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**MA-Rabat: ENPI — purchase of IT solutions, equipment and documentation for the CNDH IER 2 archives and for the Faculty of Letters and Human Sciences of the University Mohamed V-Agdal
2011/S 186-303260**

Supplies contract notice

Rabat — Morocco

1. **Publication reference:**
EuropeAid/131635/D/SUP/MA.
2. **Procedure:**
Open.
3. **Programme:**
Neighbourhood.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
National Human Rights Council — CNDH, Rabat, MOROCCO.

Contract specifications

6. **Contract description:**
Purchase of IT solutions, equipment and documentation for the CNDH IER 2 archives and for the Faculty of Letters and Human Sciences of the University Mohamed V-Agdal.
7. **Number and titles of lots:**
Lot number; description:
1; archive and mail management solution for the CNDH and computer equipment;
2; provision of reading materials on the 'History of the present day' (journals, books and articles in Arabic, French and English).

Conditions of participation

8. **Eligibility and rule of origin:**
Participation in the contract is open to all legal entities, irrespective of whether they are taking part as individuals or as part of a grouping (consortium) of tenderers, from the European Union Member States and from the countries and territories of the regions covered and/or authorised by the specific instruments applicable to the aid programme under which the contract is financed (see also point 22 below). All the goods supplied under this contract must originate in 1 or more of these countries. International organisations may also take part. Participation of natural persons is governed by the instrument that specifically applies to the programme under which the contract is financed.
9. **Grounds for exclusion:**
Tenderers must sign and submit the declaration, included with the tender form for a supplies contract, confirming that they are not in any of the situations listed in point 2.3.3 of the Practical Guide to contract procedures for EU external actions.
10. **Number of tenders:**

Tenderers may not submit more than 1 tender per lot. Tenders for part of a lot will not be considered. Tenderers may state in their tender whether they would grant a discount should they be awarded both lots. Tenderers may not submit a variant tender in addition to their tender for the supplies required in the invitation to tender dossier.

11. **Tender guarantee:**

When submitting their tenders, tenderers must furnish a tender guarantee as follows:

lot No; description; value of the tender guarantee: in EUR; equivalent in Moroccan dirhams (MAD):

1; archive and mail management solution for the CNDH and computer equipment; 2 600; 29 350;

2; provision of reading materials on the 'History of the present day' (journals, books and articles in Arabic, French and English); 210; 2 370.

Total: 2 810; 31 720.

This will be returned to unsuccessful tenderers once the invitation to tender procedure has been completed and to the successful tenderer(s) once the contract has been signed by all parties. This guarantee will be drawn on if the tenderer does not honour all the obligations stipulated in the invitation to tender.

12. **Performance bond:**

The successful tenderer will be required to provide a performance bond for 5 % of the contract value when the contract is signed. The tenderer will have 30 days from the date on which he receives the contract signed by the contracting authority in which to furnish the bond along with the countersigned contract. If the successful tenderer does not furnish the bond within the time allowed, the contract will be rendered void and a new contract may then be drawn up and sent to the tenderer who submitted the compliant tender with the next lowest price.

13. **Briefing and/or site visit:**

There are no plans for a briefing.

14. **Tender validity:**

Tenders are to be valid for 90 days from the final date for submission of tenders.

15. **Implementation period for the tasks:**

12 months.

Selection and award criteria

16. **Selection criteria:**

The following selection criteria will be applied to tenderers. Where tenders are submitted by a consortium, these criteria will apply to the consortium as a whole.

1) Tenderer's economic and financial capacity (based on point 3 of the tender form for a supplies contract).

Should the tenderer be a public body, equivalent information must be submitted:

lot number; description; turnover: in EUR; equivalent in MAD:

1; archive and mail management solution for the CNDH and computer equipment; 700 000; 7 906 000;

2; provision of reading materials on the 'History of the present day' (journals, books and articles in Arabic, French and English); 65 000; 734 000.

Total: 765 000; 8 640 000.

Should several lots be awarded to the same tenderer, said tenderer's economic and financial capacity must be at least equal to the sum of the capacities required for each lot.

— Cash and cash equivalents at the beginning and end of the financial year must be in surplus, overall.

2) Tenderer's professional capacity (based on points 4 and 5 of the tender form for a supplies contract):

— at least 7 of the tenderer's staff must be currently working in fields connected with this contract, and

— at least 20 % of those employees working this year for the tenderer in fields related to this contract must be on permanent contracts.

3) Tenderer's technical capacity (based on points 5 and 6 of the tender form for a supplies contract):

the tenderer must have successfully completed at least 2 projects in the past 3 years in fields related to this contract and where the budget was at least:

in EUR; equivalent in MAD:

1; archive and mail management solution for the CNDH and computer equipment; 150 000; 1 694 000;

2; provision of reading materials on the 'History of the present day' (journals, books and articles in Arabic, French and English); 15 000; 169 000.

Total: 165 000; 1 863 000.

Projects carried out, during the following period: < 3 years up to the end of the tender deadline (6.12.2011) in the following fields:

lot 1: development of IT management solutions;

lot 2: provision of documentation (books, journals, articles, etc.) to universities, colleges, libraries, etc.

An economic operator may, if necessary and for a specific contract, make use of the capacities of other entities irrespective of the legal nature of the connection between itself and said entities. As an example, the contracting authority may consider it inappropriate if the tenderer relies, for the main part, on the capacities of other entities or calls on them for key criteria. If the capacities of other entities are relied on, the economic operator must, in that case, provide the contracting authority with proof that it will have the resources needed to perform the contract by, for example, producing an undertaking from those entities to place those resources at its disposal. These bodies, e.g. the economic operator's parent company, must observe the same eligibility rules, notably regarding nationality, as the economic operator in question. Furthermore, the information relating to this third entity/these third entities for the relevant selection criteria must be included in a separate document. Proof of their capacity must also be provided when requested by the contracting authority.

17. **Award criterion:**

Price.

Tender submission

18. **Procedures for obtaining the invitation to tender dossier:**

The invitation to tender dossier is available from the following web address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do-publi.welcome>

It can also be obtained from the contracting authority. The standard tender form for a supplies contract must be used to draw up tenders. This form can be found in the invitation to tender dossier, and its clauses and format must be strictly adhered to.

Questions regarding this invitation to tender must be sent in writing to the following address: rue Beyrouth, Es Saada Building, Door No 4, 5th Floor, 10000 Rabat, MOROCCO. E-mail: largo@cndh.org.ma

(quoting the publication reference in point 1) at least 21 days before the final date for submission of tenders, given in point 19. The contracting authority must reply at least 11 days before the final date for submission of tenders. Clarifications or minor amendments to the invitation to tender dossier will be published at least 11 days prior to the final date for submission of tenders on the EuropeAid site: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do-publi.welcome>

19. **Final date for submission of tenders:**

6.12.2011 (10:00), local time.

The opening hours of the contracting authority are: 9:00–16:00.

Tenders received after this deadline will not be considered.

20. **Tender opening session:**

6.12.2011 (11:00), local time.

21. **Language for the procedure:**

French must be used for all correspondence concerning this invitation to tender.

22. **Legal basis:**

Financing agreement No 2008/019-684 signed on 19.11.2009 — legal basis: Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24.10.2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument.