6. Currency

Tenders must be presented in **euro**.

7. Lots

- 7.1 The Tenderer may submit a tender for one or both lots.
- 7.2 Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances must tenders for part of the quantities required be taken into consideration. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.
- 7.3 A tenderer may include in his tender the overall discount he would grant in the event of some or all of the lots for which he has submitted a tender being awarded. The discount should be

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

clearly indicated for each lot in such a way that it can be announced during the public tender opening session.

7.4 Not applicable.

7.5 Contracts will be awarded lot by lot, but the Contracting Authority may select the most favourable overall solution after taking account of any discounts offered.

8. *Period of validity*

8.1. Tenderers shall be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.

8.2. In exceptional cases and prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period by 40 days. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

8.3. The successful tenderer will be bound by his tender for a further period of 60 days following receipt of the notification that he has been selected.

9. *Language of offers*

9.1. The offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure i.e English.

9.2. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by an accurate translation into the language of the procedure. For the purposes of interpretation of the tender, the language of the procedure will prevail.

10. *Submission of tenders*

10.1. Tenders must be received before the deadline specified in the letter of invitation to tender. They must include the Tender submission form in part D of this tender dossier and be sent to the following address:

Nuri Ercan TORTOP
Secretariat General For the EU Affairs
Central Finance and Contracts Unit
Ehlibeyt Mahallesi 6.Sokak No.18/8
Ekşioğlu İşmerkezi 06520
Balgat/Ankara
TURKEY

Tenders must comply with the following conditions:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 10.2. All tenders must be submitted in one original, marked “original”, and 3 copies signed in the same way as the original and marked “copy”.
- 10.3. All tenders must be received at **Central Finance and Contracts Unit** before the deadline date and time, **28th June 2004, 17.00 hours (local)**, by registered letter with acknowledgement of receipt or hand-delivered against receipt.
- 10.4. All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
- a) the above address;
 - b) the reference code of this tender procedure, (i.e., EuropeAid116370/D/S/TR);
 - c) where applicable, the number of the lot(s) tendered for;
 - d) the words “Not to be opened before the tender opening session” in the language of the tender dossier **and “ihale saatinden önce açılmaz”** (Turkish).
 - e) the name of the tenderer.

The financial bid must be placed in a sealed envelope with the technical bid for each lot. The envelopes should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

11. **Content of tenders**

All tenders submitted must comply with the requirements in the tender dossier and comprise:

11.1. A technical bid consisting of:

- a) a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required;
- b) a **list of manufacturer’s recommended spare parts and consumables** for 24 months for lots 1 and 2 in consistency with Cl. 1.3 of Instruction to Tenderers.
- c) Not applicable.
- d) A training proposal indicating training needs **where appropriate**.

The contractor shall provide an adequate training of 2 personnel in each location in a way they will be able to manipulate the equipment without help of a third person. The tenderer should quote a proposal for the training of the indicated number of personnel in the headquarters (ANKARA) and 19 country offices (whose list is attached in Appendix-I) for Lot -1 in the operation of the equipment defined. Only for the training of Statistics Software in Lot-1, more detailed training for more personnel is required as described in Article B.1.b of Annex II - Technical Specifications. Training for equipments in Lot 2 shall be given only in Ankara to the indicated number of personnel. Details of proposal, training methodology and courses should be presented in the tender proposal and will refer to the related equipment.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

This proposal shall include the type of training, hours/day offered, qualifications of trainers, description of methodology. The training shall take place after installation and commissioning of the equipment under this lot. The tenderer shall state if the training will be conducted in Turkish or through an interpreter. In the latter case, the interpreter will be provided and paid by the tenderer.

- 11.2 A financial bid calculated on a basis of DDP¹ for the supplies tendered, including if applicable:
- a) the costs of putting into operation and/or installation;
 - b) the itemised costs of the manufacturer' s recommended spare parts and consumables to be quoted on a separate table- Annex III-B for a period of **24 months** for lot' s 1 and 2, for information purposes only as requested above;
 - c) Not applicable.
 - d) the costs of training **where appropriate** according to definition in Cl. 11.1.(c)
 - e) Not applicable.
- 11.3 The **details of the bank account** into which payments should be made in the format annexed in the Tender Dossier (Financial Information)
- 11.4 A **statement** by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).
- 11.5 Duly authorised signature. (Power of attorney of the person and/or circular of signatures who is authorised to sign the tender)
- 11.6 A description of the commercial warranty tendered. The tenderer must include in his proposal, a letter (an affidavit), in the case of being the successful tenderer that he commits himself to make the periodic maintenance of the goods that he will supply in the time of warranty period (i.e. 2 years after provisional acceptance) without any cost to Beneficiary and Contracting Authority.
- 11.7 The tender guarantee for Lots 1 and 2 for a fixed amount as indicated in the **procurement** notice and Cl. 22 of these instructions must be provided according to the model annexed to the tender dossier.

¹ DDP (delivered duty paid) / DDU (delivered duty unpaid)

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

11.8 No variant solutions are possible.

11.9 An electronic version of the financial offer in the template format is not required.

11.10 Not applicable.

11.11 Documentary proof that they are not in any of the situations listed in point 2.3.3 of the Practical Guide, which is listed below under Grounds for Exclusion, to contracts procedures financed by the general budget of the European Communities in the context of external actions. This documentary proof must have been issued at least no earlier than 180 days before the deadline to submit the offer. In addition, the tenderer must include a declaration that the situation has not changed in the meantime.

Grounds for Exclusion

Candidates or tenderers will be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

The Contracting Authority will accept, as satisfactory evidence that the candidate or tenderer is not in one of the situations described in (a), (b) or (e), production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. The Contracting Authority will accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in (d), a recent certificate issued by the competent authority of the Member State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in its country of origin or provenance. Depending on the national legislation of the country in which the tenderer or candidate is established, the above documents relate to legal persons and/or natural persons including, where considered necessary by the Contracting Authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

Candidates must supply the proof usual under the law of the country in which they are established that they do not fall into the categories listed above. The date on the evidence or documents provided must be no earlier than 180 days before the deadline for submission of tenders. Tenderers must, in addition, provide a sworn statement that their situations have not altered in the period that has elapsed since the evidence in question was drawn up.

11.12 The front page of both the Technical Specifications and the General Conditions and all pages of Special Conditions and Financial Offer (Annex-III) must be initialled by the tenderer and submitted with their bid.

11.13 a) Document evidencing Tenderer's status/nationality (e.g. a copy of Commercial Register)

b) Duly completed Tender Form.

12. Pricing

12.1. Tenderers will be deemed to have satisfied themselves, before submitting their tender(s), as to (its)(their) correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

12.2. Depending on whether the supplies proposed are manufactured locally or are to be imported into the country of the Contracting Authority, Tenderers must quote, by lot, unit (and overall) prices for their tenders on one of the following bases:

a) for supplies manufactured locally, unit and overall prices must be quoted for delivery to place of destination and in accordance with the above conditions, excluding all internal fiscal charges applicable to their manufacture and/or sales;

b) for supplies to be imported into the country of the Contracting Authority, unit and overall prices must be quoted for delivery to the place of destination and in accordance with the above conditions, excluding all duties and taxes applicable to their importation and VAT, from which they are exempt. (see Annex VI)

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 12.3. Whatever the origin of the supplies, the contract is exempt from stamp and registration duties.
- 12.4. The prices for the contract are fixed and not subject to revision.

13. Additional information before the deadline for submission of tenders

The tender dossier should be clear enough to preclude the need for candidates invited to tender to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time or publish such information on the following web site:

http://europa.eu.int/comm/europeaid/tender/index_en.htm.

Tenderers may submit questions in writing to the following address up to 21 days before the deadline for submission of tenders, specifying the **publication reference and the contract title**:

Publication Reference: EuropeAid116370/D/S/TR

Contract Title: “ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY”

Contact name: Nuri Ercan TORTOP

Address: Ehlibeyt Mahallesi 6.Sokak No:18/8 Ekşioğlu İş Merkezi 06520 Balgat ANKARA

Fax: +90 312 2859624

E-mail: ercan.tortop@cfcu.gov.tr

Any clarification of the tender dossier will be communicated simultaneously in writing to all the tenderers or publish such information on the following web site:

http://europa.eu.int/comm/europeaid/tender/index_en.htm. at the latest 11 days before the deadline for submission of tenders. No further clarification will be provided after this date.

Any prospective tenderers seeking to arrange individual meetings with either the Contracting Authority and/or the European Commission during the tender period may be excluded from the tender procedure.

14. Clarification meeting / site visit

- 14.1 No clarification meeting / site visit planned.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

15. Alteration or withdrawal of tenders

- 15.1. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 10.1. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 15.2. Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 15.3. No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 10.1 and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

16. Costs of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

17. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

18. Joint venture or consortium

- 18.1. If a tenderer is a joint venture or consortium of two or more persons, the tender must be single with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their number to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior consent in writing of the Contracting Authority.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

18.2. The tender may be signed by the representative of the joint venture or consortium only if he has been expressly so authorised in writing by the members of the joint venture or consortium, and the authorising contract, notarial act or deed must be submitted to the Contracting Authority within the 30 days following the award of the contract. All signatures to the authorising instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium. Each member of such joint venture or consortium must provide the proof required under Article 3.5 as if it, itself, were the tenderer.

19. Opening of tenders

- 19.1. The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the documents have been properly signed and whether the tenders are generally in order.
- 19.2. The tenders will be opened in public session on **29/06/2004, 10.00 a.m at Ehlibeyt Mahallesi 6.Sokak No:18/8 Ekşioğlu İş Merkezi 06520 Balgat ANKARA** by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which will be available on request.
- 19.3. At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of modification and withdrawal, the presence of the requisite tender guarantee and such other information as the Contracting Authority may consider appropriate must be announced.
- 19.4. After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed.
- 19.5. In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.
- 19.6. Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in the immediate rejection of his tender.
- 19.7. All tenders received after the deadline for submission specified in the procurement notice or these instructions will be kept by the Contracting Authority. The associated guarantees may be returned to the tenderers on request. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

20. Evaluation of tenders,

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

20.1. Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the Contracting Authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

20.2. Technical evaluation

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

20.3. To facilitate the examination, evaluation and comparison of tenders, the evaluation committee may ask each tenderer individually for clarification of his tender, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to Article 20.4. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

20.4. Financial evaluation

a) Tenders found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;

- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, his tender will be rejected.

20.5. Variant solutions

Not applicable.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

20.6. Award criteria

For supply contracts also involving simple services, the sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

21. Signature of the contract and performance guarantee

- 21.1. Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee, to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.
- 21.2. If he fails to sign and return the contract and any financial guarantee required within 30 days after receipt of notification, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.
- 21.3. The performance guarantee referred to in the General Conditions is set at **10 %** of the amount of the contract and must be presented in the form specified in the annex to the tender dossier. It will be released within 30 days of the issue of the final acceptance certificate by the Contracting Authority, except for the proportion assigned to after-sales service.

22. Tender guarantee

The tender guarantee referred to in Article 11 above is set at **% 2 of tender price for each individual Lot and must be presented in the form specified in the annex to the tender dossier** or in another form acceptable to the Contracting Authority and meeting the essential requirements set therein. It must remain valid for 90 days beyond the period of validity of the tender. Tender guarantees provided by tenderers who have not been selected shall be released not later than 60 days after the signing of the contract. The tender guarantee of the successful tenderer shall be released on the signing of the contract, once the performance guarantee has been submitted. **The Tender Guarantee must be submitted in ORIGINAL, photocopies shall not be accepted. If guarantee is not issued in English, its translation in to English shall be attached to the ORIGINAL Tender Guarantee.**

It may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a guarantee provided by an insurance and/or guarantee company or an irrevocable letter of credit made out to the Contracting Authority. The company issuing the guarantee must satisfy the eligibility criteria applicable for the award of the contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

23. Ethics clauses

- 23.1. Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.
- 23.2. Without the Contracting Authority's prior written authorisation, a Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 23.3. When putting forward a candidacy or tender, the candidate or tenderer shall declare that he is affected by no potential conflict of interest and has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the Contractor must immediately inform the Contracting Authority.
- 23.4. The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 23.5. For the duration of the contract the Contractor and his staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state.
- 23.6. The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 23.7. The Contractor and his staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.
- 23.8. The contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.
- 23.9. The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 23.10. The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- 23.11. All tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses.
- 23.12. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 23.13. The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.
- 23.14. Contractors found to have paid unusual commercial expenses on projects funded by the Community are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving Community funds.

24. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant tenders exceed the financial resources available;
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.

***B. DRAFT CONTRACT AND SPECIAL
CONDITIONS, INCLUDING ANNEXES***

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

DRAFT CONTRACT

Central Finance and Contracts Unit within Secretary General of EU Affairs with its office at Ehlibeyt Mahallesi 6.Sokak No:18/8 Ekşiođlu İş Merkezi 06520 Balgat ANKARA represented for its part by Mr. N.Ercan TORTOP, PAO, CFCU Director. ("The Contracting Authority"),

of the one part,

and

<Name of Contractor> (acronym) ("the Contractor")

of the other part,

have agreed as follows:

CONTRACT TITLE "ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY"

Identification number EuropeAid116370/D/S/TR

Article 1 Subject

1.1 The subject of the contract is the delivery, installation, putting in to operation, training and warranty services by the Contractor of the following goods::

Computer network equipment and necessary computer hardware and software (servers, clients and peripherals) and Office Equipment.

Lot-1: Computer network equipment and necessary computer hardware and software (servers, clients and peripherals)

Article	Description	Quantity
1	Server Machines and Related Software	2
2	Firewall (Firewall Hardware)	1
3	Server Machine UPS 6KVA	1
4	Routers	1
5	Client Machines and Related Software (PCs)	27
6	Headquarter's PCs	5
7	Notebooks and Related Software	7

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

8	Colour Laser Printers	4
9	Tape backup Units	1
10	Switch	1
11	Statistics Software (2 Users)	1
12	CD Copier and CD Print Unit	1
13	Network Storage Unit	1

Lot-2: Office Equipment

Article	Description	Quantity
1	Digital B/W Copiers	1
2	Fax Machines	2
3	Multimedia Data Projectors	4
4	TV-Video Combi	2
5	Air-Conditioner	1

In (2) lots these supplies should be delivered DDP (delivered duty paid) in given quantities, installed, put in to operation, inspected and tested together with training at/to **National Drug Monitoring Center/National Focal Point in Ankara and 19 country offices whose list is attached in Appendix –I**, with in 60 calendar days beginning from contract signature; provisional acceptance shall be completed with in 30 calendar days after delivery, installation, put in to operation, inspection and testing and training period completed.

1.2 The Contractor shall comply strictly with the terms of the Special Conditions and the technical annex.

1.3 Not applicable.

1.4 The place of acceptance of the supplies shall be **National Drug Monitoring Center/National Focal Point in Ankara and 19 country offices whose list is attached in Appendix –I**, the time limits for delivery shall be 60 calendar days including installation and putting in to operation and the Incoterm¹ applicable shall be DDP.² The delivery period shall run from the date of the signature of the contract by both Parties.

² DDP/DDU - Incoterms 2000 International Chamber of Commerce

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 2 Origin

The supplies must originate in the European Community or **Candidate Countries, MEDA Countries, PHARE countries and countries benefiting from CARDS**. A certificate of origin for the supplies must be provided by the Contractor at the latest when he requests provisional acceptance of the supplies. Failure to comply with this condition may result in the termination of the contract.

The origin of the goods shall be determined according to the Community Customs Code or the international agreements to which the country concerned is a signatory.

Article 3 Price

3.1 The price of the supplies shall be written on the financial offer (specimen in Annex III). The total contract price shall be **EURO**.

3.2 The price referred to in Article 3.1 above shall be the sole remuneration owed by the Contracting Authority to the Contractor under the contract. It shall be firm and shall not be subject to revision.

3.3 Payments shall be made in accordance with the General and/or Special Conditions (Articles 26 to 28).

Article 4 Order of precedence of contract documents

The contract is made up of the following documents, in order of precedence:

- the contract agreement;
- the Special Conditions, including the technical annex (Annex II: Technical specifications - Part 1);
- the Contractor's tender, including annexes (Annex II: Technical specifications - Part 2);
- the budget breakdown (Annex III);
- the General Conditions (Annex I);
- Tax and Custom Provisions (Annex VI);
- other provisions of the tender dossier, including annexes of model performance guarantee and pre-financing guarantee form and Financial Identification Form.

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above.

Article 5 Communications

Any written communication relating to this Contract between the Contracting Authority and/or the Project Manager, on the one hand, and the Contractor on the other must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand according to article 4 of the Special Conditions.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Done in English in three originals, two originals being for the Contracting Authority and one original being for the Contractor.

For the Contractor

Name:

Position:

Signature:

Date:

For the Contracting Authority

Name:

Position:

Signature:

Date:

Endorsed for financing by the European Community

Name:

Position:

Signature:

Date:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

SPECIAL CONDITIONS

CONTENTS

These conditions amplify and supplement, if necessary, the General Conditions governing the contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. In exceptional cases, and with the authorisation of the competent Commission departments, other clauses may be introduced to cover specific situations.

ARTICLE 2 LAW APPLICABLE.....	27
ARTICLE 4 COMMUNICATIONS.....	27
ARTICLE 7 SUPPLY OF DOCUMENTS.....	27
ARTICLE 8 ASSISTANCE WITH LOCAL REGULATIONS.....	27
ARTICLE 9 THE CONTRACTOR'S OBLIGATIONS.....	28
ARTICLE 10 ORIGIN.....	28
ARTICLE 11 PERFORMANCE GUARANTEE.....	28
ARTICLE 12 INSURANCE.....	28
ARTICLE 13 PERFORMANCE PROGRAMME (TIMETABLE).....	28
ARTICLE 15 TENDER PRICES.....	29
ARTICLE 16 TAX AND CUSTOMS ARRANGEMENTS.....	29
ARTICLE 17 PATENTS AND LICENCES.....	29
ARTICLE 18 COMMENCEMENT ORDER.....	29
ARTICLE 19 PERIOD OF EXECUTION.....	29
ARTICLE 22 VARIATIONS.....	29
ARTICLE 24 QUALITY OF SUPPLIES.....	31
ARTICLE 25 INSPECTION AND TESTING.....	31
ARTICLE 26 METHODS OF PAYMENT.....	31
ARTICLE 29 DELIVERY.....	32
ARTICLE 31 PROVISIONAL ACCEPTANCE.....	33
ARTICLE 32 WARRANTY.....	33
ARTICLE 35 BREACH OF CONTRACT.....	33
ARTICLE 40 AMICABLE SETTLEMENT OF DISPUTES.....	34
ARTICLE 41 DISPUTE SETTLEMENT BY LITIGATION.....	34

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 2 Law applicable

- 2.1 Turkish law shall apply in all matters not covered by the provisions of the contract.
- 2.2 The language used shall be English.

Article 4 Communications

Any written communication relating to this Contract between the Contracting Authority, on the one hand and the Contractor, on the other, must state the **Contract title** and **identification number** and must be sent by post, fax or e-mail to the following address.

For the Contracting Authority:

Contact name: Nuri Ercan TORTOP
Address: Ehlibeyt Mahallesi
6.Sokak No:18/8 Ekşiođlu İş Merkezi
06520 Balgat ANKARA
Fax: +90 312 2859624
E-mail: ercan.tortop@cfcu.gov.tr

For the Beneficiary:

Contact Name: İlhami HÜNER
Address: General Directorate of Security
Dikmen ANKARA
Fax: +90 312 4127505
E-mail: ihuner@tadoc.gov.tr

For the Contractor:

Contact name:
Address:
Fax:
E-mail:

Article 7 Supply of documents

The documents to be supplied are defined separately for each item in the Technical Specifications.

Article 8 Assistance with Local Regulations

The Contractor shall, within two weeks from the signature of the contract by both parties, contact the Contracting Authority in order to receive information about the VAT exemption and the Customs procedures. The Recipient will use its best endeavours to facilitate customs procedures and the freedom from clearance and taxes of luggage and experts equipment in accordance with Annex VI – Customs and Tax Provisions.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 9 The Contractor's obligations

Without prejudice to Article 9 of the General Conditions, the Contractor is obliged to perform the obligations specified in Annex II – Technical Specifications, B. Other Requirements.

The visibility rules are available from the following internet addresses:

<http://www.deltur.cec.eu.int/english/e-mali-ext.html> or
http://europa.eu.int/comm/europeaid/visibility/index_en.htm

Article 10 Origin

No derogation from Article 10 of the General Conditions is authorised for this contract.

The supplies must originate in the European Community or from **Candidate Countries, MEDA Countries, PHARE Countries and countries benefiting from CARDS**. A certificate of origin for the supplies must be provided by the Contractor at the latest when he requests provisional acceptance of the supplies. Failure to comply with this condition may result in the termination of the contract.

The origin of the goods shall be determined according to the Community Customs Code or the international agreements to which the country concerned is a signatory.

Article 11 Performance guarantee

The amount of the performance guarantee shall be 10% of the contract price and shall be released by the Contracting Authority upon the final acceptance. It must be presented in the form specified in the annex to the tender dossier.

Article 12 Insurance

All insurance costs including transportation will be born by the contractor until the provisional acceptance without prejudice to article 29.7 of the General Conditions.

National Police shall be responsible for the provision of the storage places and the proper storage of the equipment.

Article 13 Performance programme (timetable)

- 1) Delivery, installation, putting into operation and training must be completed within **60 calendar days** from the contract signature.
- 2) Inspection and testing shall be completed within **10 calendar days** after the tendered supplies have been physically delivered, installed and put in to operation. Inspection and testing will be completed before training starts.
- 3) Provisional acceptance shall take place within **30 calendar days** following completion of 60 calendar days delivery, putting in to operation, inspection, testing and training period.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 15 Tender prices

Without prejudice to Article 15 of the General Conditions, the goods to be supplied, as itemised and the overall prices, calculated on the basis of DDP include the full cost of delivery of the goods to the place of destination, packing, insurance, transportation, the full cost of clearance formalities, storage, unpacking, installation, putting into operation, testing and inspection including all cost of consumables to make them ready for acceptance, dismantle or removal of temporary structures and materials no longer required for use in connection with the performance of the contract, any copy rights, or patent rights or license, warranty and training and training materials, if any, and manuals, fees, allowances, all kind of social charges, etc. of the staff and/or expert hired and assigned to service to be provided under this contract and any expenditure that such staff and/or expert will incur for execution of their activities during the operation, and excluding taxes and customs duties as stipulated in Annex VI – Customs and Tax provisions.

Article 16 Tax and Customs Arrangements

Without prejudice to Article 16 of the General Conditions, the provisions on exemption and/or exceptions as laid down in Annex VI – Customs and Tax provisions from the national tax legislation shall also apply.

Article 17 Patents and licences

In addition to the provision of this article in the General Conditions, all software included pre-installed, must be accompanied by the License Agreement Number and original manuals. The relevant costs must be included in the prices.

Article 18 Commencement order

18.1 The commencement date for performance of the contract shall be the date on which the contract is signed by both parties.

Article 19 Period of Execution

19.1 The period of execution of the tasks is **60 calendar days** for the delivery, installation, putting in to operation, inspection, testing and training of supply from the signature of the contract by both parties and **2 years** for the warranty from the issuance of the provisional acceptance.

Article 22 Variations

The Contracting Authority reserves the right, at the time of contracting, to vary the quantities specified for lot(s)/items of lot(s) No(s) 1 and 2 within the following ranges

Lot /	Item	Original Amount	Maximum	Maximum
-------	------	-----------------	---------	---------

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Item No:			Possible Variation (increase)(+)	Possible Variation (decrease) (-)
1.1	Server Machines and Related Software (PCs)	2	0	0
1.2	Firewall Server	1	0	0
1.3	Server Machine UPS 6KVA	1	0	0
1.4	Routers	1	0	0
1.5	Client Machines and Related Software (PCs)	27	3	3
1.6	Headquarter's PCs	5	2	2
1.7	Notebooks and Related Software	7	0	2
1.8	Colour Laser Printers	4	0	3
1.9	Tape backup Units	1	0	0
1.10	Switch	1	0	0
1.11	Statistics Software (2 Users)	1	0	0
1.12	CD Copier and CD Print Unit	1	0	0
1.13	Network Storage Unit	1	0	0
2.1	Digital B/W Copiers	1	0	0
2.2	Fax Machines	2	0	1
2.3	Multimedia Data Projectors	4	1	2
2.4	TV-Video Combi	2	0	1
2.5	Air-Conditioner	1	0	0

The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the contract price. The unit prices used in the tender shall be applicable to the quantities procured under the variation.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 24 Quality of supplies

No preliminary technical acceptance is required.

Article 25 Inspection and testing

The inspection and testing prior to the provisional acceptance for each lot will take place at the locations where the equipment is delivered, installed and put in to operation in both lots. The inspection and testing of all equipment will be started and completed within a maximum of **10 calendar days** before training starts.

During the inspection and testing procedure, the quantities, the technical performances, the technical specifications, and technical documentation will be verified. At least 2 (two) days before the end of the installation works in each region, the supplier will inform the Contracting Authority and the beneficiary about the possible schedule for inspection and testing procedures.

Article 26 Methods of payment

26.1 For Foreign Contractors:

Payments shall be made in euro.

For Domestic Contractors:

Payments shall be made in TL. as an equivalent to the EUR value of the contract, calculated at the exchange rate of the bank from which payments are made.

Payments shall be authorised and made by **Central Finance and Contracts Unit, Ehlıbeyt Mahallesi, 6.Sokak, No: 18/8, Ekşiođlu İş Merkezi, Balgat, Ankara, Turkey.**

The Contractor must inform the Commission of the European Communities – Finance Section at **Uđur Mumcu Caddesi No:88 Kat:4, Gaziosmanpaşa, Ankara, TURKEY**, of request for payment/invoices by sending a copy of the correspondence.

26.5 In order to obtain payments, the Contractor must forward to the authority referred to in paragraph 26.1 above:

a) For the 60% pre-financing, in addition to the payment request, a photocopy of the contract and of the performance guarantee, and the pre-financing guarantee. The pre-financing guarantee shall be in the format given in Annex V.

b) For the 30% instalment, the invoice(s) in triplicate.

The security guaranteeing repayment of 60% pre-financing shall be released within 60 days of the provisional acceptance

c) For the balance of 10%, the invoice(s) in triplicate and, where appropriate, the original of the guarantee.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

26.9 The price referred to in Article 3.1 of the contract shall be the sole remuneration owed by the Contracting Authority to the Contractor under the contract. It shall be firm and shall not be subject to revision.

Article 29 Delivery

29.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.

29.2 The size, weight and material of packaging case shall be taken into consideration, whether those Supplies have to be transported, handled and stored in difficult conditions, remoteness of shipment/s, final destination for the Supplies and the absence of appropriate handling facilities at all points in transit for the Supplies.

Before packing, the appropriate anti-rust and protective measures for the Supplies such as grease, coating oil, oil paper wrapping or polyethylene film wrapping and vacuum packing are to be taken in order to protect the Supplies from damages or corrosions during the transportation and storage at the site under the known local climate conditions.

Supplies shall be securely fastened and packed to avoid damage during transportation to their destination of storage, during transportation from the manufacturer's factory to their installation places. The contractor shall ensure the protection of Supplies for transportation by sea and handling and transport on land under the known climatic conditions. Packing shall ensure safe transportation to destination, withstanding hazards such as shocks and possible corrosion by exposure to salty seawater spray, moisture, rain, rust or other corrosion effects.

All the packing cases that exceed 3 (three) tons in weight and 1 (one) meter in height must bear the inscription with indelible paint indicating the centre of gravity position by the mark "0" and the block letter "CG".

29.3 The packaging shall become the property of the recipient subject to respect for the environment.

29.5/6 Delivery of equipment shall be accompanied by a note showing the contract reference number [] and publication reference No: **EuropeAid116370/D/S/TR**. The delivery addresses as specified in the Technical Specifications. The supply shall include all necessary documents as specified herein such as operating and maintenance manuals, drawings, material certificates, conformity certificates, test certificates, certificates of origin, planning, packing lists and others as necessary.

All packages must be marked as follows:

Publication Reference: **EuropeAid116370/D/S/TR**
Supply Contract: **Establishment of A National Drugs Monitoring Centre (Reitox Focal Point) And Development And Implementation Of A National Drugs Strategy**

Lot number:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Case number: of
Net weight:
Gross weight:
Dimension of case/package:
Supply address:

(The destination port of Supplies, crate identification, etc. shall be clearly indicated with indelible paint on the external surface of the adjacent faces of each case or package)

Important remark: In case packing includes waterproof barriers, packages shall bear the mention: “**DO NOT OPEN – WATERPROOF BARRIER**” in red characters.

Each case shall be conspicuously marked on the sides with “Handle With Care”, “Right Side Up”, etc. together with international symbols according to the different characteristics and requirements for transportation, loading, unloading of the Supplies if necessary.

Article 31 Provisional acceptance

Without prejudice to Article 31 of the General Conditions, 25 of the Special Conditions, and the Technical Specifications, appropriate training by the Contractor should have been provided at the institutes before the Contracting Authority shall deliver the provisional acceptance. The provisional acceptance committee shall be formed by a member from the headquarter of TADOC (Department of Beneficiary) and another member from the end user who has the adequate information about the tender and conditions of contract. Where “The product should bear a CE marking symbolising conformity with all applicable Community provisions and directives”, the Contracting Authority may request the technical dossier that proves the CE Marking from the Contractor.

Article 32 Warranty

Without prejudice to Article 32 of the General Conditions,

32.1 The Contractor shall warrant that the supplies are new, unused, of the most recent models and incorporate all recent improvements in design and materials. The Contractor shall further warrant that none of the supplies have any defect arising from design, materials or workmanship. This warranty shall remain valid for (2) two years after provisional acceptance.

32.2 This contract shall include all related costs, including personnel costs (travel, meal, lodging, etc). The Contractor shall at his own cost replace defective or damaged equipment/parts during the warranty period. The contractor has to troubleshoot the problem within 48 hours of the request, overcome the problem within 10 working days, and fully repair and re-integrate within maximum 30 working days. If the reparation of broken equipment/part is not possible, the Contractor shall replace that equipment/part with another equipment/part. No additional cost will be borne by the Contracting Authority or the Beneficiary.

Article 35 Breach of contract

35.3 The contract may be terminated as stated in article 35, 36 and 37 of the General Conditions.

a) Any general damages arising within this contract within this contract will be settled according to procedures described in Article 40 and 41 of the Special Conditions.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- b) If termination results from inaction or fault on the part of the supplier, the Contracting Authority shall be entitled to compensation of up to a limit of 15 % of the total contract price.
- c) If termination does not result from inaction or fault on his part, the Supplier shall be entitled to claim damages for the injury suffered up to a maximum of 10% of the total contract price, in addition to sums owned by him for services already performed. This does not preclude the rights of injured Party to additional general damages.

Article 40 Amicable settlement of disputes

40.1 The parties shall make every effort to settle amicably any dispute which may arise between them. Once a dispute has arisen, the parties shall notify each other in writing of their positions on the dispute and any solution which they consider possible. If either party deems it useful, the Parties shall meet and try and settle the dispute. A Party shall respond to a request for amicable settlement within 30 days of such a request. The following procedures shall apply:

If the Contractor considers himself to be entitled to raise a claim in connection with the contract, he shall give a fully detailed notice to the Project Manager describing the event and the circumstance on which his claim is based. The notice shall be given as soon as practicable and not later than 30 days after the Contractor became aware or should have become aware of the event or the circumstance.

If the Contractor fails to give notice of a claim within the above mentioned time limit, the Contracting Authority shall be discharged from all liability in connection with the claim.

Within 30 days after receiving the claim, the Contracting Authority shall respond with approval or disapproval and detailed comments.

If the Contracting Authority considers itself to be entitled to raise a claim in connection with the contract, it shall give a fully detailed notice to the Contractor describing the event and the circumstance on which this claim is based. The notice shall be given as soon as practicable and not later than 30 days after it became aware or should have become aware of the event or the circumstance.

Within 30 days after receiving the claim, the Contractor shall respond in writing with approval or disapproval.

40.2 If the amicable dispute settlement procedure fails, the Parties may agree to try conciliation through the European Commission. In this case, the most diligent party shall by registered mail solicit from the EC Representation to Turkey to set up a conciliation meeting. Both parties will be invited by the EC Representation by normal mail to attend to the conciliation meeting taking place no later than 21 days after the solicitation was received.

The maximum period laid down for reaching such a settlement shall be 120 days from the commencement of the procedure. Should the attempt to reach an amicable settlement fail or a Party fail to respond in time to request for settlement, either Party shall be free to proceed to the next stage of the dispute settlement procedure by notifying the other.

Article 41 Dispute settlement by litigation

Any dispute between the Parties that may arise during the performance of this contract and that it has not been possible to settle otherwise between the Parties shall be submitted to **Ankara Courts** in accordance with the national law of the Contracting Authority.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

**ANNEX I : GENERAL CONDITIONS
FOR SUPPLY CONTRACTS FINANCED BY THE EUROPEAN
COMMUNITY
SUMMARY**

PRELIMINARY PROVISIONS	36
Article 1 Definitions	36
Article 2 Law and language of the contract	36
Article 3 Order of precedence of contract documents	36
Article 4 Communications	37
Article 5 Assignment	37
Article 6 Subcontracting	38
OBLIGATIONS OF THE CONTRACTING AUTHORITY	39
Article 7 Supply of documents	39
Article 8 Assistance with local regulations	39
OBLIGATIONS OF THE CONTRACTOR	40
Article 9 General Obligations	40
Article 10 Origin	41
Article 11 Performance guarantee	41
Article 12 Insurance	42
Article 13 Performance programme	43
Article 14 Contractor's drawings	43
Article 15 Sufficiency of tender prices	44
Article 16 Tax and customs arrangements	45
Article 17 Patents and licences	45
COMMENCEMENT OF EXECUTION AND DELAYS	46
Article 18 Commencement order	46
Article 19 Period of execution of tasks	46
Article 20 Extension of period of execution	46
Article 21 Delays in execution	47
Article 22 Variations	48
Article 23 Suspension	50
MATERIALS AND WORKMANSHIP	52
Article 24 Quality of supplies	52
Article 25 Inspection and testing	52
PAYMENTS	54
Article 26 General principles	54
Article 27 Payment to third parties	55
Article 28 Delayed payments	56
ACCEPTANCE AND MAINTENANCE	57
Article 29 Delivery	57
Article 30 Verification operations	58
Article 31 Provisional acceptance	58
Article 32 Warranty obligations	59
Article 33 After-sales service	61
Article 34 Final acceptance	61
BREACH OF CONTRACT AND TERMINATION	62
Article 35 Breach of contract	62
Article 36 Termination by the Contracting Authority	62
Article 37 Termination by the Contractor	64
Article 38 Force majeure	64
Article 39 Death	65
DISPUTE SETTLEMENT	66
Article 40 Amicable dispute settlement	66
Article 41 Dispute settlement by litigation	66
ETHICS CLAUSES	67
Article 42 Ethics clauses	67
Article 43 Administrative and financial penalties	68
Article 44 Checks and audits by Community bodies	69

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

PRELIMINARY PROVISIONS

Article 1 Definitions

- 1.1 The headings and titles in these General Conditions shall not be taken as part thereof or be taken into consideration in the interpretation of the contract.
- 1.2 Where the context so permits, words in the singular shall be deemed to include the plural and vice versa, and words in the masculine shall be deemed to include the feminine and vice versa.
- 1.3 Words designating persons or parties shall include firms and companies and any organisation having legal capacity.

Article 2 Law and language of the contract

- 2.1 The Special Conditions shall specify the law governing all matters not covered by the contract.
- 2.2 The contract and all written communications between the parties will be drafted in the language of the procedure.

Article 3 Order of precedence of contract documents

- 3.1 Save where otherwise provided in the special conditions, the contract is made up of the following documents, in order of precedence:
 - a) the contract agreement;
 - b) the Special Conditions with the Technical Annex;
 - c) the Contractor's tender, including annexes;
 - d) the financial bid (Annex III);
 - e) the General Conditions (Annex I);

Addenda have the order of precedence of the document they are modifying.

- 3.2. The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 4 Communications

- 4.1** Communications between the Contracting Authority and/or the Project Manager on the one hand, and the Contractor on the other, shall be exclusively in writing. Unless otherwise specified in the Special Conditions, communications between the Contracting Authority and/or the Project Manager on the one hand, and the Contractor on the other hand, shall be sent by post, cable, telex, fax transmission, or delivered by hand, to the addresses designated by the Parties for that purpose.
- 4.2** If the person sending a communication requires acknowledgement of receipt, he shall indicate this in his communication. Whenever there is a deadline for the receipt of a written communication, the sender should ask for an acknowledgement of receipt of his communication. In any event, the sender shall take all necessary measures to ensure receipt of his communication.
- 4.3** Wherever the contract provides for the giving or issue of any notice, consent, approval, certificate or decision, unless otherwise specified such notice, consent, approval, certificate or decision shall be in writing and the words "notify", "certify", "approve" or "decide" shall be construed accordingly. Any such consent, approval, certificate or decision shall not unreasonably be withheld or delayed.

Article 5 Assignment

- 5.1** An assignment shall be valid only if it is a written agreement by which the Contractor transfers his contract or part thereof to a third party.
- 5.2** The Contractor may not, without the prior written consent of the Contracting Authority, assign the contract or any part thereof, or any benefit or interest thereunder, except in the following cases:
- a) a charge, in favour of the Contractor's bankers, of any monies due or to become due under the contract; or
 - b) the assignment to the Contractor's insurers of the Contractor's right to obtain relief against any other person liable in cases where the insurers have discharged the Contractor's loss or liability.
- 5.3** For the purpose of Article 5.2, the approval of an assignment by the Contracting Authority shall not relieve the Contractor of his obligations for the part of the contract already performed or the part not assigned.
- 5.4** If the Contractor has assigned his contract without authorisation, the Contracting Authority may, without giving formal notice thereof, apply as of right the sanctions for breach of contract provided for in Article 35.
- 5.5** Assignees must satisfy the eligibility criteria applicable for the award of the contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 6 Subcontracting

- 6.1** A subcontract shall be valid only if it is a written agreement by which the Contractor entrusts performance of a part of his contract to a third party.
- 6.2** The Contractor shall not subcontract without the prior written authorisation of the Contracting Authority. The elements of the contract to be subcontracted and the identity of the subcontractors shall be notified to the Contracting Authority. The Contracting Authority shall notify the Contractor of its decision within 30 days of receiving the notification, stating its reasons if authorisation is withheld.
- 6.3** Subcontractors must satisfy the eligibility criteria applicable for the award of the contract.
- 6.4** The Contracting Authority recognises no contractual link between itself and the subcontractors.
- 6.5** The Contractor shall be responsible for the acts, defaults and negligence of his subcontractors and their agents or employees, as if they were the acts, defaults or negligence of the Contractor, his agents or employees. The approval by the Contracting Authority of the subcontracting of any part of the contract or of the subcontractor shall not relieve the Contractor of any of his obligations under the contract.
- 6.6** If a subcontractor has undertaken any continuing obligation extending for a period exceeding that of the warranty period under the contract towards the Contractor in respect of the supplies provided by the subcontractor, the Contractor must, at any time after the expiration of the warranty period, transfer immediately to the Contracting Authority, at the Contracting Authority's request and cost, the benefit of such obligation for the unexpired duration thereof.
- 6.7** If the Contractor enters into a subcontract without approval, the Contracting Authority may, without giving formal notice thereof, apply as of right the sanctions for breach of contract provided for in Article 35.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

OBLIGATIONS OF THE CONTRACTING AUTHORITY

Article 7 Supply of documents

- 7.1** If necessary, within 30 days of the signing of the contract, the Project Manager shall, where necessary, provide the Contractor, free of charge, with a copy of the drawings prepared for the performance of the contract and a copy of the specifications and other contract documents. The Contractor may purchase additional copies of these drawings, specifications and other documents, in so far as they are available. Upon the issue of the warranty certificate, or upon final acceptance, the Contractor shall return to the Project Manager all drawings, specifications and other contract documents.
- 7.2** Unless it is necessary for the purposes of the contract, the drawings, specifications and other documents provided by the Project Manager shall not be used or communicated to a third party by the Contractor without the prior consent of the Project Manager.
- 7.3** The Project Manager shall have authority to issue to the Contractor administrative orders incorporating such supplementary documents and instructions as are necessary for the proper execution of the contract and the remedying of any defects therein.
- 7.4** The special conditions must indicate the procedure used, if necessary, by the Contracting Authority and the Project Manager to approve drawings and other documents provided by the Contractor.

