
SUPPLY PROCUREMENT NOTICE

Strengthening Public Internal Financial Control Structure Croatia

1. Publication reference

2004-0403-0102

2. Procedure

Open

3. Programme

CARDS 2004

4. Financing

CARDS 2004 Annual Action Programme for Croatia

5. Contracting authority

Ministry of Finance of the Republic of Croatia, Central Finance and Contracting Unit

CONTRACT SPECIFICATIONS

6. Description of the contract

The objective is to strengthen and implement new Public Internal Financial Control (PIFC) structure and internal audit methodology, which is in line with the EC standards and supports sound and efficient utilization of public funds. The main activity is to equip newly established Internal Audit and Internal Control Units with off the shelf Internal Audit Management Software and relevant IT and office equipment.

7. Number and titles of lots

Lot 1. Off the shelf Internal Audit Management Software

Lot 2. IT and office equipment

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers of the Member States and the countries and territories of the regions covered and/or authorised by the Regulations on access to Community external assistance and other specific instruments applicable to the programme under which the contract is financed (see also item 22 below). All goods supplied under this contract must originate in one or more of these countries. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the *Practical Guide to contracts procedures for EC external actions*.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

N/A

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next best compliant tender.

13. Information meeting and/or site visit

No information meeting is planned

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

15. Period of implementation

60 days for the delivery as from the date of the Commencement Order issued by the Project Manager. The implementation period shall run from the date of Commencement Order for a maximum period of 220 days (day of issuance of the certificate of Provisional acceptance).

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the Tender Form for a Supply Contract)
 - (a) the average annual turnover of the tenderer must exceed the financial proposal of the Tender.
 - (b) the cash and cash equivalent of tenderer at the beginning of this year, last year and year before last are positive
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract)
 - (a) minimum 4 staff are permanently employed
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract)
 - (a) The tenderer has worked successfully on at least 1 project in fields related to this contract in the past three years

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

17. Award criteria

Price (or, if appropriate after prior approval, the most economically advantageous tender which is a combination of quality of services / price)

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the Contracting Authority Internet address: <http://cfcu.mfin.hr/>. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to cfcu@mfin.hr and Ministry of Finance, Katančičeva 5, 10 000 Zagreb, Croatia (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications to the tender dossier shall be published on the CFCU website at <http://cfcu.mfin.hr/>.

19. Deadline for submission of tenders

At 10:00 hours local time on 28 February 2007 at the premises of the Ministry of Finance, Katančičeva 5, 10 000 Zagreb, Croatia.

Any tender received after this deadline will not be considered.

20. Tender opening session

At 11:00 hours local time on 28 February 2007 at the premises of the Ministry of Finance, Katančičeva 5, 10 000 Zagreb, Croatia.

21. Language of the procedure

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

22. Legal basis

Council Regulation (EC) No 2666/2000 of 05 December 2000, as last amended by the Council regulation (EC) No 2112/2005 of 21 November 2005