

---

## **SUPPLY PROCUREMENT NOTICE**

### **Supply of Equipment for the Establishment of a National Greenhouse Gas (GHG) Emissions Registry**

#### **Croatia**

#### **1. Publication reference**

EuropeAid/123908/D/SUP/HR

#### **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**

- 1.1 Croatia has signed the Kyoto Protocol and it intends to ratify it during 2007. This contract will provide support to the establishment of a national registry of GHG emissions to ensure their accurate recording, monitoring and reporting, as required in the Kyoto Protocol which Croatia is a party to. The EC has developed Kyoto compatible registry software, so the competent Ministry, (MEPPPC) is planning to sign a licence agreement and use it for free, whereas the necessary hardware is going to be provided through this contract. The national registry is one of the main requirements of the Kyoto protocol, and by establishing and maintaining this registry; Croatia will be able to participate in the European Emissions Trading Scheme and flexible mechanisms of the Kyoto Protocol: Joint Implementation, Clean Development Mechanism and International Emission Trading. The subject of the contract is the delivery, installation and after-sale services (where applicable) by the Contractor of IT equipment for the establishment of the National registry.

#### **7. Number and titles of lots**

One lot

## **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**

Tenderers must provide a tender guarantee of 1,500 EUR when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

### **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. 15 % of the performance guarantee will cover the after-sales services. These guarantees 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 guarantees 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**

The implementation period will last 118 days starting from the day of issuance of the Commencement Order and ending on the day of issuance of the Provisional Acceptance Certificate. The implementation period includes delivery period of 60 days.

---

### **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 candidate must exceed the financial proposal of the tender; and

(b) the averages of cash and cash equivalents at the beginning and end of year 2004 and 2005 are positive.

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

---

### **TENDERING**

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

The tender dossier is available from the following Internet address: [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm). The tender dossier is also available from the Contracting Authority. 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 email: [cfcu@mfin.hr](mailto:cfcu@mfin.hr) or by post to Ministry of Finance of the Republic of Croatia, Department for Financing EU Assistance Programmes and Projects - Central Finance and Contracting Unit (Ministarstvo financija Republike

Hrvatske, Uprava za financiranje programa i projekata pomoći EU - SJFU), Katančićeva 5, 10000 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 EuropeAid website at [http://europa.eu.int/comm/europeaid/index\\_en.htm](http://europa.eu.int/comm/europeaid/index_en.htm).

### **19. Deadline for submission of tenders**

**10:00 hrs local time on 06 June 2007** at the premises of the Ministry of Finance, Katančićeva 5, 10000 Zagreb, Croatia.

Any tender received after this deadline will not be considered.

### **20. Tender opening session**

At **12:00 hrs local time on 06 June 2007** at the premises of the Ministry of Finance, Department for Financing EU Assistance Programmes and Projects - Central Finance and Contracting Unit, Katančićeva 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