Article 8 Assistance with local regulations

- 8.1** The Contractor may request the assistance of the Contracting Authority in obtaining copies of laws, regulations and information on local customs, orders or bye-laws of the country where the supplies are to be delivered which may affect the Contractor in the performance of his obligations under the contract. The Contracting Authority may provide the assistance requested to the Contractor at the Contractor's cost.
- 8.2** If necessary, the Contractor shall duly notify the Contracting Authority of details of the supplies so that the Contracting Authority can obtain the requisite permits or import licences.
- 8.3** If necessary, the Contracting Authority will undertake to obtain, in accordance with the Special Conditions, the requisite permits or import licences within a reasonable period, taking account of the performance dates for the contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 8.4** Subject to the provisions of the laws and regulations on foreign labour of the states in which the supplies are to be delivered, the Contracting Authority shall make every effort to help the Contractor obtain all the visas and permits required for the personnel whose services the Contractor and the Contracting Authority consider necessary and residence permits for their families.

OBLIGATIONS OF THE CONTRACTOR

Article 9 General Obligations

- 9.1** The Contractor shall perform the contract with due care and diligence including, where specified, the design, manufacture, delivery to site, erecting, testing and commissioning of the supplies and carrying out of any other work including the remedying of any defects in the supplies. The Contractor shall also provide all necessary equipment, supervision, labour and facilities required for the performance of the contract.
- 9.2** The Contractor shall comply with administrative orders given by the Project Manager. Where the Contractor considers that the requirement of an administrative order goes beyond the scope of the contract, he shall, on pain of breach of contract, notify the Project Manager thereof, giving his reasons, within 30 days of receipt of the order. Execution of the administrative order shall not be suspended because of this notice.
- 9.3** The Contractor shall respect and abide by all laws and regulations in force in the state of the Contracting Authority and shall ensure that his personnel, their dependants, and his local employees also respect and abide by all such laws and regulations. The Contractor shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Contractor, his employees and their dependants of such laws and regulations.
- 9.4** The Contractor shall treat all documents and information received in connection with the contract as private and confidential. He shall not, save in so far as may be necessary for the purposes of the contract's execution, publish or disclose any particulars of the contract without the prior consent in writing of the Contracting Authority or the Project Manager. If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the contract, the decision of the Contracting Authority shall be final.
- 9.5** If the Contractor is a joint venture or consortium of two or more persons, all such persons shall be jointly and severally bound to fulfil the terms of the contract according to the law of the state of the Contracting Authority and shall, at the request of the Contracting Authority, designate one of such persons to act as leader with authority to bind the joint venture or consortium. The composition of the joint

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

venture or consortium shall not be altered without the prior consent in writing of the Contracting Authority.

- 9.10** Save where the European Commission requests or agrees otherwise, the Contractor shall take the necessary measures to ensure the visibility of the European Union financing or cofinancing. These measures must comply with the rules laid down and published by the Commission on the visibility of external operations.

Article 10 Origin

- 10.1** Save where otherwise provided for in the Special Conditions, supplies must originate in a Member State of the European Union or in one of the beneficiary countries as stated in the invitation to tender. The origin of the goods shall be determined according to the rules laid down in the Community Customs Code or the international agreements to which the country concerned is a signatory.
- 10.2** The Contractor must certify that the goods tendered comply with this requirement, specifying their respective countries of origin. He may be required to provide more detailed information in this respect.
- 10.3** The Contractor shall present an official certificate of origin on provisional acceptance. Failure to comply with this obligation shall lead, after formal notice, to termination of the contract.

Article 11 Performance guarantee

- 11.1** The Contractor shall, within 30 days of receipt of the notification of the award of contract, furnish the Contracting Authority with a guarantee for the full and proper performance of the contract. The amount of the guarantee shall be specified in the Special Conditions. It shall not exceed 10% of the amount of the contract price, including any amounts stipulated in addenda to the contract.
- 11.2** The performance guarantee shall be held against payment to the Contracting Authority for any loss resulting from the Contractor's failure to perform his contractual obligations fully and properly.
- 11.3** The performance guarantee shall be in the format given in Annex IV and may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a bond provided by an insurance and/or bonding company or an irrevocable letter of credit. If the performance guarantee is to be provided in the form of a bank guarantee, a banker's draft, a certified cheque or a bond, it shall be issued by a bank or insurance

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

and/or bonding company in accordance with the eligibility criteria applicable for the award of the contract.

- 11.4** The performance guarantee shall be denominated in the currency in which the contract is payable. No payments shall be made in favour of the Contractor prior to the provision of the guarantee. The guarantee shall continue to remain valid until the contract has been fully and properly performed.
- 11.5** During the performance of the contract, if the natural or legal person providing the guarantee is not able to abide by his commitments, the guarantee shall cease to be valid. The Contracting Authority shall give formal notice to the Contractor to provide a new guarantee on the same terms as the previous one. Should the Contractor fail to provide a new guarantee, the Contracting Authority may terminate the contract. Before so doing, the Contracting Authority shall send a registered letter with acknowledgement of receipt, which shall set a new deadline of no less than 15 days from the day of delivery of the letter.
- 11.6** The Contracting Authority shall demand payment from the guarantee of all sums for which the guarantor is liable under the guarantee due to the Contractor's default under the contract, in accordance with the terms of the guarantee and up to the value thereof. The guarantor shall, without delay, pay those sums upon demand from the Contracting Authority and may not raise any objection for any reason whatsoever. Before making any claim under the performance guarantee, the Contracting Authority shall notify the Contractor stating the nature of the default in respect of which the claim is to be made.
- 11.7** Except for such part as may be specified in the Special Conditions in respect of after-sales service, the performance guarantee shall be released within 30 days of the issue of the final acceptance certificate.

Article 12 Insurance

- 12.1** An insurance policy may be required to cover the carriage of supplies; the conditions of this insurance policy may be specified in Article 12 of the Special Conditions, which may also specify other types of insurance to be taken out by the Contractor.
- 12.2** Notwithstanding the Contractor's insurance obligations under Article 12.1, the Contractor shall bear sole liability for, and indemnify the Contracting Authority and the Project Manager against, any claims by third parties for damage to property or personal injuries arising from the execution of the contract by the Contractor, his subcontractors and their employees.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 13 Performance programme

13.1 If the Special Conditions so require, the Contractor shall submit a programme of performance of the contract for the approval of the Project Manager. The programme shall contain at least the following:

- a) the order in which the Contractor proposes to perform the contract including design, manufacture, delivery to place of receipt, installation, testing and commissioning;
- b) the deadlines for submission and approval of the drawings;
- c) a general description of the methods which the Contractor proposes to adopt for executing the contract; and
- d) such further details and information as the Project Manager may reasonably require.

13.2 The Special Conditions shall specify the time limit within which the programme of performance must be submitted to the Project Manager for approval. They may set time limits within which the Contractor must submit all or part of the detailed drawings, documents and items. They shall also state the deadline for the Project Manager's approval or acceptance of the programme of performance, detailed drawings, documents and items. The approval of the programme by the Project Manager shall not relieve the Contractor of any of his obligations under the contract.

13.3 No material alteration to the programme shall be made without the approval of the Project Manager. If, however, the progress of the performance of the contract does not conform to the programme, the Project Manager may instruct the Contractor to revise the programme and submit the revised programme to him for approval.

Article 14 Contractor's drawings

14.1 If the Special Conditions so provide, the Contractor shall submit to the Project Manager for approval:

- a) the drawings, documents, samples and/or models, according to the time limits and procedures laid down in the Special Conditions;
- b) such drawings as the Project Manager may reasonably require for the performance of the contract.

14.2 If the Project Manager fails to notify his decision of approval referred to in Article 14.1 within the deadlines referred to in the contract or the approved programme of

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

performance, such drawings, documents, samples or models shall be deemed to be approved on expiry of the deadlines. If no deadline is specified, they shall be deemed to be approved 30 days after receipt.

- 14.3** Approved drawings, documents, samples and models shall be signed or otherwise identified by the Project Manager and may only be departed from on the Project Manager's instructions. Any of the Contractor's drawings, documents, samples or models which the Project Manager fails to approve shall immediately be modified to meet the requirements of the Project Manager and resubmitted by the Contractor for approval.
- 14.4** The Contractor shall supply additional copies of approved drawings in the form and numbers stated in the contract or in subsequent administrative orders.
- 14.5** The approval of the drawings, documents, samples or models by the Project Manager shall not relieve the Contractor from any of his obligations under the contract.
- 14.6** The Project Manager shall have the right to inspect all drawings, documents, samples or models relating to the contract at the Contractor's premises at all reasonable times.
- 14.7** Before provisional acceptance of the supplies, the Contractor shall supply operation and maintenance manuals together with drawings, which shall be in such detail as will enable the Project Manager to operate, maintain, adjust and repair all parts of the supplies. Unless otherwise stated in the Special Conditions, the manuals and drawings shall be in the language of the contract and in such forms and numbers as stated in the contract. The supplies shall not be considered completed for the purpose of provisional acceptance until such manuals and drawings have been supplied to the Contracting Authority.

Article 15 Sufficiency of tender prices

15.1 Subject to any provisions which may be laid down in the Special Conditions, the Contractor shall be deemed to have satisfied himself before submitting his tender as to the correctness and sufficiency of the tender and to have taken account of all that is required for the full and proper performance of the contract and to have included in his rates and prices all costs related to the supplies, in particular:

- a) the costs of transport;
- b) the costs of handling, packing, loading, unloading, transit, delivery, unpacking, checking, insurance and other administrative costs in connection with the supplies. The packaging shall be the property of the Contracting Authority unless otherwise provided in the Special Conditions;
- c) the cost of documents relating to the supplies where such documents are

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

required by the Contracting Authority;

d) performance and supervision of on-site assembly and/or commissioning of the delivered supplies;

e) furnishing of tools required for assembly and/or maintenance of the delivered supplies;

f) furnishing of detailed operation and maintenance manuals for each unit of the delivered supplies, as specified in the contract;

g) supervision or maintenance and/or repair of the supplies, for a period of time stated in the contract, with the stipulation that this service shall not release the Contractor from any warranty obligations under the contract;

h) training of the Contracting Authority's personnel, at the Contractor's factory and/or elsewhere as specified in the contract.

15.2 Since the Contractor is deemed to have determined his prices on the basis of his own calculations, operations and estimates, he shall, at no additional charge, carry out any work that is the subject of any item in his tender for which he indicates neither a unit price nor a lump sum.

Article 16 Tax and customs arrangements

16.1 For supplies manufactured locally, all internal fiscal charges applicable to their manufacture shall be excluded.

16.2 For supplies to be imported into the country of the Contracting Authority, all duties and taxes applicable to their importation, including VAT shall be excluded.

16.3 Whatever the origin of the supplies, the contract shall be exempt from stamp and registration duties.

Article 17 Patents and licences

Save where otherwise provided in the Special Conditions, the Contractor shall indemnify the Contracting Authority and the Project Manager against any claim resulting from the use as specified in the contract of patents, licences, drawings, models, or brand or trade marks, unless such infringement results from compliance with the design or specification provided by the Contracting Authority and/or the Project Manager.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

COMMENCEMENT OF EXECUTION AND DELAYS

Article 18 Commencement order

- 18.1** The Contracting Authority shall fix the date on which performance of the contract is to commence and advise the Contractor thereof either in the notice of award of the contract or by administrative order issued by the Project Manager.
- 18.2** Save where the Parties agree otherwise, performance of the contract shall begin no later than 90 days after notification of award of contract. After that date the Contractor shall be entitled not to perform the contract and to obtain its termination or compensation for the damage he has suffered. The Contractor shall forfeit this right unless he exercises it within 30 days of the expiry of the 90-day period.

Article 19 Period of execution of tasks

- 19.1** The period of execution of tasks shall commence on the date fixed in accordance with Article 18 and shall be as stated in the contract, without prejudice to extensions of the period which may be granted under Article 20.
- 19.2** If provision is made for separate periods of performance for separate lots, such periods shall not be aggregated in cases where one Contractor is allocated more than one lot.

Article 20 Extension of period of execution

- 20.1** The Contractor may request an extension to the period of execution if his performance of the contract is delayed, or expected to be delayed, for any of the following reasons:
- a) extra or additional supplies ordered by the Contracting Authority;
 - b) exceptional weather conditions in the country of the Contracting Authority which may affect installation or erection of the supplies;
 - c) physical obstructions or conditions which may affect delivery of the supplies, which could not reasonably have been foreseen by a competent contractor;
 - d) administrative orders affecting the date of completion other than those arising from the Contractor's default;
 - e) failure of the Contracting Authority to fulfil its obligations under the contract;

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

f) any suspension of the delivery and/or installation of the supplies which is not due to the Contractor's default;

g) force majeure;

h) any other causes referred to in these General Conditions which are not due to the Contractor's default.

20.2 Within 15 days of realising that a delay might occur, the Contractor shall notify the Project Manager of his intention to make a request for extension of the period of performance to which he considers himself entitled and, save where otherwise agreed between the Contractor and the Project Manager, within 30 days provide the Project Manager with comprehensive details so that the request can be examined.

20.3 Within 30 days the Project Manager shall, by written notice to the Contractor after due consultation with the Contracting Authority and, where appropriate, the Contractor, grant such extension of the period of performance as may be justified, either prospectively or retrospectively, or inform the Contractor that he is not entitled to an extension.

Article 21 Delays in execution

21.1 If the Contractor fails under his own responsibility to deliver any or all of the goods or perform the services within the time limit(s) specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled, for every day which shall elapse between the expiry of the contractual period and the actual date of completion, to liquidated damages equal to 5/1000 of the value of the undelivered supplies to a maximum of 15% of the total value of the contract.

21.2 If the non-delivery of any of the goods prevents the normal use of the supplies as a whole, the liquidated damages provided for in paragraph 21.1 shall be calculated on the basis of the total contract value.

21.3 If the Contracting Authority has become entitled to claim at least 15% of the contract value it may, after giving written notice to the Contractor:

- seize the performance guarantee;
- terminate the contract, in which case the Contractor will have no right to compensation; and
- enter into a contract with a third party for the provision of the balance of the supplies. The Contractor shall not be paid for this part of the contract. The Contractor shall also be liable for the additional costs and damages caused by his failure.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 22 Variations

- 22.1** Subject to the limits set in the Practical Guide to contract procedures financed by the budget of the European Communities in the context of external actions, the Contracting Authority reserves the right, at the time of contracting, to vary the quantities as stated in the Special Conditions. The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the contract price. The unit prices used in the tender shall be applicable to the quantities procured under the variation.
- 22.2** The Project Manager shall have the power to order any variation to any part of the supplies necessary for the proper completion and/or functioning of the supplies. Such variations may include additions, omissions, substitutions, changes in quality, quantity, form, character, kind, as well as drawings, designs or specifications where the supplies are to be specifically manufactured for the Contracting Authority, method of shipment or packing, place of delivery, and in the specified sequence, method or timing of execution of the supplies. No order for a variation may result in the invalidation of the contract, but the financial effect of any such variation shall be valued in accordance with Article 22.6.
- 22.3** No variation shall be made except by administrative order, subject to the following provisos:
- a) if, for whatever reason, the Project Manager believes it necessary to give an order orally, he shall confirm the order by an administrative order as soon as possible;
 - b) if the Contractor confirms in writing an oral order given for the purpose of Article 22.3.a and the confirmation is not contradicted in writing forthwith by the Project Manager, an administrative order shall be deemed to have been issued for the variation;
 - c) an administrative order for a variation shall not be required when increasing or decreasing the quantity of any work because the estimates in the bill of quantities or budget breakdown were too high or too low.
- 22.4** Save where Article 22.2 provides otherwise, prior to issuing an administrative order for a variation, the Project Manager shall notify the Contractor of the nature and form of that variation. As soon as possible, after receiving such notice, the Contractor shall submit to the Project Manager a proposal containing:
- a description of the tasks, if any, to be performed or the measures to be taken and a performance programme;
 - any necessary modifications to the performance programme or to any of the Contractor's obligations under the contract;

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- any adjustment to the contract price in accordance with the rules set out in Article 22.

22.5 Following the receipt of the Contractor's submission referred to in Article 22.4, the Project Manager shall, after due consultation with the Contracting Authority and, where appropriate, the Contractor, decide as soon as possible whether or not the variation should be carried out. If the Project Manager decides that the variation is to be carried out, he shall issue an administrative order stating that the variation is to be made at the prices and under the conditions given in the Contractor's submission referred to in Article 22.4 or as modified by the Project Manager in accordance with Article 22.6.

22.6 The prices for all variations ordered by the Project Manager in accordance with Articles 22.3 and 22.5 shall be ascertained by the Project Manager in accordance with the following principles:

- where the task is of similar character and executed under similar conditions to an item priced in the bill of quantities or budget breakdown, it shall be valued at such rates and prices contained therein;
- where the task is not of similar character or is not executed under similar conditions, the rates and prices in the contract shall be used as the basis for valuation in so far as is reasonable, failing which a fair valuation shall be made by the Project Manager;
- if the nature or amount of any variation relative to the nature or amount of the whole of the contract or to any part thereof is such that, in the opinion of the Project Manager, any rate or price contained in the contract for any item of work is by reason of such variation rendered unreasonable, then the Project Manager shall fix such rate or price as he thinks reasonable and proper in the circumstances;
- where a variation is necessitated by a default or breach of contract by the Contractor, any additional cost attributable to such variation shall be borne by the Contractor.

22.7 On receipt of the administrative order requesting the variation, the Contractor shall proceed to carry out the variation and be bound by that order in so doing as if such variation were stated in the contract. The supplies shall not be delayed pending the granting of any extension of time for completion or adjustment to the contract price. Where the order for a variation precedes the adjustment to the contract price, the Contractor shall keep records of the costs of undertaking the variation and of the time expended thereon. Such records shall be open to inspection by the Project Manager at all reasonable times.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

22.8 Contractual variations not covered by an administrative order must be formalised through an addendum to the contract signed by all parties. Changes of address or bank account may simply be notified in writing by the Contractor to the Contracting Authority. Any contractual variations must respect the general principles defined in the Practical guide to contract procedures financed by the general budget of the European Communities in the context of external actions.

Article 23 Suspension

23.1 The Project Manager may, by administrative order, at any time, instruct the Contractor to suspend:

- a) the manufacture of the supplies; or
- b) the delivery of supplies to the place of acceptance at the time specified for delivery in the performance programme or, if no time specified, at the time appropriate for it to be delivered; or
- c) the installation of the supplies which have been delivered to the place of acceptance.

23.2 The Contractor shall, during suspension, protect and secure the supplies affected at the Contractor's warehouse or elsewhere, against any deterioration, loss or damage to the extent possible and as instructed by the Project Manager, even if supplies have been delivered to the place of acceptance in accordance with the contract but their installation has been suspended by the Project Manager.

23.3 Additional expenses incurred in connection with such protective measure shall be added to the contract price. The Contractor shall not be paid any additional expenses if the suspension is:

- a) dealt with differently in the contract; or
- b) necessary by reason of normal climatic conditions at the place of acceptance; or
- c) necessary owing to some default of the Contractor; or
- d) necessary for the safety or the proper execution of the contract or any part thereof insofar as such necessity does not arise from any act or default by the Project Manager or the Contracting Authority.

23.4 The Contractor shall not be entitled to such additions to the contract price unless he notifies the Project Manager, within 30 days of receiving the order to suspend progress of delivery, of his intention to make a claim for them.

23.5 The Project Manager, after consultation with the Contracting Authority and the

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Contractor, shall determine such extra payment and/or extension of the period of performance to be made to the Contractor in respect of such claim as shall, in the opinion of the Project Manager, be fair and reasonable.

