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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority:** Development – Guarantee Fund of Brčko District BiH  **Title of the tender:** 3.2 Furniture and computer equipment - Equipping Business Entrepreneurial Centers and Incubators (BECI) in Brčko District and Loznica - 3.2.5. Small-scale office furniture  **Reference number:** 07-23  **Date of launching:** 4/04/2024 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

* Provision of supplies as indicated in the technical information in the point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **11/04/2024 at 15.00 hours**\*\***.** Any tender received after this deadline will be automatically rejected.

*\*\* - The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.*

Currency

Tenders must be presented in Euro or BAM.

*In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be shall be reporting exchange rate.*

Award criteria:

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

In case that one offer is received, the Contracting Authority shall check whether the offer is administratively and technically compliant with the requirements set by this tender documentation and financial offer is within the available budget.

Variant solutions will not be taken into consideration.

Award notification

The successful tenderer will be informed of the results of the evaluation procedure in written form.

The estimated time of communication publishing of results to the tenderers is 10 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the “Part B: Format of offer to be provided by the tenderer” of the tender dossier**. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration,
* Statement of the company or evidence of paid taxes not older than 90 days from this tender launching date or agreement with the relevant authority on payment of taxes. In case of statement, the evidence will have to be provided in 3 days as of Notification Letter.

The tenders will be submitted in a sealed envelope, containing the following information:

* Name and address of the tenderer: Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects
* Title of the tender: 3.2 Furniture and computer equipment - Equipping Business Entrepreneurial Centers and Incubators (BECI) in Brčko District and Loznica - 3.2.5. Small-scale office furniture
* Reference number: 07-23 (NESESER)
* The words: ‘’Not to be opened before the tender opening session’’ and ‘’*Ne otvarati pre sastanka za otvaranje ponuda*’’

The tenders will be submitted in person, by post or courier service to the following address:

*Development – Guarantee Fund of Brčko District BiH / Unit for Implementation of International Projects*

*Cvijete Zuzorić bb, 76120 Brčko*

*n/r Ivana Pirić, Evaluation Committee Secretary.*

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide supplies as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, including brand names if applicable, referring back to the below table.

