**Additional information about the Contract Notice**

**OFFICE PRODUCTS - HYGIENIC MATERIAL Supply  
Location -** Rwanda

**Nature of contract**

**For supply contracts unit price**

1. **Programme title**

Amazi Meza (Acqua Pulita) – progetto per il rafforzamento dell’accesso all’acqua potable e all’igiene per la popolazione rurale ruandese

1. **Financing**

AICS AID012590/08/8 Budget line 2.4.9 and 2.7

1. **Legal basis, eligibility and rules of origin**

**Participation in tender procedures is open on equal terms to all natural persons who are nationals of one of the Member States of the European Union or of one of the countries, territories or regions expressly eligible under regulation/of the applicable basic act governing the rules of eligibility for the grant, in accordance with Annex A2 of the practical guide as well as to all legal persons (whether participating individually or within the framework of a grouping – consortium – of tenderers) which are actually established there. Tenderers must indicate their nationality in their tender and submit the usual supporting evidence in accordance with their national legislation.**

**The legal basis for this procedure is:**

**✓ Legge 29 agosto 2014 n. 125, DM 22 luglio 2015, n. 113.**

**✓ Regolamento recante: “Statuto dell’AICS” Bando e allegati**

**✓ Contract / Agreement and specific conditions**

**✓ General procedure**

**✓ Documento Unico di Progetto (DUP) approved by AICS and subsequent modification and integration**

**✓ Allegati al Documento Unico di Progetto**

**Application of the PRAG principles and Annex IV of the PRAG Grants Practical Guide to Contract Procedures for EU External Actions” (PRAG) as stipulated by Procedure Generali per la concessione di contributi e la gestione e rendicontazione di Iniziative promosse da Soggetti pubblici e privati no-profit di Cooperazione di cui al Capo VI della legge n.125/2014 e fondate su approccio RBM.**

**The supplies can originate from any country, no certificate of origin must be presented.**

1. **Candidature**

**All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.**

**A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.**

**The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.**

1. **Number of requests to participate or tenders**

**No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.**

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

1. **Sub-contracting**

Sub-contracting is allowed.

1. **Provisional date of invitation to tender**

15/05/2023

1. **Provisional commencement date of the contract**

05/07/2023

1. **Period of implementation of tasks**

36 months

1. **Language of the procedure**

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

**SELECTION [AND AWARD] CRITERIA**

1. **Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

#### **Economic and financial capacity** **(**based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

**Criteria: Contractor should be able to received payment through bank transfer or electronic payment**

**2)** **Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria: Authorized stationery company

**3) Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria: The candidate has provided services or supplies under at least <2 > contract[s] [each] with a budget of at least <OFFICE PRODUCTS - HYGIENIC MATERIAL> EUR in <specify fields> which were implemented at any moment during the reference period: < 3>.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

1. **Award criteria**

Best price