- 23.6** If the period of suspension exceeds 180 days, and the suspension is not due to the Contractor's default, the Contractor may, by notice to the Project Manager, request to proceed with the supplies within 30 days, or terminate the contract.
- 23.7** Where the award procedure or performance of the contract is vitiated by substantial errors or irregularities or by fraud, the Contracting Authority shall suspend performance of the contract. Where such errors, irregularities or fraud are attributable to the Contractor, the Contracting Authority may also refuse to make payments or may recover monies already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The purpose of suspending the contract shall be to verify whether presumed substantial errors and irregularities or fraud have actually occurred. If they are not confirmed, performance of the contract shall resume as soon as possible. A substantial error or irregularity shall be any infringement of a contract or regulatory provision resulting from an act or an omission that causes or might cause a loss to the Community budget.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

MATERIALS AND WORKMANSHIP

Article 24 Quality of supplies

- 24.1** The supplies must in all respects satisfy the technical specifications laid down in the contract and conform in all respects to the drawings, surveys, models, samples, patterns and other requirements in the contract, which must be held at the disposal of the Contracting Authority or the Project Manager for the purposes of identification throughout the period of performance.
- 24.2** Any preliminary technical acceptance stipulated in the Special Conditions should be the subject of a request sent by the Contractor to the Project Manager. The request shall specify the materials, items and samples submitted for such acceptance according to the contract and indicate the lot number and the place where acceptance is to take place, as appropriate. The materials, items and samples specified in the request must be certified by the Project Manager as meeting the requirements for such acceptance prior to their incorporation in the supplies.
- 24.3** Even if materials or items to be incorporated in the supplies or in the manufacture of components to be supplied have been technically accepted in this way, they may still be rejected if a further examination reveals defects or faults, in which case they must immediately be replaced by the Contractor. The Contractor may be given the opportunity to repair and make good materials and items which have been rejected, but such materials and items will be accepted for incorporation in the supplies only if they have been repaired and made good to the satisfaction of the Project Manager.

Article 25 Inspection and testing

- 25.1** The Contractor shall ensure that the supplies are delivered to the place of acceptance in time to allow the Project Manager to proceed with acceptance of the supplies. The Contractor is deemed to have fully appreciated the difficulties which he might encounter in this respect, and he shall not be permitted to advance any grounds for delay.
- 25.2** The Project Manager shall be entitled, from time to time, to inspect, examine, measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Special Conditions.
- 25.3** For the purposes of such tests and inspections, the Contractor shall:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- a) provide the Project Manager, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
- b) agree, with the Project Manager, the time and place for tests;
- c) give the Project Manager access at all reasonable times to the place where the tests are to be carried out.

25.4 If the Project Manager is not present on the date agreed for tests, the Contractor may, unless otherwise instructed by the Project Manager, proceed with the tests, which shall be deemed to have been made in the Project Manager's presence. The Contractor shall immediately send duly certified copies of the test results to the Project Manager, who shall, if he has not attended the test, be bound by the test results.

25.5 When components and materials have passed the above-mentioned tests, the Project Manager shall notify the Contractor or endorse the Contractor's certificate to that effect.

25.6 If the Project Manager and the Contractor disagree on the test results, each shall state his views to the other within 15 days of such disagreement. The Project Manager or the Contractor may require such tests to be repeated on the same terms and conditions or, if either Party so requests, by an expert selected by common consent. All test reports shall be submitted to the Project Manager, who shall communicate the results of these tests without delay to the Contractor. The results of retesting shall be conclusive. The cost of retesting shall be borne by the Party whose views are proved wrong by the retesting.

25.7 In the performance of their duties, the Project Manager and any person authorised by him shall not disclose to unauthorised persons information concerning the undertaking's methods of manufacture and operation obtained through inspection and testing.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

PAYMENTS

Article 26 General principles

- 26.1** Payments shall be made in euro or national currency. The Special Conditions shall lay down the administrative or technical conditions governing payments of pre-financing, interim and/or final payments made in accordance with the General Conditions.
- 26.2** Payments due by the Contracting Authority shall be made to the bank account mentioned on the financial identification form completed by the Contractor. The same form, annexed to the payment request, must be used to report changes of bank account.
- 26.3** Sums due shall be paid within no more than 45 calendar days from the date on which an admissible payment request is registered by the competent department specified in the Special Conditions. The date of payment shall be the date on which the institution's account is debited. The payment request shall not be admissible if one or more essential requirements are not met.
- 26.4** The 45-day period may be suspended by notifying the Contractor that the payment request cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 30 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up payment request is registered.
- 26.5** The payments shall be made as follows:
- a)** 60% of the contract price after the signing of the contract, against provision of the performance guarantee and a security guaranteeing repayment in full of this pre-financing;
 - b)** 30% of the contract price following provisional acceptance of the supplies;
 - c)** 10% of the contract price, as payment of the balance outstanding, following final acceptance of the supplies. However, this payment of 10% may, if the Contractor so wishes, be made at the same time as the 30% instalment referred to in paragraph 26.5.b if the Contractor provides a security guaranteeing repayment of the full amount of the 10% balance. The security shall be released within 60 days of the final acceptance of the supplies.
- 26.6** Where only part of the supplies have been delivered, the 30% payment due following partial provisional acceptance shall be calculated on the value of the

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

supplies which have actually been accepted and the security shall be released accordingly.

- 26.7** For supplies not covered by a warranty period, the payments listed above shall be aggregated. The conditions to which the payments of pre-financing, interim and/or final payments are subject, shall be as stated in the Special Conditions.
- 26.8** The payment obligations of the EC under this Contract shall cease at most 18 months after the end of the period of execution of the tasks, unless the Contract is terminated in accordance with these General Conditions.
- 26.9** Unless otherwise stipulated in the Special Conditions, contracts shall be at fixed prices, which shall not be revised.
- 26.10** The Contractor undertakes to repay any amounts paid in excess of the final amount due to the Contracting Authority within 45 days of receiving a request to do so. Should the Contractor fail to make repayment within the deadline set by the Contracting Authority, the Contracting Authority may (unless the Contractor is a government department or public body of a Member State of the Community) increase the amounts due by adding interest:

- at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country;

- at the rate applied by the European Central Bank to its main refinancing transactions in euro where payments are in euro,

on the first day of the month in which the time-limit expired, plus three and a half percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline set by the Contracting Authority (exclusive), and the date on which payment is actually made (inclusive). Any partial payments shall first cover the interest thus established.

Amounts to be repaid to the Contracting Authority may be offset against amounts of any kind due to the Contractor. This shall not affect the Parties' right to agree on payment in instalments. Bank charges incurred by the repayment of amounts due to the Contracting Authority shall be borne entirely by the Contractor.

Article 27 Payment to third parties

- 27.1** Orders for payments to third parties may be carried out only after an assignment made in accordance with Article 5. The Contracting Authority shall be notified of the assignment.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 27.2** Notification of beneficiaries of the assignment shall be the sole responsibility of the Contractor.
- 27.3** In the event of a legally binding attachment of the property of the Contractor affecting payments due to him under the contract, and without prejudice to the time limit laid down in the Special Conditions, the Contracting Authority shall have 30 days, starting from the day on which it receives notification of the definitive lifting of the obstacle to payment, to resume payments to the Contractor.

Article 28 Delayed payments

28.1 The Contracting Authority shall pay the Contractor sums due within 45 days of the date on which an admissible payment is registered, in accordance with Article 43 of these General Conditions. This period shall begin to run from the approval of these documents by the competent department referred to in Article 43 of the Special Conditions. These documents shall be approved either expressly or tacitly, in the absence of any written reaction in the 45 days following their receipt accompanied by the requisite documents.

28.2 Once the deadline laid down in Article 28.1 has expired, the Contractor may, within two months of late payment, claim late-payment interest:

- at the rediscount rate applied by the issuing institution of the country of the Contracting Authority where payments are in national currency;
- at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, where payments are in euro,

on the first day of the month in which the deadline expired, plus seven percentage points. The late-payment interest shall apply to the time which elapses between the date of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive).

28.3 Any default in payment of more than 90 days from the expiry of the period laid down in Article 28.1 shall entitle the Contractor either not to perform the contract or to terminate it, with 30 days' prior notice to the Contracting Authority and the Project Manager.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ACCEPTANCE AND MAINTENANCE

Article 29 Delivery

- 29.1** The Contractor shall deliver the supplies in accordance with the conditions of the contract. The supplies shall be at the risk of the Contractor until their provisional acceptance.
- 29.2** The Contractor shall provide such packaging of supplies as is required to prevent their damage or deterioration in transit to their destination as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation during transit and open storage. Package size and weight shall take into consideration, where appropriate, the remoteness of the final destination of the supplies, and the possible absence of heavy handling facilities at all points in transit.
- 29.3** The packaging, marking and documentation inside and outside the packages shall comply with such requirements as shall be expressly provided for in the Special Conditions, subject to any variations subsequently ordered by the Project Manager.
- 29.4** No supplies shall be shipped or delivered to the place of acceptance until the Contractor has received a delivery order from the Project Manager. The Contractor shall be responsible for the delivery at the place of acceptance of all supplies and supplier's equipment required for the purpose of the contract. If the Project Manager fails either to issue the certificate of provisional acceptance or to reject the Contractor's application within the period of 30 days, he shall be deemed to have issued the certificate on the last day of that period.
- 29.5** Each delivery must be accompanied by a statement drawn up by the Contractor. This statement shall be as specified in the Special Conditions.
- 29.6** Each package shall be clearly marked in accordance with the Special Conditions.
- 29.7** Delivery shall be deemed to have been made when there is written evidence available to both Parties that delivery of the supplies has taken place in accordance with the terms of the contract, and the invoice(s) and all such other documentation specified in the Special Conditions, have been submitted to the Contracting Authority. Where the supplies are delivered to an establishment of the Contracting Authority, the latter shall bear the responsibility of bailee, in accordance with the requirements of the law applicable to the contract, during the time which elapses between delivery for storage and acceptance.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 30 Verification operations

- 30.1** The supplies shall not be accepted until the prescribed verifications and tests have been carried out at the expense of the Contractor. The inspections and tests may be conducted before shipment, at the point of delivery and/or at the final destination of the goods.
- 30.2** The Project Manager shall, during the progress of the delivery of the supplies and before the supplies are taken over, have the power to order or decide:
- a) the removal from the place of acceptance, within such time or times as may be specified in the order, of any supplies which, in the opinion of the Project Manager, are not in accordance with the contract;
 - b) their replacement with proper and suitable supplies;
 - c) the removal and proper re-installation, notwithstanding any previous test thereof or interim payment therefor, of any installation which in respect of materials, workmanship or design for which the Contractor is responsible, is not, in the opinion of the Project Manager, in accordance with the contract;
 - d) that any work done or goods supplied or materials used by the Contractor is or are not in accordance with the contract, or that the supplies or any portion thereof do not fulfil the requirements of the contract.
- 30.3** The Contractor shall, with all speed and at his own expense, make good the defects so specified. If the Contractor does not comply with such order, the Contracting Authority shall be entitled to employ other persons to carry out the orders and all expenses consequent thereon or incidental thereto shall be deducted by the Contracting Authority from any monies due or which may become due to the Contractor.
- 30.4** Supplies which are not of the required quality shall be rejected. A special mark may be applied to the rejected supplies. This shall not be such as to alter them or affect their commercial value. Rejected supplies shall be removed by the Contractor from the place of acceptance, if the Project Manager so requires, within a period which the Project Manager shall specify, failing which they shall be removed as of right at the expense and risk of the Contractor. Any works incorporating rejected materials shall be rejected.
- 30.5** The provisions of Article 30 shall not affect the right of the Contracting Authority to claim under Article 21, nor shall it in any way release the Contractor from any warranty or other obligations under the contract.

Article 31 Provisional acceptance

- 31.1** The supplies shall be taken over by the Contracting Authority when they have been

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

delivered in accordance with the contract, have satisfactorily passed the required tests, or have been commissioned as the case may be, and a certificate of provisional acceptance has been issued or is deemed to have been issued.

31.2 The Contractor may apply, by notice to the Project Manager, for a certificate of provisional acceptance when supplies are ready for provisional acceptance. The Project Manager shall within 30 days of receipt of the Contractor's application either:

- issue the certificate of provisional acceptance to the Contractor with a copy to the Contracting Authority stating, where appropriate, his reservations, and, inter alia, the date on which, in his opinion, the supplies were completed in accordance with the contract and ready for provisional acceptance; or
- reject the application, giving his reasons and specifying the action which, in his opinion, is required of the Contractor for the certificate to be issued.

31.3 Should exceptional circumstances make it impossible to proceed with the acceptance of the supplies during the period fixed for provisional or final acceptance, a statement certifying such impossibility shall be drawn up by the Project Manager after consultation, where possible, with the Contractor. The certificate of acceptance or rejection shall be drawn up within 30 days following the date on which such impossibility ceases to exist. The Contractor shall not invoke these circumstances in order to avoid the obligation of presenting the supplies in a state suitable for acceptance.

31.4 If the Project Manager fails either to issue the certificate of provisional acceptance or to reject the supplies within the period of 30 days, he shall be deemed to have issued the certificate on the last day of that period, except where the certificate of provisional acceptance is deemed to constitute a certificate of final acceptance. In this case, Article 34.2 below does not apply. If the supplies are divided by the contract into lots, the Contractor shall be entitled to apply for a separate certificate for each lot.

31.5 In case of partial delivery, the Contracting Authority reserves the right to give partial provisional acceptance.

31.6 Upon provisional acceptance of the supplies, the Contractor shall dismantle and remove temporary structures and materials no longer required for use in connection with the performance of the contract. He shall also remove any litter or obstruction and redress any change in the condition of the place of acceptance as required by the contract.

Article 32 Warranty obligations

32.1 The Contractor shall warrant that the supplies are new, unused, of the most recent

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

models and incorporate all recent improvements in design and materials, unless otherwise provided in the contract. The Contractor shall further warrant that all supplies shall have no defect arising from design, materials or workmanship, except insofar as the design or materials are required by the specifications, or from any act or omission, that may develop under use of the supplies in the conditions obtaining in the country of the Contracting Authority. This warranty shall remain valid as specified in the Special Conditions.

32.2 The Contractor shall be responsible for making good any defect in, or damage to, any part of the supplies which may appear or occur during the warranty period and which:

- a) results from the use of defective materials, faulty workmanship or design of the Contractor; or
- b) results from any act or omission of the Contractor during the warranty period; or
- c) appears in the course of an inspection made by, or on behalf of, the Contracting Authority.

32.3 The Contractor shall at his own cost make good the defect or damage as soon as practicable. The warranty period for all items replaced or repaired shall recommence from the date on which the replacement or repair was made to the satisfaction of the Project Manager. If the contract provides for partial acceptance, the warranty period shall be extended only for the part of the supplies affected by the replacement or repair.

32.4 If any such defect appears or such damage occurs during the warranty period, the Contracting Authority or the Project Manager shall notify the Contractor. If the Contractor fails to remedy a defect or damage within the time limit stipulated in the notification, the Contracting Authority may:

- a) remedy the defect or the damage itself, or employ someone else to carry out the work at the Contractor's risk and cost, in which case the costs incurred by the Contracting Authority shall be deducted from monies due to or guarantees held against the Contractor or from both; or
- b) terminate the contract.

32.5 In emergencies, where the Contractor cannot be reached immediately or, having been reached, is unable to take the measures required, the Contracting Authority or the Project Manager may have the work carried out at the expense of the Contractor. The Contracting Authority or the Project Manager shall as soon as practicable inform the Contractor of the action taken.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

32.6 The maintenance obligations shall be stipulated in the Special Conditions and technical specifications. If the duration of the warranty period is not specified, it shall be 365 days. The warranty period shall commence on the date of provisional acceptance and may recommence in accordance with Article 32.3.

Article 33 After-sales service

An after-sales service, if required by the contract, shall be provided in accordance with the details stipulated in the Special Conditions. The Contractor shall undertake to carry out or have carried out the maintenance and repair of supplies and to provide a rapid supply of spare parts. The Special Conditions may specify that the Contractor must provide any or all of the following materials, notifications and documents pertaining to spare parts manufactured or distributed by the Contractor:

a) such spare parts as the Contracting Authority may choose to purchase from the Contractor, it being understood that this choice shall not release the Contractor from any warranty obligations under the contract;

b) in the event of termination of production of the spare parts, advance notification to the Contracting Authority to allow it to procure the parts required and, following such termination, provision at no cost to the Contracting Authority of the blueprints, drawings and specifications of the spare parts, if and when requested.

Article 34 Final acceptance

34.1 Upon expiry of the warranty period or, where there is more than one such period, upon expiry of the latest period, and when all defects or damage have been rectified, the Project Manager shall issue the Contractor a final acceptance certificate, with a copy to the Contracting Authority, stating the date on which the Contractor completed his obligations under the contract to the Project Manager's satisfaction. The final acceptance certificate shall be issued by the Project Manager within 30 days of the expiry of the warranty period or as soon as any repairs ordered under Article 32 have been completed to the satisfaction of the Project Manager.

34.2 The contract shall not be considered to have been performed in full until the final acceptance certificate has been signed or is deemed to have been signed by the Project Manager.

34.3 Notwithstanding the issue of the final acceptance certificate, the Contractor and the Contracting Authority shall remain liable for the fulfilment of any obligation incurred under the contract prior to the issue of the final acceptance certificate which remains unperformed at the time that final acceptance certificate is issued. The nature and extent of any such obligation shall be determined by reference to the provisions of the contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

BREACH OF CONTRACT AND TERMINATION

Article 35 Breach of contract

35.1 A Party shall be in a breach of contract if it fails to discharge any of its obligations under the contract.

35.2 Where a breach of contract occurs, the injured Party shall be entitled to the following remedies:

- a) damages; and/or
- b) termination of the contract.

35.3 In addition to the above-mentioned measures, damages may be awarded. They may be either:

- a) general damages; or
- b) liquidated damages.

The amount and procedures for these damages shall be laid down in the Special Conditions.

35.4 Recovery of damages, disbursements or expenses resulting from the application of measures provided for in this Article shall be effected by deduction from the sums due to the Contractor, from the deposit, or by payment under the guarantee.

Article 36 Termination by the Contracting Authority

36.1 The Contracting Authority may, after giving the Contractor seven days' notice, terminate the contract in any of the following cases:

- a) the Contractor substantially fails to perform his obligations under this contract;
- b) the Contractor fails to comply within a reasonable time with a notice given by the Project Manager requiring him to make good any neglect or failure to perform his obligations under the contract which seriously affects the proper and timely performance of the works;
- c) the Contractor refuses or neglects to carry out administrative orders given by the Project Manager;

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- d) the Contractor assigns the contract or subcontracts without the authorisation of the Contracting Authority;
- e) the Contractor is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- f) the Contractor has been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- g) the Contractor has been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- h) the Contractor has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- i) the Contractor, following another procurement procedure or grant award procedure financed by the Community budget, has been declared to be in serious breach of contract for failure to perform its contractual obligations;
- j) any organisational modification occurs involving a change in the legal personality, nature or control of the Contractor, unless such modification is recorded in an addendum to the contract;
- k) any other legal disability hindering performance of the contract occurs;
- l) the Contractor fails to provide the required guarantee or insurance, or if the person providing the earlier guarantee or insurance required under the present contract is not able to abide by his commitments.

36.2 Termination shall be without prejudice to any other rights or powers of the Contracting Authority and the Contractor under the contract. The Contracting Authority may, thereafter, conclude any other contract with a third party on behalf of the Contractor. The Contractor's liability for delay in completion shall immediately cease upon termination without prejudice to any liability thereunder that may already have occurred.

36.3 The Project Manager shall, upon the issue of the notice of termination of the contract, instruct the Contractor to take immediate steps to bring the execution of the supplies to a close in a prompt and orderly manner and to reduce expenditure to a minimum.

36.4 In the event of termination, the Project Manager shall, as soon as possible and in the presence of the Contractor or his representatives or having duly summoned

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

them, draw up a report on the supplies delivered and the work performed and take an inventory of the materials supplied and unused. A statement shall also be drawn up of monies due to the Contractor and of monies owed by the Contractor to the Contracting Authority as at the date of termination of the contract.

- 36.5** The Contracting Authority shall not be obliged to make any further payments to the Contractor until the supplies are completed, whereupon the Contracting Authority shall be entitled to recover from the Contractor the extra costs, if any, of providing the supplies or shall pay any balance due to the Contractor prior to the termination of the contract.
- 36.6** If the Contracting Authority terminates the contract it shall be entitled to recover from the Contractor any loss it has suffered under the contractual conditions set out in Article 2 of the Special Conditions.
- 36.7** This contract shall be automatically terminated if it has given risen to no payment in the three years following its signing.

Article 37 Termination by the Contractor

- 37.1** The Contractor may, after giving 14 days notice to the Contracting Authority, terminate the contract if the Contracting Authority:
- fails to pay the Contractor the amounts due under any certificate issued by the Project Manager after the expiry of the deadline stated in the Special Conditions;
 - consistently fails to meet its obligations after repeated reminders; or
 - suspends the delivery of the supplies, or any part thereof, for more than 180 days, for reasons not specified in the contract or not attributable to the Contractor.
- 37.2** Termination shall be without prejudice to any other rights or powers under the contract of the Contracting Authority and the Contractor.
- 37.3** In the event of such termination, the Contracting Authority shall pay the Contractor for any loss or damage the Contractor may have suffered.