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| **No.** | **Number of items** | **Title of item** | **Technical specifications** | **Unofficial translation into BHS languages** |
|  |  | **Supplies** |  |  |
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| **1** | 10 | Office desks/Kancelarijski sto | Desks dimensions 140x80x80cm, desk panel hickness min. 3.5 cm, chipboard material matte, light brown, gray or beige. Metal legs, square min. 3.5cmx3.5x3.5x3.5cm or round with a diameter of min. R-6 cm gray or black. The front side of the table is half closed. 5 out of 10 tables should have an integrated drawer underneath on the left or right side. | Dimenzija stola minimalno 140x80x80cm, debljina ploče min. 3,5cm, materijal iverica mat, svijetlo smeđe, sive ili bež boje. Noge stola metalni, četvrtasti min. 3,5cmx3,5x3,5x3,5cm ili okrugli prečnika min. R-6cm sive ili crne boje. Prednja strana stola je zatvorena do polovine. 5 od 10 stolova treba da ima integrisanu ladicu ispod sa lijeve ili desne strane. |
| **2** | 5 | Mini cabinet / Mini ormarić | Mini cabinet that accompanies the office desk, with three drawers and a lock, minimum dimensions 40x60x55cm, chipboard material matte, light brown, gray or beige. The cupboard should have a lock. | Mini ormarić koji prati kancelarijski sto, sa tri ladice i bravicom, minimalnih dimenzija 40x60x55cm, materijal iverica mat, svijetlo smeđe, sive ili bež boje. Ormarić ima bravicu. |
| **3** | 10 | Office chair/Kancelarijska stolica | Adjustable chair in height and inclination for the back with handrails, black color. Artificial leather and mesh. Steel base. The minimum dimensions are: Width 61 x Height 109-119 x depth 62 cm | Podesiva stolica po visini i nagibu za leđa sa rukohvatima, crne boje. Umjetna koža i mreža. Baza od čelika. Minimalne dimenzije su: Širina 61 x Visina 109-119 x dubina 62 cm |
| **4** | 10 | Office closet/Kancelarijski ormar | Minimum dimensions 190x90x40cm, chipboard material matte, light brown, gray or beige. The left half of the wardrobe is intended for hanging clothes with a hanger for fingernails, the lower part below contains at least two. In the right half in the upper part there should be at least three wider shelves for binders, in the lower part at least two drawers. The wardrobe should have a lock with a key. | Minimalne dimenzije 190x90x40cm, materijal iverica mat, svijetlo smeđe, sive ili bež boje. Lijeva polovina ormara predviđena za vješanje odjeće sa nosačem za ofingere, donji dio ispod sadrži minimalno dvije. U desnoj polovini u gornjem dijelu trebaju biti minimalno tri šire police za registratore, u donjem dijelu minimalno dvije ladice. Ormar treba da ima bravicu sa ključem. |
| **5** | 1 | Conference desk/ Konferencijski sto | The conference table consists of two parts (for easier manipulation), a total of min. dimensions 600x120cm, board min. thickness 3.5cm, chipboard mat light brown, gray or beige. Table size for minimum 10 people. Metal legs, square min. 3.5cmx3.5x3.5x3.5cm or round with a diameter of min. R-6cm gray or black. | Konferencijski sto se sastoji iz dva dijela (zbog lakše manipulacije), ukupne min. dimenzije 600x120cm, ploča min.debljine 3,5cm, iverica mat svijetlo smeđe, sive ili bež boje. Veličina stola minimalno 10 osoba max. Nogari metalni, četvrtasti min. 3,5cmx3,5x3,5x3,5cm ili okrugli prečnika min. R-6cm sive ili crne boje. |
| **6** | 10 | Conference Chair / Konferencijska stolica | Black metal structure chair, black comfortable seat. Minimum width/height/depth: 54/80/55 cm, color: black or dark blue, maximum load approx.: 130 kg. | Stolica metalne konstrukcije crne boje, crnog udobnog sjedišta. Minimalna širina/visina/dubina: 54/80/55 cm, boja: crna ili tamno plava, maksimalna opteretivost cca: 130 kg. |

**Note: The selected supplier must offer and deliver uniform furniture in terms of colour.**

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| **NOT TO BE FILED IN BEFORE CONTRACT SIGNING**  **NOT TO BE SUBMITTED WITHIN THE OFFER!!!** |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**Publication ref: 07-23**

**Contract title:** 3.2 Furniture and computer equipment - Equipping Business Entrepreneurial Centers and Incubators (BECI) in Brčko District and Loznica - 3.2.5. Small-scale office furniture

**Concluded between:**

<Title>

<Address of the contracting authority>

(Contracting Authority)

AND

<Title>

<Address of the contractor>

Official registration number/ VAT number>[[1]](#footnote-1)

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the supplies as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’.

**Article 2: Contract value**

The total contract value for implementation of delivery of supplies indicated in the Article 1 is: <XXX EUR/National currency>[[2]](#footnote-2).

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| c4e | Draft contract : General conditions (Annex I) |  |

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> PRAG 2021.0

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the supplies indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the contractor the supplies in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

**The payments will be issued after the delivery to the location in primary school Prutače.**

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| **Day/Month** |  | **<EUR / BAM >** |
| < Day/Month> | Balance final payment | < 100 % of the contract value / Absolute amount> |
|  | **Total** | <Total contract value> |

**Article 5: Duration of the contract**

The duration of the contract is 30 days/months.

Commencement date is <dd/mm/yyyy>

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Brčko Court in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)
2. In accordance with the Law on ratification of Framework agreement between the Government of Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning EC financial assistance to Montenegro in the framework of the implementation of the assistance under the Instrument for pre-accession assistance (IPA), Community financed contracts for services, supplies or works carried out by contractors registered in Republic of Serbia or Montenegro shall be exempted from VAT for services rendered, goods supplied and/or works executed by them under EC contracts. [↑](#footnote-ref-2)