Article 38 Force majeure

- 38.1** Neither Party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any event of force majeure arising after the date of notification of award or the date when the contract becomes effective, whichever is the earlier.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 38.2** For the purposes of this Article, the term "force majeure" means acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar unforeseeable events which are beyond the Parties' control and cannot be overcome by due diligence.
- 38.3** Notwithstanding the provisions of Articles 21 and 36, the Contractor shall not be liable to forfeiture of his performance guarantee, liquidated damages or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. Nor, notwithstanding the provisions of Articles 28 and 37, shall the Contracting Authority be liable for the payment of interest on delayed payments, for non-performance or for termination by the Contractor for default if, and to the extent that, the Contracting Authority's delay or other failure to perform its obligations is the result of force majeure.
- 38.4** If either Party considers that any circumstances of force majeure have occurred which may affect performance of its obligations, it shall promptly notify the other Party and the Project Manager, giving details of the nature, the probable duration and the likely effect of the circumstances. Unless otherwise directed by the Project Manager in writing, the Contractor shall continue to perform his obligations under the contract as far as is reasonably practicable, and shall employ every reasonable alternative means to perform any obligations that the event of force majeure does not prevent him from performing. The Contractor shall not employ such alternative means unless directed to do so by the Project Manager.
- 38.5** If the Contractor incurs additional costs in complying with the Project Manager's directions or using alternative means under Article 38.4, the amount thereof shall be certified by the Project Manager.
- 38.6** If circumstances of force majeure have occurred and continue for a period of 180 days then, notwithstanding any extension of time for completion of the contract that the Contractor may by reason thereof have been granted, either Party shall be entitled to serve the other with 30 days' notice to terminate the contract. If, on the expiry of the period of 30 days, the situation of force majeure still applies, the contract shall be terminated and, by virtue of the law governing the contract, the Parties shall be released from further performance of the contract.

Article 39 Death

- 39.1** Where the Contractor is a natural person, the contract shall be automatically terminated if that person dies. However, the Contracting Authority shall examine any proposal made by the heirs or beneficiaries if they have notified their wish to continue the contract. The decision of the Contracting Authority shall be notified to

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

those concerned within 30 days of receipt of such proposal.

- 39.2** Where the Contractor consists of a number of natural persons and one or more of them die, a report shall be agreed between the Parties on the progress of the contract, and the Contracting Authority shall decide whether to terminate or continue the contract in accordance with the undertaking given by the survivors and by the heirs or beneficiaries, as the case may be.
- 39.3** In the cases provided for in Articles 39.1 and 39.2, persons offering to continue to perform the contract shall notify the Contracting Authority thereof within 15 days of the date of decease.
- 39.4** Such persons shall be jointly and severally liable for the proper performance of the contract to the same extent as the original Contractor. Continuation of the contract shall be subject to the rules relating to establishment of the guarantee provided for in Article 11.

DISPUTE SETTLEMENT

Article 40 Amicable dispute settlement

- 40.1** The Parties shall make every effort to settle amicably any dispute which may arise between them. Once a dispute has arisen, the Parties shall notify each other in writing of their positions on the dispute and any solution which they consider possible. If either Party deems it useful, the Parties shall meet and try and settle the dispute. A Party shall respond to a request for amicable settlement within 30 days of such a request. The maximum period laid down for reaching such a settlement shall be 120 days from the commencement of the procedure. Should the attempt to reach an amicable settlement fail or a Party fail to respond in time to requests for a settlement, either Party shall be free to proceed to the next stage of the dispute-settlement procedure by notifying the other.
- 40.2** If the amicable dispute-settlement procedure fails, the Parties may, in the case of decentralised contracts, agree to try conciliation through the European Commission. If no settlement is reached within 120 days of the start of the conciliation procedure, each Party shall be entitled to move on to the next state of the dispute-settlement procedure.

Article 41 Dispute settlement by litigation

If no settlement is reached within 120 days of the start of the amicable dispute-settlement procedure, each Party may seek:

- a) either a ruling from a national court
- b) or an arbitration ruling

in accordance with the Special Conditions of this contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ETHICS CLAUSES

Article 42 Ethics clauses

- 42.1** Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall lead to the rejection of his candidacy or tender.
- 42.2** Without the Contracting Authority's prior written authorisation, a Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project.
- 42.3** This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 42.4** When putting forward a candidacy or tender, the candidate or tenderer shall declare that he is affected by no potential conflict of interest and has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the Contractor must immediately inform the Contracting Authority.
- 42.5** The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He shall refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.
- 42.6** For the duration of the contract the Contractor and his staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state.
- 42.7** The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.
- 42.8** The Contractor and his staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential.
- 42.9** The contract shall govern the Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 42.10** The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the Contracting Authority may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 42.11** The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- 42.12** Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- 42.13** The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

Article 43 Administrative and financial penalties

- 43.1** Without prejudice to the application of penalties laid down in the contract, a Contractor who has been guilty of making false declarations or has been found to have seriously failed to meet his contractual obligations in an earlier procurement procedure shall be excluded from all contracts and grants financed by the Community budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the Contractor. The Contractor may present his arguments against this penalty within 30 days of notification of the penalty by registered letter with acknowledgement of receipt or any equivalent means. In the absence of any reaction on the part of the Contractor, or of withdrawal of the penalty by the Commission within 30 days of receipt of the Contractor's arguments against it, the decision imposing the penalty shall become enforceable. That period may be increased to three years in the event of a repeat offence within five years of the first infringement.
- 43.2** If the Contractor is found to have seriously failed to meet its contractual obligations, it shall incur financial penalties representing 10% of the total value of the contract in question. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Article 44 Checks and audits by Community bodies

- 44.1** The Contractor will allow the European Commission, the European Anti-Fraud Office and the European Court of Auditors to verify, by examining the documents or by means of on-the-spot checks, the implementation of the project and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the project. These inspections may take place up to 7 years after the final payment.
- 44.2** Furthermore, the Contractor will allow the European Anti-Fraud Office to carry out checks and verification on the spot in accordance with the procedures set out in the European Community legislation for the protection of the financial interests of the European Communities against fraud and other irregularities.
- 44.3** To this end, the Contractor undertakes to give appropriate access to staff or agents of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to the sites and locations at which the Contract is carried out, including its information systems, as well as all documents and databases concerning the technical and financial management of the project and to take all steps to facilitate their work. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents must be easily accessible and filed so as to facilitate their examination and the Consultant must inform the Contracting Authority of their precise location.
- 44.4** The Contractor guarantees that the rights of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors to carry out audits, checks and verification will be equally applicable, under the same conditions and according to the same rules as those set out in this Article, to any sub-contractor or any other party benefiting from EC funds.

ANNEX II : TECHNICAL SPECIFICATIONS

Part 1 - to be specified by the Contracting Authority in the tender dossier

National Drug Monitoring Center, Ministry of the Interior, Ankara Turkey

Publication Reference : EuropeAid116370/D/S/TR

INTRODUCTION

The Turkish International Academy Against Drugs and Organized Crime (TADOC) was designated as the National Focal Point for contacts with the EMCDDA. This decision is solely based on practical considerations.

The development of an efficient national network and data collection system is considered necessary for effective participation in the activities of the EMCDDA. In order to set up such a network with the EMCDDA for exchanging data which is reliable and realistic, the National Focal Point needs to have a computer network infrastructure, office equipment as well as trained personnel.

This supply tender document defines the terms of procurement for the computer network infrastructure and office equipment the National Drug Monitoring Center/National Focal Point. It consists of provision of the following equipment given below:

(Successful tenderer is responsible for delivery, installation, putting in to operation, inspection, testing, training and warranty services of all equipments which are defined in Lot-1 and Lot-2):

Lot-1: Computer network equipment and necessary computer hardware and software
(servers, clients and peripherals)

Lot-2: Office Equipment

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

LOT N^o-1: Computer network equipment and necessary computer hardware and software (servers, clients and peripherals)

The following general conditions will be valid for all the equipment:

The unit(s) shall be provided complete with the necessary accessories and/or parts such as to ensure that the unit is a functionally operating apparatus, capable of being put to immediate use. The mentioned equipment has to be installed in the headquarters (ANKARA) and 19 country offices in regions as written in attached (Appendix – I).

The type of the supplied current in Turkey is 220 V / 50 Hz (mono-phase) 380 V / 50 Hz (line to line + neutral). All the equipment to be supplied must be protected against electrical fluctuations. All plugs of all the supplied equipment have to fit the installed DIN type electrical outlets.

For all of the hardware equipment offered for lot-1, FCC or TUV or CE Mark or equivalent certifications will be required.

In Lot-1 the following equipment will be supplied with the given quantities:

Article	Description	Quantity
1	Server Machines and Related Software	2
2	Firewall (Firewall Hardware)	1
3	Server Machine UPS 6KVA	1
4	Routers	1
5	Client Machines and Related Software (PCs)	27
6	Headquarter's PCs	5
7	Notebooks and Related Software	7
8	Colour Laser Printers	4
9	Tape backup Units	1
10	Switch	1
11	Statistics Software (2 Users)	1
12	CD Copier and CD Print Unit	1
13	Network Storage Unit	1

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

A. Equipment and Software

1.1. Server Machines and Related Software

Two (2) server machines are provided in this tender. The softwares are provided for the internet server, the local server and firewall server(It classify as Firewall Server but it is not in same class with internet and local servers it is a firewall hardware machine and named as firewall server). Minimum server hardware configurations for all servers are summarised below.

General Specifications

- **With all these servers (Local and Internet server) an Internet Service Provider (ADSL) connection which is 2 Mbit (two Megabit) is provided by the tenderer firm. This Internet Service Provider (ADSL) connection package period is at least 1 (one) year not exceeding 30.10.2005.**
- **A modem is given which is compatible and suitable for working with this 2 Mbit ADSL connection**
- The operating system is Windows XP for 30 users with CAL(Client Access License) in the latest version. All documentation and original kit with CD ROM for the W2K Server and for each server should be provided by tenderer firm.
- Software are delivered together with Servers and Client Machines.
- For each computer hardware driver for Windows XP is supplied.
- **With each computer 5 m. Cat5 UTP patch Cable is supplied.**

1.1.1 Server Machines Hardware (For Internet and Local Server)

The **minimum** configurations are summarized below for both **Local Server** and **Internet server**:

Processor	Two Xeon 2.8GHz clock speed, 512KB cache, 400MHz internal speed, (with fan)
Main Board	533MHz bus speed, PS/2 keyboard, PS/2 mouse, 1 serial port, 2 USB port, VGA port. 6 PCI slot.
Memory	2GB DDR ECC RAM, 400 MHz (Max.12GB)
Disk Drives	Hard Disk: 2 unit 72GB, 1000rpm, SCSI U320 (Max 6HDD), dual channel U320 SCSI controller, hot plug, Split table

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	backplane 48X CDROM Drive 1.44" Floppy Disk Drive. Driver and software are available for the proposed system.
Graphics Card	8MB RAM. Work at VGA, SVGA and VESA/VGA modes.
Monitor	15 inch CRT, 1024x768/ 60 Hz, 0.28mm dot pitch, MPRII, Plug & Play, Energy administrative system,
Network Card	Two Network card Appropriate with 10/100 and 1000-T. 32 bit PCI Paralel tasking.
Ports	1 series, 1 parallel, 2 USB 2.0
Power Supply	300W + 300W(redundant) , 2 Hot-plug power supply.
Case, keyboard, mouse	1 item (each)

General:

1.1.2 Server Machines Software

All software will be English versions with Turkish language support. Licenses defined below (Microsoft Windows 98/XP/NT or equivalent license) logically indicate the price for the installation and use of a program on one machine. If the licensing policy of the manufacturer is different then the contractor will explain his pricing in detail for 2 servers and 30 **local network users (server access)**.

A) Internet Server includes following server software and licenses:

The operating system should be Windows 2000 and Windows XP or equivalent for all servers. The operating system should have 30 Client Access License. The latest service packs should be installed.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Licences:

All driver software is given in original CD.

- a) Operating system. **1 license.**
- b) Electronic mail server that will provide electronic mailing service. **1 license.**
- c) Anti-virus software, that will provide virus checking on the internet server machine for incoming and outgoing e-mail messages and files. Weekly updates for virus list are available for two years after the provisional acceptance. **1 license.**

B) Local Server will include following server software and licenses:

The operating system should be Windows 2000 and Windows XP or equivalent Server. The operating system should have 30 Client Access License. The latest service packs should be installed.

All driver software should be given in original CD

Licences:

- a) Network Operating system that will enable a domain account system for users and will provide authentication, authorization and auditing functions and services (printing, document sharing, local intranet, etc) on those local area network accounts. This software will be fully interoperable with an operating system like Microsoft XP Professional and Microsoft 2000 or equivalent systems. **1 license.**
- b) Anti-virus software, which will provide periodical virus checking and cleaning on hard disk. Weekly automatic updates for virus list are available for two years after the provisional acceptance. **1 license.**

1.2 Firewall Server

Firewall will include following software and licenses: (This software will provide; security against attacks (hackers, intruders, etc.) from internet and will increase internet access speed using caching algorithms.)

Minimum Features are listed below

Memory	512 MB
Processor	Celeron 2.0 GHZ
Data Speed	Throughput Stateful: 200 Mbps, Full Inspection: 95 Mbps
Other Functions	Dedicated Server,

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	<p>55 different type of attack defined,</p> <p>110 VPN applications supply, Site-to-Site, Client-to-Site</p> <p>DES, 3DES and AES algorithm supply,</p> <p>64000 Session supply,</p> <p>6 x 10/100 Base-T Fast Ethernet</p> <p>Security and networking services including Network Address Translation (NAT). & PAT</p> <p>Remote configuration, monitoring and troubleshooting feature.</p> <p>Full Inspection</p> <p>All installation accessories.</p>
--	---

Licences:

- a) Operating System. **1 license.**
- b) Firewall software, capable of performing (but not limited to):
 - packet / port filtering,
 - intrusion detection and logging
 - network address translation,
 - De-Militarised Zone (DMZ),
 - Virtual Private Networking (VPN),
 - access control and caching for internet connections. **1 license.**
- c) Anti-virus software, that will provide virus checking on the open ports for incoming packets. Weekly updates for virus list are available for two years after the provisional acceptance. **1 license.**

1.3 Server Machines UPS

In this system, only two server machines, storage, network switch(es), and existing internet router (Cable Access Router) are directly connected to UPS line. All the equipment is installed in the systems room and no additional UPS wiring is planned. UPS is must be at least 6 KVA.

Some features:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 1.3.1 Availability for office usage,
- 1.3.2 Drive the equipment for 50 minutes during power breakdown,
- 1.3.3 System is equipped with full sinusoidal output; micro-processor controlled; true On-Line with automatic voltage regulation
- 1.3.4 High voltage protection, short-circuit and peaks protection available
Lead-acid batteries
- 1.3.5 Controllable thru RS-232 serial port; controlling the environmental conditions and automatically shuts-downs operating systems through its management software
- 1.3.6 Supported systems Novell, Windows NT server, Windows 95 and 98.
- 1.3.7 Management software comes free-of-charge
- 1.3.8 UPS remotely monitored and controlled through SNMP or web with a static IP address feature available.
- 1.3.9 Systems output are 6kVA=6KW. Output power factor is 1, kVA bears same value as KW.
- 1.3.10 UPS AC/AC efficiency at full load is %91.
- 1.3.11 Storage temperature is between 0 C to +40 C.
- 1.3.12 Acoustic noise is lower than 46dB(A).
- 1.3.13 The UPS system complies EN50091-1 and EN50091-2.
- 1.3.14 The contractor proposes its ups solution considering its own network solution and existing system equipment.

1.4 Routers

The **minimum** configurations are summarised below.

- 1.4.1. 2 High Speed WAN Interface
- 1.4.2. 1 10/100 Ethernet Interface
- 1.4.3. 2 V-35 Cable
- 1.4.4. IOS IP Feature Set 70.000 packet per second performance,
- 1.4.5. 64 MB DRAM
- 1.4.6. 32 MB Flash Memory

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

1.5 Client Machines and Related Software (PCs)

General Specifications

- Clients cooling system changes the speed depending on the system heat, if the system heat does not raise, it will slow down the fans for minimum noise. In addition, the clients are observed via the network by the software with working with SNMP and DMI standards, which cards are being used, hard disk usage capacity, plugged memory modules. The errors on the hard disc are reported by the S.M.A.R.T. (Self Monitoring and Reporting Technology) to the system administrator. With the same method, fan errors are reported to the system administrator via the network.

The **minimum** configurations are summarized below.

Parameter	Characteristics
Processor	Pentium 4 or equivalent 2,4 GHz
	512 KB cache, 800 MHz internal speed
Main board	Internal bus FSB 533 MHz
	Chipset type Intel 865[G] or equivalent
Internal bus	PCI / AGP
RAM	512 MB DDR SDRAM, 400 MHz
Hard Drive	40 GB, 7200 rpm, UDMA 100 8MB cache,
Video	AGP or onboard
	64MB RAM
Sound Card	Integrated 16bit
Loud Speaker	2
Network adapter and Modem	10/100/1000 Mbit Ethernet, 56K Modem
CD-ROM	CD 48x
FDD	1,44MB, 3,5"
Keyboard	TR Win with PS2 or USB connector
Mouse	Type PS2 or USB with scroll-wheel
	Mouse pad

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Ports	1 AGP 8X, 2 PS/2 Port.
	6 x USB 2,0
Power supply	220V, 50Hz, Turkish plug
Chassis	ATX Tower
Operating system	MS Windows XP Pro. TR (licence and installation CD-ROM) with actual Service Pack pre-installed
	Drivers for: CD-ROM, Network adapter, and video adapter.
Monitor	Colour CRT 17"
	Plug & play
	Flat display
	Power save
	Without interleave including resolution 1024x768 and refresh rate 85 Hz
	Conforming TCO 99 regulations or higher
	OSD parameters adjustable: contrast, brightness, H-Centre and V-Centre, position, deformations: pincushion, pin balance, trapezoid, Parallelogram
Software	MS Office XP Pro. TR (licence and installation CD-ROM) or equivalent, antivirus
	WfM 2.0 or SNMP standards Management Software
Accessories	5 meters of Cat5 UTP patch cable.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

1.6 Headquarter (Ankara) PCs

General Specifications

- Clients cooling system will change the speed depending on the system heat, if the system temperature does not raise, it will slow down the fans for minimum noise. In addition, the clients are observed via the network by the software with working with SNMP and DMI standards, which cards are being used, hard disk usage capacity, plugged memory modules. The errors on the hard disk are reported by the S.M.A.R.T. (Self Monitoring and Reporting Technology) to the system administrator. With the same method, fan errors are reported to the system administrator via the network.

The **minimum** configurations are summarized below.

Parameter	Characteristics
Processor	Pentium 4 or equivalent 3,0 GHz
	512 KB cache, 800 MHz internal speed
Main board	Internal bus FSB 533 MHz
	Chipset type Intel 865[G] or equivalent
Internal bus	PCI / AGP
RAM	1024 MB DDR SDRAM, 400 MHz
Hard Drive	80 GB, 7200 rpm, UDMA 100 8MB cache,
	Serial ATA
Video	AGP
	128MB RAM
Sound Card	5.1 supply sound card
Loud Speaker	5+1 System
Network adapter and Modem	10/100/1000 Mbit Ethernet, 56K Modem
CD-ROM	CD-RW
	24x / 10x /48x (W / RW / R)
FDD	1,44MB, 3,5"
Keyboard	TR Win with PS2 or USB connector

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Mouse	Type PS2 or USB with scroll-wheel
	Mouse pad
I/O slots	3 PCI, 1 AGP
Ports	1 AGP 8X, 2 PS/2 Port.
	6 x USB 2,0
Power supply	220V, 50Hz, Turkish plug
Chassis	ATX Tower or Micro Tower
Operating system	MS Windows XP Pro. TR (licence and installation CD-ROM) with actual Service Pack pre-installed
	Drivers for: CD-ROM, Network adapter, and video adapter.
Monitor	Colour CRT 17"
	Plug & play
	Flat display
	Power save
	Without interleave including resolution 1024x768 and refresh rate 85 Hz
	Conforming TCO 99 regulations or higher
	OSD parameters adjustable: contrast, brightness, H-Centre and V-Centre, position, deformations: pincushion, pin balance, trapezoid, Parallelogram
Software	MS Office XP Pro. TR (licence and installation CD-ROM) , antivirus
	WfM 2.0 or SNMP standards Management Software
Other	TV Card capturing MPEG ½ feature, composite and S-video input.
Accessories	5 meters of Cat5 UTP patch cable.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

1.7 Notebooks and Related Software

The **minimum** configurations are summarized below.

Parameter	Characteristics
Processor	Intel Mobile Pentium 4 or equivalent 2.0 GHz
RAM	512 MB
HDD	30GB, 7200 rpm
DVD/CD-RW	Internal Combo drive 8x/4x/24x CD-RW + 8x DVD, IDE, Included software (1 license) for CD recording and rewriting
FDD	1,44 MB, 3,5", internal
Screen	Colour TFT active matrix, min.15", LCD physical resolution 1024x768
Graphic Card	32 MB DDR RAM
External ports	25-pin parallel (printer) port
	15-pin port to external monitor
	USB 2.0 port
	PCMCIA – 1x type II
	1 x S-Video out, 1 x microphone in, 1 x headphone out
Modem	Integrated modem V90, 56Kb/s
Ethernet ports	On board, 10/100 Ethernet
Network	10/100 Base-T, 10/100 Mbit Ethernet
Sound Card	16-bits, built in two speakers and microphone
Power	Universal power supply 110-240V
Battery	Li-Ion, (min. 20 minutes of work at full capacity), 3 hours standby life.
Keyboard	Keyboard TR
Pointer	Touchpad or Stick
Software	MS Office XP Pro. TR (licence and installation CD-ROM) , antivirus
Operating system	MS Windows XP Pro. TR (licence and installation CD-ROM)
Weight	Maximum 3.4 kg
Accessories	Mobile case for transport with separated places for notebook and power supplies

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

1.8 Colour Laser Printers

The **minimum** configurations are summarised below.

Parameter	Characteristics
Page Size	A4
Printing speed	16 pages per minute (monochrome)/ 16 pages per minute (color), up to 10ppm duplex
Resolution	600 dpi
Paper trays	Input tray 500 sheets, multipurpose tray 100 sheets , paper output 250 sheets face down tray
Memory	256 MB RAM,
Interfaces	USB + Paralel
Net Card	Internal, Ethernet 10/100 Mb/s, RJ-45
Display	LCD
Other	Must support Windows ME Pro, XP
Add. requirements	All cables necessary to connect the printer to computer (Power, USB, UTP)
Power supply	220V, 50Hz, Turkish plug

1.9 Tape backup Units

The **minimum** configurations are summarized below.

Type	External DLT 1 MB/sec sustained
Capacity	40 GB Native, Transfer Rate
Compatibility:	DDS-1, DDS-2, DDS-3 media recognition system cartridges

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Search Speed	40 seconds average file access for DDS-3
Port:	USB 2.0 (hot plug)
Consumables	DDS cleaning and DDS-3 24 GB data cartridge, 1 item (each)
Reliability	200.000 hours MTBF full capacity
Tape Backup Unit and related software	Driver and Software are available for the proposed operating system

1.10 Switch

The Contractor shall provide a Network Switch that will enable computer communication. The **minimum** features of the switch are summarized below:

1.10.1 The switch is chassis type

1.10.2 Switch(es) has a total minimum of 2 (two) 1000BASE-T and, 40 (forty) 100BASE-T ports that are directly connected to user machines,

1.10.3 Switch(es) is layer 3 type (for all ports),

1.10.4 Switch(es) supports IEEE standards : 802.3, 802.3z, 802.3ab, 802.1d, 802.1q, 802.3u

1.10.5 System back plane work non blocking when all ports are loaded,

1.10.6 All ports operate full duplex,

1.10.7 SNMP v1 And SNMP v2 and RMON are supported,

1.10.8 Bootp, Tftp, Telnet are supported,

1.10.9 RS232 console port access are available

1.10.10 LED indicators for power, links, network activity and faults.

1.10.11 IOS is kept updated whenever new versions are issued (for two year after provisional acceptance),

1.10.12 Installation and configuration software facility, enabling remote administration, are available (Note: An enterprise network/system management tool is not meant in this case. Rather, the switch has a software utility special to its own installation, configuration and remote administration),

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

All of the accessories (cable, connector, etc) for proper functioning of the device are provided by the successful tenderer.

- 1.10.13 There is no Hub or shared hardware.
- 1.10.14 There is 48 unit RJ-45 10/100Base-TX auto-sense port . (10/100 BASE-T)
- 1.10.15 There is at least 4 unit RMON group (History, Statistics, Alarms & Events)
- 1.10.16 Multicast filter.
- 1.10.17 Switch is stackable and all keys is manageable with only one IP address.
- 1.10.18 It has “QoS (Quality of Service)”support . Devices support 802.1P priority queuing standards.
- 1.10.19 IEEE 802.1Q VLAN trunking protocol is supported.
- 1.10.20 Discovery Protocol (CDP) is supported.
- 1.10.21 Throughput is over 6 million pps

1.11 Statistics Software

The **minimum** configurations are summarized below.

- 1.11.1 All these modules are licensed for 2 users.
- 1.11.2 Must include BASE, ADVANCED MODEL, TABLES,REGRESSION MODEL., CATEGORIES.
- 1.11.3 The software should have %100 Microsoft Windows interface
- 1.11.4 The software should work with Windows 98/NT 4.0/ 2000/Me/XP operating systems.
- 1.11.5 The software should have data editor in the form of electronic table.
- 1.11.6 The software should view of data and definition of variables.
- 1.11.7 The software should use of unlimited number of variables and cases.
- 1.11.8 The software should have native access to database management systems including Oracle, SQL Server, DB2; additional access to any ODBC compliant sources using the Database Wizard and ability to use data without changing its format.
- 1.11.9 The software should use ODBC wizard to reach more than one table in the database at the same time. Ability to use queries for database connectivity; comments like: Open Database, New Query, Edit Query, Run Query
- 1.11.10 The software should have a “Text Wizard” and “Database Wizard”
- 1.11.11 The software should have “Cache Data” feature.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 1.11.12 The software should have “Copy Data Properties Tool”.
- 1.11.13 The software should have ‘Identify Duplicate Cases’ tool.
- 1.11.14 The software should have ‘Visual Bander’ tool, to create bands for continuous level data.
- 1.11.15 The software should have direct connectivity to ‘Excel, Lotus, dBase, text, .dat, .sav, .syd, .sys, .slk, .dbf, .sd7, .sd2, .xpt, ’ files and the ability to read and write to above mentioned files.
- 1.11.16 The software should have “Define variable properties”, “define dates”, “insert variable” “sort cases”, “transpose”, “restructure”, “merge files”, “aggregate”, “weight cases” properties in the data menu. Using "Copy Data Properties" feature, ability to copy the contents of a data set or a variable to a new one.
- 1.11.17 The software should have regarding data transformation, “compute”, “random number seed”, “count”, “recode”, “categorize variables”, “automatic recode”, “create time series”, “replace missing values” features.
- 1.11.18 The software should have dynamic help menus like statistical wizard, syntax guide, case studies ext.
- 1.11.19 The software should use automation facilities, ability to use personalized menus for analysis that are regularly made by analysts. Using one menu command instead of many steps for regular applications.
- 1.11.20 The software should use “Production Facility” feature, ability to attach similar analysis to specified data sources.
- 1.11.21 The software should use different formats for data display purposes.
- 1.11.22 The software should have reporting capability for the objects of performed applications.
- 1.11.23 In the base module, having basic reporting features (OLAP cubes, case summaries, vb.), statistics (frequency, cross table, mean, median, ext.), averages, T-Test for single samples and independent samples, linear mixed modeling feature, ANOVA, general linear modeling, correlation, regression, ext.
- 1.11.24 Include inferential statistics within tables, to highlight opportunity areas like: chi-square tests, column proportion tests, pair wise comparison of means.
- 1.11.25 Integrated with the base module, The software should have features for advanced tabling. Using Graphical User Interface (GUI) options in the way of defining tables. By using viewing options, previewing the possible results for tables and ability to make necessary changes.
- 1.11.26 The software should have the ability to use more than 40 different statistical graphics with high resolution.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 1.11.27 The software should have the ability to use interactive and 3D graphics.
- 1.11.28 By the use of extended help options, The software should have the ability to find the meanings of unknown statistical terms and reaching to some comments and explanations for the results of statistical analysis.
- 1.11.29 The software should have its own script language for application development.
- 1.11.30 The software should have online statistical coach.
- 1.11.31 The software should have the ability to export the results to JPEG and HTML formats and using this features opening up the results of analysis and reports to other users using World Wide Web.
- 1.11.32 The software should have the ability to save graphics in WMF, CGM, TIFF, PICT, EPS and BMP formats.
- 1.11.33 The software should have the descriptive statistics: Cross tabulations, frequencies, descriptives, explore.
- 1.11.34 The software should have the Bivariate Statistics capabilities: Means, t-tests, ANOVA, Correlation (Bivariate, partial, Distances), Non Parametric tests
- 1.11.35 The software should have the analysis for prediction for numerical outcomes and identifying groups: Factor Analysis, K Means Cluster Analysis, Two Step Cluster Analysis, Discriminant, Linear Regression.
- 1.11.36 The software should have the ability to format controls for more customized tables.
- 1.11.37 The software should have a variety of summary statistics included in the tables module.
- 1.11.38 The software should have table builder preview in the graphical user interface to create table structures.
- 1.11.39 The software should have the ability to make 'Multinomial Logistic Regression', 'Binary Logistic Regression', 'Unconstrained Nonlinear Regression', 'Constrained Nonlinear Regression', 'Weighted Least Squares', 'Two stage Least Squares', 'Probit' analysis.
- 1.11.40 The software should have the ability to define a variety of mixed linear models.
- 1.11.41 The software should have ability to define 'General Linear Model' analysis.
- 1.11.42 The software should have ability to define 'PLUM', 'Varcomp', 'Survival', 'Loglinear', 'Hiloglinear', 'Genlog', 'Kaplan-Meier', 'Cox Regression' analysis.
- 1.11.43 The software should have ability to make 'CATREG- Categorical Regression' analysis.
- 1.11.44 The software should have ability to make 'Proxscal' analysis.
- 1.11.45 The software should have ability to make 'Correspondence', 'HOMALS' analysis.
- 1.11.46 Software License must be submitted together with installation CD and documentation.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

1.12. CD Copier and CD Print Unit

Minimum Functions	12X, 8 CD-RW Driver Unit, For CD Labelling minimum 1 Unit CD-Printer, IDE HDD Option, All Units are with in same platform, Mode1, Mode2, Video CD, CD-I, CD-XA, Hybrid CD, CD-DA, CD Plus, Photo CD, Mixed Mode CD and all other known formats CD Copy Possibility, Server and PC Connection Available for network
--------------------------	--

1.13. Network Storage Unit

The **minimum** configurations are summarized below.

1.13.1 Network Storage Unit is “Raid Array” type.

1.13.2 Network Storage Unit connects two servers.

1.13.3 Network Storage Unit is installed into tower servers.

1.13.4 Network Storage Unit supports at least 8 servers connection and 2 Gbps fiber channel bus type.

1.13.5 Network Storage Unit supports, RAID 0, 1, 0+1, 5

1.13.6 Network Storage Unit supports at least 32 LUN

1.13.7 Network Storage Unit HDD Bus origin has 320 MB/s SCSI or 200 MB/s Fiber Channel type. Network Storage Unit HDD is “hot swap”

1.13.8 Network Storage Unit case and backplane is ready to upgrade 2 TB capacity

1.13.9 Network Storage Unit is upgradeable up to 15 TB only with extra disk shelf

1.13.10 Network Storage Unit has 2 Gbit fiber channel interface connection with servers

1.13.11 Network Storage Unit connection is configuring “no single point of failure” for this connection. All of the accessories (cable, connector, host adapter, switch and port switch etc) for proper functioning of the device is provided by the contractor.

1.13.12 RAID control cards, power supplies and fans are redundant and hot swap.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 1.13.13 RAID control cards have at least 512MB memory and battery for 72 hours power-down.
- 1.13.14 The Tenderer must provide management software for performance or capacity settings
- 1.13.15 Network Storage Unit is compatible with MS Windows NT 4.0, MS Windows 2000, windows Server 2003, Linux, Netware operating systems
- 1.13.16 Network Storage Unit has MS Cluster certification

B. OTHER REQUIREMENTS

1. TRAINING

a) Training for equipment:

The contractor shall provide an adequate training of 2 personnel in each location in a way they will be able to manipulate the equipment without help of a third person. The tenderer should quote a proposal for the training of the indicated number of personnel in the headquarters (ANKARA) and 19 country offices (whose list is attached in Appendix-I) for Lot -1 in the operation of the equipment defined. Details of proposal, training methodology and courses should be presented in the tender proposal and will refer to the related equipment. This proposal shall include the type of training, hours/day offered, qualifications of trainers, description of methodology. The training shall take place after installation and commissioning of the equipment under this lot. The tenderer shall state if the training will be conducted in Turkish or through an interpreter. In the latter case, the interpreter will be provided and paid by the tenderer..

b) Additional demands for the Training for Statistics Software:

- Training/ course participators will be given certificate of recognition directly from main distributor.
- Professionals who have authority to give related trainings and distribute software should give trainings.
- Trainings will be for 2 to 8 people, and will be given at Ankara.
- One-day workshop will be organized for practical application purposes

3. TECHNICAL DOCUMENTS TO BE INCLUDED IN THE SUPPLY

1. Each set of equipment shall be provided with an original set of users' manuals for all parts of the equipment. These manuals shall be supplied in English and/or Turkish language.
2. Each set of equipment shall be provided with an original set of technical manuals for all parts of the equipment, including all accessories. The manuals shall be

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

supplied in English or Turkish. The technical manuals must include all mechanic, electric and electronics schemes.

3. The obligatory documents for the provisional acceptance:
 - Original certificate of origin by chamber of commerce – EU Member States, Turkey, MEDA Mediterranean Countries, PHARE countries or countries benefiting from CARDS programme.
 - Report of final test in the factory (Quality control document)
 - Certificate that the Equipment is complying with EU Regulations for Office Equipment and CE norms
 - Guarantee declaration of manufacturer, certifying he will be able to supply all spare parts during a period of minimum 7 years
 - Warranty document of the equipments and materials signed and stamped by the manufacturer and/or the supplier
 - The equipment or the materials manufacturers that are offered by the tenderer must be accredited by ISO 9002.
4. No provisional acceptance can be pronounced without the presence of the complete set of documents.

4. SUPPLY AND INSTALLATION OF THE EQUIPMENT

1. The successful tenderer shall transport, unload, assemble and install the equipment in the headquarters and 19 country offices whose list is attached in (Appendix-I).The supplier will agree with the Contracting Authority about the installation schedule.
2. The supplier will be fully responsible for his equipment until the provisional acceptance has been signed.
3. All of the equipment, documents, brochures, that will be delivered to National Police by the tenderer, will be new , unused and normal functioning. Necessary hardware and software installations for these equipment will be performed at the National Police office.
4. The tenderer will compensate all loss of damages that are caused by its own personnel. The tenderer is responsible from the reparation, renovation or painting of the customers property, such as, floors, walls, office equipment, furniture, etc. If he causes any damage.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

LOT N^o-2: Office Equipment

The following general conditions will be valid for the equipment:

The unit(s) shall be provided complete with the necessary accessories and/or parts such as to ensure that the unit is a functionally operating apparatus, capable of being put to immediate use. The mentioned equipment has to be installed in the headquarters (ANKARA) as written in attached (Appendix – I).

The type of the supplied current in Turkey is 220 V / 50 Hz (mono-phase) 380 V / 50 Hz (line to line + neutral). All the equipment to be supplied must be protected against electrical fluctuations. All plugs of all the supplied equipment have to fit the installed DIN type electrical outlets.

The tenderer should include the functions and features atleast meeting the minimum conditions as well as he should submit equipment brochures and catalogues showing the specifications of the equipment.

In Lot-2 the following equipment will be supplied with the given quantities:

Article	Description	Quantity
1	Digital B/W Copiers	1
2	Fax Machines	2
3	Multimedia Data Projectors	4
4	TV-Video Combi	2
5	Air-Conditioner	1

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

A. Equipment

2.1 Digital B/W Copiers

The **minimum** configurations are summarized below.

Parameter	Characteristics
Copier system	Laser, monochrome
Copy speed	50 ppm (copy size A4) , 30 ppm (Copy size A3)
Resolution	1200x600 dpi Copy, 2400X600 dpi (Print)
Hard Disc	5.1 GB
First Copy Time	3.8 seconds
Original size	Max A3
Copy size	A3 to A5
Zoom range	Variable from 25%-400% in 1% increments, automatic setting of 4 typical sizes
Paper weighty	64 g/m2 – 200 g/m2
Multiple copy	1 - 999
ADF	100 sheets A4
Memory	128 MB
Required Special features	Job interrupt Auto paper size select Auto copy size select Auto cassette change Auto job start Energy saver Toner saver Book copying Sorting Double sided document feeder Operating in Network
Paper handling	2 x 550 sheet universal paper cassette (paper 80 g/m2) , 2 x 1500 sheet Drawer

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

2.2 Fax Machines

The **minimum** configurations are summarized below.

Machine Type	integrated phone, auto fax switch, auto retry, 20 sheet feeder capacity ,
Memory	512 KB
Other Functions	15 sec pp transmission speed, A4 plain paper, 104 Telephone number memory, A4 inkjet paper print

2.3 Multimedia Projectors

The **minimum** configurations are summarized below.

Brightness	2200 ANSI lumens
Resolution	16 million colours,800 x 600, XGA (max. 1024 x 768)
Image magnification	4 times digital image magnification to highlight details
Zoom-focus function	Manual zoom and focus
PC Compatibility	PC-compatible – SXGA, XGA, SVGA, VGA
Contrast Percentage	300:1
VIDEO Compatibility	Video Compatibility: NTSC, PAL, SECAM, Composite S-VIDEO
Lamp life	2000 hours
Auto-off facility	Adjustable auto off to save lamp hours
	Short Throw Technology, Stand by Mode

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

2.4 TV-Video Combi

The **minimum** configurations are summarized below.

TV type	15 inch Screen;
DVD Compatibility	Read CD/DVD
OTHER FUNCTIONS AND FEATURES	Remote control; Systems: NTSC/PAL/SECAM

2.5 Air Conditioner

Minimum configurations are summarized below.

Cooling Capacity	12.000 BTU
Warming Capacity	13.000 BTU
Other Functions	Heat Pump, Sleep Mode, 24 hour programmable, Remote Control, Fuzzy Mode, Anti-Bacterial Filter.

The contractor is responsible of all necessary mechanical and electrical works in order to install the air conditioners and to operate it at his own cost. The contractor should consider this cost in his proposal.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

B. OTHER REQUIREMENTS

1. TRAINING

The contractor shall provide an adequate training of 2 personnel in Ankara in a way they will be able to manipulate the equipment without help of a third person. The tenderer should quote a proposal for the training of the indicated number of personnel in the headquarters (ANKARA). Details of proposal, training methodology and courses should be presented in the tender proposal and will refer to the related equipment. This proposal shall include the type of training, hours/day offered, qualifications of trainers, description of methodology. The training shall take place after installation and commissioning of the equipment under this lot. The tenderer shall state if the training will be conducted in Turkish or through an interpreter. In the latter case, the interpreter will be provided and paid by the tenderer.

2. TECHNICAL DOCUMENTS TO BE INCLUDED IN THE SUPPLY

1. Each set of equipment shall be provided with an original set of users' manuals for all parts of the equipment. These manuals shall be supplied in English and/or Turkish language.
2. Each set of equipment shall be provided with an original set of technical manuals for all parts of the equipment, including all accessories. The manuals shall be supplied in English or Turkish. The technical manuals must include all mechanic, electric and electronics schemes.
3. The obligatory documents for the provisional acceptance:
 - Original certificate of origin by chamber of commerce – EU Member States, Turkey, MEDA Mediterranean Countries, PHARE countries or countries benefiting from CARDS program.
 - Report of final test in the factory (Quality control document)
 - Certificate that the Equipment is complying with EU Regulations for Office Equipment and CE norms
 - Guarantee declaration of manufacturer, certifying he will be able to supply all spare parts during a period of minimum 7 years
 - Warranty document of the equipments and materials signed and stamped by the manufacturer and/or the supplier
 - The equipment or the materials manufacturers that are offered by the tenderer must be accredited by ISO 9002.
4. No provisional acceptance can be pronounced without the presence of the complete set of documents.

3. SUPPLY AND INSTALLATION OF THE EQUIPMENT

1. The successful tenderer shall transport, unload, assemble and install the equipment at in the headquarter (ANKARA). The supplier will agree with the contracting authority about the installation schedule.
2. The supplier will be fully responsible for his equipment until the provisional acceptance has been signed.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

3. All of the equipment, documents, brochures, that will be delivered to headquarters by the tenderer, will be new , unused and normal functioning. Necessary hardware and software installations for these equipment will be performed at the headquarters office.
4. The tenderer will compensate all loss of damages that are caused by its own personnel. The tenderer is responsible from the reparation, renovation or painting of the customer's property, such as, floors, walls, office equipment, furniture, etc. if he causes any damage.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Appendix-1		Ankara and 19 Country Offices																			
	Total Quantity	Ankara	Istanbul	Samsun	Adana	Manisa	Elazığ	Denizli	Diyarbakır	Gaziantep	Erzurum	Bingöl	Zonguldak	Van	Antalya	Trabzon	Bursa	Edirne	Çorum	Izmir	Nevşehir
Lot 1																					
Server Machines and Related Software	2	2																			
Firewall Server (Hardware)	1	1																			
Server Machine UPS 6KVA	1	1																			
Routers	1	1																			
Client Machines and Related Software	27	8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Headquarter' s PC	5	5																			
Notebooks and Related Software	7	7																			
Colour Laser Printers	4	4																			
Tape Backup Units	1	1																			
Switch	1	1																			
Statistics Software	1	1																			
CD Copier and CD Print Unit	1	1																			
Network Storage Unit	1	1																			
Lot 2																					
Digital B/W Copiers	1	1																			
Fax Machines	2	2																			
Multimedia Data Projectors	4	4																			
TV-Video Combi	2	2																			
Air-Conditioners	1	1																			

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Part 2 - the Contractor's technical offer

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ANNEX III : Model financial offer

Page No 1 of 2

PUBLICATION REFERENCE: [.....]

NAME OF TENDERER: [.....]

LOT N^o-1: Computer network equipment and necessary computer hardware and software

A	B	C	D	E
ARTICLE	QUANTITY	DESCRIPTION OF ARTICLE	UNIT COSTS WITH DELIVERY AND INSTALLATION [DDP] AT THE HEADQUARTER AND 19 COUNTRY OFFICES STATED IN APPENDIX-I EUROS	TOTAL EUROS
1	2	Server Machines and Related		
2	1	Firewall (Firewall Hardware)		
3	1	Server Machine UPS 6KVA		
4	1	Routers		
5	27	Client Machines and Related		
6	5	Headquarter's PCs		
7	7	Notebooks and Related		
8	4	Colour Laser Printers		

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Page No 2 of 2

PUBLICATION REFERENCE: [.....]

NAME OF TENDERER: [.....]

LOT N^o-1: Computer network equipment and necessary computer hardware and software (cont.)

9	1	Tape backup Units		
10	1	Switch		
11	1	Statistics Software (2 Users)		
12	1	CD Copier and CD Print Unit		
13	1	Network Storage Unit		
TOTAL EQUIPMENT				
		Training	Lump sum	
GRAND TOTAL				

Done at:[.....], [././.]

by [name]

On behalf of [.....]

[tenderer's stamp and signature]

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Page No 1 of 1

PUBLICATION REFERENCE: [.....]

NAME OF TENDERER: [.....]

LOT N^o-2: Office Equipment

A	B	C	D	E
ARTICLE	QUANTITY	DESCRIPTION OF ARTICLE	UNIT COSTS WITH DELIVERY AND INSTALLATION [DDP] AT THE HEADQUARTER EUROS	TOTAL EUROS
1	1	Digital B/W Copiers		
2	2	Fax Machines		
3	4	Multimedia Data Projectors		
4	2	TV-Video Combi		
5	1	Air-Conditioner		
TOTAL EQUIPMENT				
		Training	Lump sum	
GRAND TOTAL				

Done at:[.....], [././.]

by [name]

On behalf of [.....]

[tenderer's stamp and signature]

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ANNEX III- B:

Page No [1 of 1]

PUBLICATION REFERENCE: [.....]

NAME OF TENDERER: [.....]

List of Spare Parts and Consumables for All Lots According to Descriptions in Clauses 1.3, 11.1 (b) and 11.2 (b) of the Instructions to Tenderers

A	B	C	D
ARTICLE	QUANTITY	DESCRIPTION OF ARTICLE	UNIT COSTS WITH DELIVERY [DDP] EUROS
1.1		<u>Server Machines and Related Software</u>	
	1	Spare Part X
....	
1.13		<u>CD Copier and CD Print Unit</u>	
	1	Spare Part Y
	1	Consumable Z
....		

(Rows can be added according to needs)

Done at:[.....], [././.]

by [name]

On behalf of [.....]

[tenderer's stamp and signature]

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ANNEX IV : MODEL PERFORMANCE GUARANTEE

[On the headed notepaper of the financial institution providing the
guarantee]

Title of contract: **ESTABLISHMENT OF A NATIONAL DRUGS MONITORING
CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and
IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY**

Identification number: EuropeAid116370/D/S/TR

We the undersigned, [name, company name, address], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to **Central Finance and Contracts Unit, Ehlıbeyt Mahallesi, 6.Sokak, No: 18/8, Ekşiođlu İş Merkezi, Balgat, Ankara, Turkey** on behalf of [Contractor's name and address], the payment of [amount of the performance guarantee], representing the performance guarantee mentioned in Article 11 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

This guarantee shall enter into force and take effect from [indicate the date of entry into force of the contract].

We note that you will release the guarantee and notify us of the fact at the latest within thirty days of receipt of the final statement.

Any dispute concerning this guarantee shall be governed by [enter the law applicable] and fall within the competence of [indicate which jurisdiction applies].

Name: Position:

Signature:

Date: <Date>

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ANNEX V : PRE-FINANCING GUARANTEE FORM

[On the headed notepaper of the financial institution providing the guarantee]

Title of contract: **ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY**

Identification number: EuropeAid116370/D/S/TR

We, the undersigned, *[name, company name, address]*, hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to **Central Finance and Contracts Unit, Ehlıbeyt Mahallesi, 6.Sokak, No: 18/8, Ekşiođlu İş Merkezi, Balgat, Ankara, Turkey** on behalf of *[Contractor's name and address]*, the payment of *[indicate the amount of the pre-financing / balance]*, corresponding to the pre-financing/balance as mentioned in Article 26.5 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

The guarantee will enter into force and take effect from the *[indicate the date of payment of the pre-financing / balance]*.

We note that you will release the guarantee and notify us of the fact at the latest *[within sixty days of provisional / final acceptance of the goods / within thirty days of receipt of the final statement]*.

Any dispute concerning this guarantee shall be governed by *[enter the law applicable]* and fall within the competence of *[indicate which jurisdiction applies]*.

Name: Position:

Signature:

Date: <Date>

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

ANNEX VI : TAX AND CUSTOMS PROVISIONS

1. No taxes, duties or levies payable shall be charged to the Community's financial contribution.
2. With respect to public contracts financed by the Community in the context of co-operation, the Beneficiary country shall apply tax and customs arrangements no less favourable than those applied to the most-favoured nation, or international organisation.
3. Without prejudice to the above paragraphs, the following provisions shall apply to public contracts financed by the Community:

- 3.1. Contracts shall not be subject to stamp duty and registration duty as provided for by the law of the Beneficiary country. Persons not resident in the Beneficiary country shall be subject to stamp duty on their registration card at a rate depending on the period for which they remain in the said country.
- 3.2. Goods, works and services financed by the Community for the State, local administrative units, public bodies or public-interest associations shall be exempt from VAT or similar taxes.
- 3.3. Natural persons not nationals and not resident in the Beneficiary country carrying out service contracts financed by the Community shall not be subject to income tax or turnover tax in the Beneficiary country during the period of their contract.

Legal persons, in the same way, provided that they don't have their principal establishment in the said country.

- 3.4. Profit and/or income arising from the execution of supply and works contracts shall be taxable according to the tax system of the Beneficiary country if the natural or legal persons who make such profit and/or obtain such income have their principal establishment in the said country.
- 3.5. Equipment and materials required for the execution of public works, supply or service contracts may be imported temporarily into the Beneficiary country as provided for by its national legislation, with import duties and taxes suspended.

The Beneficiary country shall authorise the contractor to import temporarily, use and re-export such equipment.

- 3.6. Goods which are the subject of a public supply contract shall be imported into the Beneficiary country free of import duties and taxes.
- 3.7. Personal and household effects imported for use by natural persons (and members of their family) responsible for executing contracts, other than persons recruited locally, shall be exempt from import duties and taxes.

Such exemption shall be granted provided that the period of residence is at least one year and on condition that a properly substantiated request for exemption is submitted to the competent authorities within six months of the date of arrival. However, if a contract is unexpectedly completed before a year has elapsed, the goods may be re-exported without payment of duties, taxes or charges. If the said goods are not re-exported they shall be subject to the duties and charges applicable in the Beneficiary country.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

- 3.8. Duties and taxes shall also be suspended for the temporary import of one car per expert for the duration of the contract.

C. FURTHER INFORMATION

a) GLOSSARY

Successful tenderer: The tenderer selected at the end of the procedure for the award of the contract.

Contracting Authority: The party which concludes the contract as provided in the Financing Agreement, be it the Commission for and on behalf of the beneficiary, a country or a legal person governed by public or private law, as mentioned in the financing agreement.

Project Manager: The legal or natural person responsible for monitoring the execution of the contract on behalf of the Contracting Authority and/or the Commission, where the latter is not the Contracting Authority.

Supplies: All items which the Contractor is required to supply to the Contracting Authority, including, where necessary, services such as installation, testing, commissioning, provision of expertise, supervision, maintenance, repair, training and other such obligations connected with the items to be provided under the contract.

Hybrid contract: A contract between the contracting authority and a service provider, supplier or construction firm covering two or more of the following: works, supplies and services.

General conditions: The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of contracts.

Special conditions: The special conditions laid down by the Contracting Authority as an integral part of the tender dossier, including modifications to the general conditions, clauses specific to the contract and the terms of reference (for a service contract) or technical specifications (for a supply or works contract).

Evaluation committee: A committee made up of an odd number of voting members (at least three) appointed by the Contracting Authority and possessing the technical, linguistic and administrative capacities necessary to give an informed opinion on tenders.

Written communications: Certificates, notices, orders and instructions issued in writing under the contract.

Administrative order: Any instruction or order issued by the Project Manager to the Contractor in writing regarding the provision of the supplies.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Conflict of interest: Any event influencing the capacity of a candidate, tenderer or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of the Contracting Authority. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer or contractor, or any conflict with his own interests. These restrictions also apply to subcontractors and employees of the candidate, tenderer or contractor.

There is a conflict of interests within the meaning of Article 52 of the Financial Regulation where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

Breakdown of the overall price: A heading-by-heading list of the rates and costs making up the price for a lump-sum contract.

Period: A period begins the day after the act or event chosen as its starting point. Where the last day of a period is not a working day in the country of the Contracting Authority, the period expires at the end of the next working day.

Day: Calendar day.

In writing: This includes any hand-written, typed or printed communication, including telex, cable and fax transmissions.

Supply contract: Supply contracts cover the purchase, leasing, rental or hire purchase, with or without option to buy, of products. The delivery of products may in addition include siting, installation and maintenance.

Foreign currency: Any currency, other than the euro, which is permissible under the applicable provisions and regulations and has been indicated in the tender.

National currency: The currency of the country of the Contracting Authority.

Tender price: The sum stated by the tenderer in its tender for carrying out the contract.

Contract value: The sum stated in the contract representing the initial estimate payable for carrying out the supplies, or such other sum as ascertained at the end of the contract as due under the contract.

Most economically advantageous tender: The tender deemed to be best in terms of the specific criteria laid down for the contract in question, e.g. quality, technical properties, aesthetic and functional qualities, after-sales service and technical assistance, delivery date or performance period, the price or lowest price. These criteria must be published in the procurement notice or stated in the tender dossier.

Tenderer: Any natural or legal person or group thereof submitting a tender with a view to concluding a contract. The terms "supplier", "contractor" and "service provider" refer

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

to three categories of economic operator, natural or legal persons, who supply products, execute works and provide services respectively.

Open procedure: Calls for tender are open where all interested economic operators may submit a tender.

Liquidated damages: The sum stated in the contract as compensation payable by the Contractor to the Contracting Authority for failure to complete the contract or part thereof within the periods under the contract, or as payable by either party to the other for any specific breach identified in the contract.

General damages: The sum not stated beforehand in the contract, which is awarded by a court or an arbitration tribunal, or agreed between the parties, as compensation payable to an injured party for a breach of the contract by the other party.

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

b) ADMINISTRATIVE COMPLIANCE GRID

Contract title :	ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY	Publication reference :	EuropeAid116370/D/S/TR
-------------------------	---	--------------------------------	------------------------

No	Checked Item	Grounds		Tenderer No					
				1	2	3	4	5	6
1.	Document certifying Tenderer's,. nationality including one from each consortium partner, in the case of consortium (e.g. extract from Commercial Register)	Inst. Art. 3	Yes/No						
2.	Tender guarantee for the required amount in required form.	Instr. Art. 11.7	Yes/No						
3.	Required number of copies (original and 3 copies)	Instr. Art. 10.2	Yes/No						
4.	Price in Euro	Instr. Art. 6	Yes/No						
5.	Language as required	Instr. Art. 9	Yes/No						
6.	Tenderer's declaration signed and stamped (by all consortium partners, for a consortium)	Tender Form for a Supply Contract p. 3 and Instr. Article 18	Yes/No						
7.	Period of validity of the offer	Instr. Art. 8 Tender submission form p. 3.5	Yes/No						
8.	Technical offer, including list of spare parts if applicable	Instr. Art. 11.1, 1.3	Yes/No						
9.	Financial offer	Instr. Art. 11.2	Yes/No						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

10.	The details of the bank account (Financial Identification filled in)	Instr. Art. 11.3 Annex to the Tender Form for a Supply Contract	Yes/No						
11.	Eligible origin and proper statement attesting the origin of the supplies tendered	Instr. Art. 4.1 & 11.4	Yes/No						
12.	Duly authorised signature	Instr. Art. 11.5 Tender submission form, p. 3	Yes/No						
13.	A description of the commercial warranty tendered in conformity with The Technical specifications (General Instructions-Pragraph 2.3)	Instr. Art. 11.6	Yes/No						
14.	Documentary proof that the tenderer is not in any of the situations listed in point 2.3.3 of the Practical Guide and statement that situations have not altered in the period that has elapsed since the documentary proof was drawn up	Instr. Art. 11.11	Yes/No						
15.	a) Duly completed Tender Form for a Supply Contract b) Front pages of both Technical Specifications and General Condition, and al pages of Special and Financial Offer initialled.	Inst. Art. 11.12 & 11.13	Yes/No						
16.	Leader of a consortium designated. (If a Tenderer is a joint venture or consortium of two or more persons, the tender must be single with the object of securing a single contract, each person must sign the tender. The confirmation of association and designation of a lead company must be been signed by all consortium members)	Instr. Art. 18.1 Tender submission form p. 1	Yes/No						
17.	No variant solution is provided	Inst. Art. 20.5	Yes/No						
	Overall decision: Tender accepted for further evaluation (P) or rejected (F)		Pass/Fail						

Legend:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

Y Yes
N No
C Clarification Requested
N/A Not Applicable
P Pass
F Fail

Chairman
Signature
Date

(Initials of each of the Evaluation Committee members)

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

c) TECHNICAL EVALUATION GRID

LOT N°1: Computer network equipment and necessary computer hardware and software

Ref.no.	<u>MINIMUM</u> TECHNICAL CRITERIA:	Compliance					
		Y/N					
		Tenderers					
		1	2	3	4	5	6
1.1	Server Machines and Related Software						
	2 Servers						
	2 Mbit ADSL Connection for 1 year.						
	A modem compatible with 2 Mbit ADSL Connection						
	Windows XP Operating system for 30 users with CAL						
1.1.1	Server Machines Hardware						
	Processor: Two Xeon or equivalent 2.8GHz clock speed, 512KB cache, 400MHz internal speed, (with fan)						
	Mainboard: 533MHz bus speed, It must have PS/2 keyboard, PS/2 mouse, 1 serial port, 2 USB port, VGA port, 6 PCI slot						
	Memory: 2GB DDR ECC RAM, 400 MHz (Max.12 GB)						
	Disc Drives:						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Hard Disk: 2 unit 72GB, 1000rpm, SCSI U320 (Max 6HDD), dual channel U320 ultra-3 SCSI controller, hot plug, splittable backplane						
	48X CDROM Drive						
	1.44" Floppy Disk Drive						
	Driver and software available						
	Graphics Card: 8MB RAM.						
	Work at VGA, SVGA and VESA/VGA modes.						
	Monitor: 15 inch CRT, 1024x768/ 60 Hz, 0.28mm dot pitch, MPRII, Plug & Play, Energy administrative system,						
	Network Card: Two network card appropriate with 10/100 and 1000-T. 32 bit PCI Parallel tasking						
	Ports: 1 series, 1 parallel, 2 USB 2.0						
	Power Supply: 300W + 300W (redundant), 2 Hot-plug power supply.						
	Case, keyboard, mouse must be available.						
1.1.2.	Server Machines Software						
	Internet Server: Windows 2000 and Windows XP or equivalent, 30 Client Access License,						
	Local Server: Windows 2000 and Windows XP or equivalent, 30 Client Access License,						
1.2	Firewall						
	Memory: 512 MB						
	Processor : Celeron or equivalent 2 GHZ						
	Data Speed: 1Throughput Stateful: 200 Mbps, Full Inspection: 95 Mbps						
	Dedicated Server,						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	55 different type of attack defined,						
	110 VPN applications supply, Site to Site, Client to site						
	DES, 3DES and AES algorithm supply,						
	64000 Sesion supply,						
	6X 10/100 Base –T Fast Ethernet Security and networking services including Network Address Translation (NAT) & PAT.						
	Must have remote configuration, monitoring and troubleshooting feature.						
	Full Inspection						
1.3.	Server Machines UPS						
	Drive the equipment for 50 minutes during power breakdown						
	System should be equipped with full sinusoidal output; micro-processor controlled; true On-Line with automatic voltage regulation						
	High voltage protection, short-circuit and peaks protection available						
	Lead-acid batteries						
	Controllable thru RS-232 serial port; controlling the environmental conditions and automatically shuts-downs operating systems through its management software						
	Supported systems Novell, Windows NT server, Windows 95 and 98.						
	Management software should come free-of-charge						
	UPS remotely monitored and controlled through SNMP or web with a static IP address feature available.						
	Systems output should be 6kVA=6KW. Output power factor should be 1, kVA should bear same value as KW.						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	UPS AC/AC efficiency at full load should be %91.						
	Storage temperature should be between 0 C to +40 C.						
	Acoustic noise should be lower then 46dB(A).						
	The UPS system should comply EN50091-1 and EN50091-2.						
	The contractor will propose its ups solution considering its own network solution and existing system equipment.						
1.4	Routers						
	2 High Speed WAN Interface						
	1 10/100 Ethernet Interface						
	2 V-35 Cable						
	IOS IP Feature Set 70.000 packet per second performance,						
	64 MB DRAM						
	32 MB Flash Memory						
1.5	Client Machines and Related Software (PCs)						
	Availability of SMART (Self Monitoring and Reporting Technology)						
	Processor : Pentium 4 2,4 GHz or equivalent						
	512 MB cache, 800 MHz internal speed						
	Main board : Internal bus FSB 533 MHz						
	Chipset type Intel 865[G] or equivalent						
	Internal bus : PCI / AGP						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	RAM : 512 MB DDR SDRAM, 400 MHz								
	Hard Drive : 40 GB, 7200 rpm, UDMA 100 8MB cache,								
	Video : AGP or onboard								
	64MB RAM								
	Sound Card : Integrated 16bit								
	Loud Speaker: 2								
	Network adapter and Modem: 10/100/1000 Mbit Ethernet, 56K Modem								
	CD-ROM: CD 48x								
	FDD: 1,44MB, 3,5”								
	Keyboard : TR Win with PS2 or USB connector								
	Mouse : Type PS2 or USB with scroll-wheel								
	Mouse pad								
	Ports: 1 AGP 8X, 2 PS/2 Port.								
	6 x USB 2,0								
	Power supply : 220V, 50Hz, Turkish plug								
	Chassis : ATX Tower								
	Operating system : MS Windows XP Pro. TR (licence and installation CD-ROM) with actual Service								
	Drivers for: CD-ROM, Network adapter, and video adapter.								
	Monitor : Colour CRT 17”								
	Plug & play								

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Flat display						
	Power save						
	Without interleave including resolution 1024x768 and refresh rate 85 Hz						
	Conforming TCO 99 regulations or higher						
	OSD parameters adjustable: contrast, brightness, H-Center and V-Center, position, deformations: pincushion, pin balance, trapezoid, Parallelogram						
	Software : MS Office XP Pro. TR (licence and installation CD-ROM) or equivalent, antivirus						
	WfM 2.0 or SNMP standards Management Software						
	Accessories: 5 mts of Cat5 UTP patch Cable						
1.6	Headquarter (Ankara) PCs						
	Avaliability of SMART (Self Monitoring and reporting Technology)						
	Processor Pentium 4 or equivalent 3,0 GHz						
	512 MB cache, 800 MHz internal speed						
	Main board Internal bus FSB 533 MHz						
	Chipset type Intel 865[G] or equivalent						
	Internal bus PCI / AGP						
	RAM 1024 MB DDR SDRAM, 400 MHz						
	Hard Drive 80 GB, 7200 rpm, UDMA 100 8MB cache,						
	Serial ATA						
	Video AGP						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	128MB RAM								
	Sound Card 5.1 supply sound card								
	Loud Speaker 5+1 System								
	Network adapter and Modem 10/100/1000 Mbit Ethernet, 56K Modem								
	CD-ROM CD-RW								
	24x / 10x /48x (W / RW / R)								
	FDD 1,44MB, 3,5”								
	Keyboard TR Win with PS2 or USB connector								
	Mouse Type PS2 or USB with scroll-wheel								
	Mouse pad								
	I/O slots 5 PCI, 1 AGP								
	Ports 1 AGP 8X, 2 PS/2 Port.								
	6 x USB 2,0								
	Power supply 220V, 50Hz, Turkish plug								
	Chassis ATX Tower								
	Operating system MS Windows XP Pro. TR (licence and installation CD-ROM) with actual Drivers for: CD-ROM, Network adapter, and video adapter.								
	Monitor Colour CRT 17”								
	Plug & play								
	Flat display								

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Power save						
	Without interleave including resolution 1024x768 and refresh rate 85 Hz						
	Conforming TCO 99 regulations or higher						
	OSD parameters adjustable: contrast, brightness, H-Center and V-Center, position, deformations: pincushion, pin balance, trapezoid, Parallelogram						
	Software MS Office XP Pro. TR (licence and installation CD-ROM) or equivalent, antivirus						
	WfM 2.0 or SNMP standards Management Software						
	Other: TV Card capturing MPEG ½ feature, composite and S-video input.						
	Accessories: 5 mts.of Cat5 UTP patch cable.						
1.7	Notebooks and Related Software						
	Processor Intel Mobile Pentium 4 2.0 GHz or equivalent						
	RAM 512 MB						
	HDD 30GB, 7200 rpm						
	DVD/CD-RW Internal Combo drive 8x/4x/24x CD-RW + 8x DVD, IDE, Included software (1 license) for CD recording and rewriting						
	FDD 1,44 MB, 3,5", external through USB connection						
	Screen Colour TFT active matrix, min.15", LCD physical resolution 1024x768						
	Graphic Card 32 MB DDR RAM						
	External ports 25-pin parallel (printer) port						
	15-pin port to external monitor						
	USB 2.0 port						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	PCMCIA – 1x type II						
	1 x S-Video out, 1 x microphone in, 1 x headphone out						
	Modem Integrated modem V90, 56Kb/s						
	Ethernet ports On board, 10/100 Ethernet						
	Network 10/100 Base-T, 10/100 Mbit Ethernet						
	Sound Card 16-bits, built in two speakers and microphone						
	Power Universal power supply 110-240V						
	Battery Li-Ion, (min. 20 minutes of work at full capacity), 3 hours standby life.						
	Keyboard Keyboard TR						
	Pointer Touchpad or Stick						
	Software MS Office XP Pro. TR (licence and installation CD-ROM) or equivalent, antivirus						
	Operating system MS Windows XP Pro. TR (licence and installation CD-ROM) or equivalent						
	Weight Maximum 3.4 kg						
	Accessories Mobile case for transport with separated places for notebook and power supplies						
1.8.	Colour Laser Printers						
	Page Size A4						
	Printing speed 16 pages per minute (monochrome)/ 16 pages per minute (color) up to 10 ppm duplex						
	Resolution 600 dpi						
	Paper trays Input tray 500 sheets, 100 sheets multipurpose + 250 sheets face down tray						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Memory 256 MB RAM,						
	Interfaces USB +Parallel						
	Net Card Internal, Ethernet 10/100 Mb/s, RJ-45						
	Display LCD						
	Other Must support Windows ME Pro, XP						
	Add. Requirements All cables necessary to connect the printer to computer (Power, USB, UTP)						
	Power supply 220V, 50Hz, Turkish plug						
1.9.	Tape backup Units						
	Type External DLT, 1 MB/sec sustained						
	Capacity 40 GB Native, Transfer Rate						
	Compatibility DDS-1, DDS-2, DDS-3 media recognition system cartridges						
	Search Speed 40 seconds average file access for DDS-3						
	Port USB 2.0 (hot plug)						
	Consumables DDS cleaning and DDS-3 24 GB data cartridge, 1 item (each)						
	Reliability 200.000 hours MTBF full capacity						
	Tape Backup Unit and related software Driver and Software must be available for the proposed operating system						
1.10.	Switch						
	The switch is chassis type.						
	Switch(es) will have a total minimum of 2 (two) 1000BASE-T and, 40 (forty) 100BASE-T ports that will be directly connected to user machines,						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Switch(es) will be layer 3 type (for all ports),						
	Switch(es) will support IEEE standards : 802.3, 802.3z, 802.3ab, 802.1d, 802.1q, 802.3u						
	System back plane will work non blocking when all ports are loaded,						
	All ports will operate full duplex,						
	SNMP v1 And SNMP v2 and RMON will be supported,						
	Bootp, Tftp, Telnet will be supported,						
	RS232 console port access will be available						
	LED indicators for power, links, network activity and faults.						
	Installation and configuration software facility, enabling remote administration, will be available						
	There should not be Hub or shared hardware.						
	There must be 48 unit RJ-45 10/100Base-TX auto-sense port . (10/100 BASE-T)						
	There must be at least 4 unit RMON group (History, Statistics, Alarms & Events) must be						
	Multicast filter.						
	Switch should be stackable and all keys should be manageable with only one IP address.						
	Quality of Service support, 802.1P priority queuing standards support						
	Must support IEEE 802.1Q VLAN trunking protocol						
	Supported Discovery Protocol						
	6 million over throughput						
1.11.	Statistics Software						
	It must be licensed for 2 users.						
	Must include BASE, ADVANCED MODEL, TABLES,REGRESSION MODEL., CATEGORIES.						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	The software should have %100 Microsoft Windows interface						
	The software should work with Windows 98/NT 4.0/ 2000/Me/XP operating systems.						
	The software should have data editor in the form of electronic table.						
	The software should view of data and definition of variables.						
	The software should use of unlimited number of variables and cases.						
	The software should have native access to database management systems including Oracle, SQL er, DB2; additional access to any ODBC compliant sources using the Database Wizard and ability to use data without changing its format.						
	The software should use ODBC wizard to reach more than one table in the database at the same time. Ability to use queries for database connectivity; comments like: Open Database, New Query, Edit Query, Run Query						
	The software should have a “Text Wizard” and “Database Wizard”						
	The software should have “Cache Data” feature.						
	The software should have “Copy Data Properties Tool”.						
	The software should have ‘Identify Duplicate Cases’ tool.						
	The software should have ‘Visual Bander’ tool, to create bands for continuous level data.						
	The software should have direct connectivity to ‘Excel, Lotus, dBase, text, .dat, .sav, .syd, .sys, .slk, .dbf, .sd7, .sd2, .xpt, ’ files and the ability to read and write to above mentioned files.						
	The software should have “Define variable properties”, “define dates”, “insert variable” “sort cases”, “transpose”, “restructure”, “merge files”, “aggregate”, “weight cases” properties in the data menu. Using "Copy Data Properties" feature, ability to copy the contents of a data set or a variable to a new one.						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	The software should have regarding data transformation, “compute”, “random number seed”, “count”, “recode”, “categorize variables”, “automatic recode”, “create time series”, “replace missing values” features.						
	The software should have dynamic help menus like statistical wizard, syntax guide, case studies ext						
	The software should use automation facilities, ability to use personalized menus for analysis that are regularly made by analysts. Using one menu command instead of many steps for regular applications.						
	The software should use “Production Facility” feature, ability to attach similar analysis to specified data sources.						
	The software should use different formats for data display purposes.						
	The software should have reporting capability for the objects of performed applications.						
	In the base module, having basic reporting features (OLAP cubes, case summaries, vb.), statistics (frequency, cross table, mean, median, ext.), averages, T-Test for single samples and independent samples, linear mixed modeling feature, ANOVA, general linear modeling, correlation, regression, ext.						
	Include inferential statistics within tables, to highlight opportunity areas like: chi-square tests, column proportion tests, pair wise comparison of means.						
	Integrated with the base module, The software should have features for advanced tabling. Using						
	The software should have the ability to use more than 40 different statistical graphics with high resolution.						
	The software should have the ability to use interactive and 3D graphics.						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	By the use of extended help options, The software should have the ability to find the meanings of unknown statistical terms and reaching to some comments and explanations for the results of statistical analysis.						
	The software should have its own script language for application development.						
	The software should have online statistical coach.						
	The software should have the ability to export the results to JPEG and HTML formats and using this features opening up the results of analysis and reports to other users using World Wide Web.						
	The software should have the ability to save graphics in WMF, CGM, TIFF, PICT, EPS and BMP formats.						
	The software should have the descriptive statistics: Cross tabulations, frequencies, descriptives, explore.						
	The software should have the Bivariate Statistics capabilities: Means, t-tests, ANOVA, Correlation (Bivariate, partial, Distances), Non Parametric tests						
	The software should have the analysis for prediction for numerical outcomes and identifying groups: Factor Analysis, K Means Cluster Analysis, Two Step Cluster Analysis, Discriminant, Linear Regression.						
	The software should have the ability to format controls for more customized tables.						
	The software should have a variety of summary statistics included in the tables module.						
	The software should have table builder preview in the graphical user interface to create table structures.						
	The software should have the ability to make 'Multinomial Logistic Regression', 'Binary Logistic Regression', 'Unconstrained Nonlinear Regression', 'Constrained Nonlinear Regression', 'Weighted Least Squares', 'Two stage Least Squares', 'Probit' analysis.						
	The software should have the ability to define a variety of mixed linear models.						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	The software should have ability to define ‘General Linear Model’ analysis.						
	The software should have ability to define ‘PLUM’, ‘Varcomp’, ‘Survival’, ‘Loglinear’, ‘Hiloglinear’, ‘Genlog’, ‘Kaplan-Meier’, ‘Cox Regression’ analysis.						
	The software should have ability to make ‘CATREG- Categorical Regression ‘ analysis.						
	The software should have ability to make ‘Proxscal’ analysis.						
	The software should have ability to make ‘ Correspondence’, ‘ HOMALS’ analysis.						
	Software License must be submitted together with installation CD and documentation.						
1.12.	CD Copier and CD Print Unit						
	12X, 8 CD-RW Driver Unit,						
	For CD Labelling minimum 1 Unit CD-Printer, IDE HDD Option						
	All Units are with in same platform,						
	Mode1, Mode2, Video CD, CD-I, CD-XA, Hybrid CD, CD-DA, CD Plus, Photo CD, Mixed Mode CD and all other known formats CD Copy Possibility,						
	Server and PC Connection Available for network						
1.13.	Network Storage Unit						
	Network Storage Unit must be “Raid Array” type.						
	Network Storage Unit will be connecting two servers.						
	Network Storage Unit will be installing into tower servers.						
	Network Storage Unit must be support at least 8 servers connection and 2 Gbps fiber channel bus type.						
	Network Storage Unit must be support, RAID 0, 1, 0+1, 5						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Network Storage Unit must be support at least 32 LUN						
	Network Storage Unit HDD Bus origin must have 320 MB/s SCSI or 200 MB/s Fiber Channel type. Network Storage Unit HDD must be “hot swap”						
	Network Storage Unit case and backplane must be ready to upgrade 2 TB capacity						
	Network Storage Unit must be upgradeable up to 15 TB only with extra disk shelf						
	Network Storage Unit must have 2 Gbit fiber channel interface connection with servers						
	Network Storage Unit connection must be configures “no single point of failure” for this connection. All of the accessories (cable, connector, host adapter,switch and port switch etc) for proper functioning of the device will be provided by the contractor.						
	RAID control cards, power supplies and fans must be redundant and hot swap.						
	RAID control cards must have at least 512MB memory and battery for 72 hours power-down.						
	The Tenderer must provide management software for performance or capacity settings						
	Network Storage Unit must be compatible with MS Windows NT 4.0, MS Windows 2000, windows Server 2003, Linux, Netware operating systems						
	Network Storage Unit must have MS Cluster certification						
B.	OTHER REQUIREMENTS						
	Training: Training Proposal according to B.1						
	Rules Of Origin Respected						

Chairmans name		Chairmans signature	
Evaluator's name			
Evaluator's signature			
Date			

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

LOT N^o-2: Office Equipment

Ref.no.	<u>MINIMUM</u> TECHNICAL CRITERIA:	Compliance					
		Y/N					
		Tenderers					
		1	2	3	4	5	6
2.1	Digital B/W Copiers						
	Copier system Laser, monochrome						
	Copy speed 50 ppm (copy size A4), 30 ppm (Copy size A3)						
	Resolution 1200x600 dpi copy, 2400x600 dpi (print)						
	Hard Disc 5.1 GB						
	First Copy Time 3.8 seconds						
	Original size Max A3						
	Copy size A3 to A5						
	Zoom range Variable from 25%-400% in 1% increments, automatic setting of 4 typical sizes						
	Paper weighty 64 g/m2 – 200 g/m2						
	Multiple copy 1 – 999						
	ADF 100 sheets A4						
	Memory 128 MB						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Required Special features Job interrupt								
	Auto paper size select								
	Auto copy size select								
	Auto cassette change								
	Auto job start								
	Energy saver								
	Toner saver								
	Book copying								
	Sorting								
	Double sided document feeder								
	Operating in Network								
	Paper handling 2 x 550 sheet universal paper cassette (paper 80 g/m2), 2x1500 sheet drawer								
2.2	Fax Machines								
	Machine Type integrated phone, auto fax switch, auto retry, 20 sheet feeder capacity								
	Memory 512 KB								
	Other Functions 15 sec pp transmission speed								
	A4 plain paper,								
	104 Telephone number memory								
	A4 inkjet paper print								

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

2.3	Multimedia Projectors						
	Brightness 2200 ANSI lumens						
	Resolution 16 million colours,800 x 600, XGA (max. 1024 x 768)						
	Image magnification 4 times digital image magnification to highlight details						
	Zoom-focus function Manual zoom and focus						
	PC Compatibility PC-compatible – SXGA, XGA, SVGA, VGA						
	Contrast Percentage 300:1						
	VIDEO Compatibility Video Compatibility: NTSC, PAL, SECAM, Composite S-VIDEO						
	Lamp life 2000 hours						
	Auto-off facility Adjustable auto off to save lamp hours						
	Short Throw Technology must be available						
	Stand by Mode must be available						
2.4.	TV-Video Combi						
	TV type 15 inch Screen						
	DVD Compatibility Read CD/DVD						
	Other Functions And Features Remote control, NTSC/PAL/SECAM systems						
2.5.	Air-Conditioner						
	Cooling Capacity 12.000 BTU						
	Warming Capacity 13.000 BTU						
	Other Functions Heat Pump,						
	Sleep Mode,						
	24 hour programmable,						

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

	Remote Control,							
	Fuzzy Mode							
	Anti-Bacterial Filter							
B.	OTHER REQUIREMENTS							
	Training: Training Proposal according to B.1							
	Rules Of Origin Respected							

Chairmans name		Chairmans signature	
Evaluator's name			
Evaluator's signature			
Date			

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

D. TENDER FORM FOR A SUPPLY CONTRACT

Publication reference: EuropeAid116370/D/S/TR

Title of contract: ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY

Ankara, 28th June, 2004

A: Central Finance and Contracts Unit
Ehlibeyt Mahallesi 6.Sokak No:18/8
Ekşioğlu İş Merkezi 06520 Balgat ANKARA.

1 SUBMITTED BY

	Name(s) of tenderer(s)	Nationality
Leader		
Partner 2*		
Etc ... *		

* add/delete additional lines for partners as appropriate. Note that a subcontractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

2 CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
Fax	
E-mail	

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

3 TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer (including one from each partner in a consortium).

In response to your letter of invitation to tender for the above contract,
we, the undersigned, hereby declare that:

1 We have examined and accept in full the content of the dossier for invitation to tender No [.....] of [././..]. We hereby accept its provisions in their entirety, without reservation or restriction.

2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

Lot no [...]: *[description of supplies with indication of quantities and origin]*

Lot no [...]: *[description of supplies with indication of quantities and origin]*

Lot No [...]: [.....]

Lot No [...]: [.....]

3 The price of our tender *[excluding the discounts described under point 4]* is:

Lot No 1: [.....]

Lot No 2: [.....]

Lot No 3: [.....]

4 We will grant a discount of [%], or [.....] *[in the event of our being awarded Lot No*].

5 This tender is valid for a period of [.....] from the final date for submission of tenders, i.e. until [././..].

6 If our tender is accepted, we undertake to provide a performance guarantee of [.....], as required by Article 11 of the General Conditions.

7 Our firm/company *[and our subcontractors]* has/have the following nationality:
[.....]

8 We are making this application in our own right and **[as partner in the consortium** led by < name of the leader / ourselves >]* for this tender [Lot No]. We confirm that we are not tendering for the same contract in any other

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

form. [We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance].

- 9 We are not in any of the situations excluding us from participating in contracts which are listed in Article 3 of the instructions to tenderers.
- 10 We agree to abide by the ethics clauses in Clause 23 of the instructions to tenderers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- 11 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the European Communities.
- 12 We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and first name: [.....]

Duly authorised to sign this tender on behalf of:

[.....]

Place and date: [.....]

Stamp of the firm/company:

This tender includes the following annexes:

[Numbered list of annexes with titles]

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

7 TENDER GUARANTEE FORM

[On the headed notepaper of the financial institution providing the guarantee]

<Date>

Title of contract: **ESTABLISHMENT OF A NATIONAL DRUGS MONITORING CENTRE (REITOX FOCAL POINT) and DEVELOPMENT and IMPLEMENTATION OF A NATIONAL DRUGS STRATEGY**

Identification number: **EuropeAid116370/D/S/TR**

We, the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to **Central Finance and Contracts Unit Ehlıbeyt Mahallesi 6.Sokak No:18/8 Ekşiođlu İş Merkezi 06520 Balgat ANKARA** on behalf of [*Contractor's name and address*], the payment of [*amount of the tender guarantee*], without dispute, on receipt of a first written request from the recipient.

The guarantee will enter into force and take effect from [*submission deadline*] and remain valid until [insert date]

We note that you will release the guarantee and notify us of the fact at the latest within sixty days of the expiry of the tender validity period, including any extensions, in accordance with Article 8 of the Instructions to Tenderers.

Any dispute concerning this guarantee shall be governed by [*enter the law applicable*] and fall within the competence of [*indicate which jurisdiction applies*].

Name: Position:

Signature:

Date:

CENTRAL FINANCE AND CONTRACTS UNIT –CFCU

FINANCIAL IDENTIFICATION

ACCOUNT HOLDER

NAME □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
ADDRESS □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
TOWN/CITY □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
POST CODE □□□□□□
CONTACT □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
TELEPHONE □□□□□□□□□□□□□□□□
FAX □□□□□□□□□□□□□□□□ E-MAIL □□□□□□□□□□□□□□□□□□□□
VAT NUMBER □□□□□□□□□□□□□□□□

BANK

NAME □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
ADDRESS □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
TOWN/CITY □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
POST CODE □□□□□□ COUNTRY □□□□□□
BANK ACCOUNT □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
IBAN (optional) □□□□□□

REMARKS:

BANK STAMP+SIGNATURE of
BANK REPRESENTATIVE (Both
Obligatory)

DATE + SIGNATURE of ACCOUNT
HOLDER: (Obligatory)