AGENZIA ITALIANA PER LA COOPERAZIONE ALLO SVILUPPO
HANOI Office

LETTER OF INVITATION TO TENDER

SUBJECT: Invitation to tender for the provision of IT equipment and supporting software to be delivered to the General Statistics Office (GSO - Ha Noi Office) in Viet Nam, under the Italian Agency for Development Cooperation Project "VIETNAM – Improvement of National Statistical System" AID 11432.

CIG NO. 9670974436

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Responding to official requests from the General Statistics Office of Viet Nam (GSO) – dated June 30th, 2016 and November 3rd, 2017, for assistance activities aimed at strengthening the GSO technical capacity, the Italian Agency for Development Cooperation (AICS) approved the Project "VIETNAM – Improvement of National Statistical System" - AID 11432, hereinafter called "the Project", identifying the Italian National Institute of Statistics (ISTAT) as the Executing Entity. The Project is regulated by a Memorandum of Understanding (MoU) between ISTAT and the GSO signed on February 4th, 2014 and by an Agreement between ISTAT and AICS signed on April 11th, 2018.

A specific component of the Project, directly managed by the Italian Agency for Development Cooperation in Hanoi, hereinafter "AICS-H", was established for the provision of IT equipment and supporting software with the objective to improve GSO operational capabilities.

The AICS-H intends to select one organization to ensure the provision of IT equipment and supporting software for the GSO. The IT equipment and supporting software list (see ANNEX II+III: TECHNICAL SPECIFICATIONS and TERMS OF REFERENCE 4.2.1) is based on the needs identified by the GSO in collaboration with ISTAT and confirmed in the letter dated 25th October 2022 sent by GSO to AICS-H Prot. Nr. E.0032483.

The AICS-H is hereby inviting all interested organizations, operating in Viet Nam, to submit a full application for this Tender Procedure. All bidding documents must be in English language. Any material presented in other languages than English will not be considered. In the case of original documents in Vietnamese language, an official/legalized translation in English language must be produced and attached to the bidding documents.

The supply, delivery, installation, test and after-sale services of the IT equipment and software will be regulated by a Contract signed by the AICS-H and the successful tenderer.

Prices must be quoted free of VAT, and must not exceed 90.000,00 EUR. The contract will have a duration of 4 months (3 months for the supply, delivery and installation of the IT equipment and software at GSO premises in Hanoi, plus one month after the delivery for testing).

The AICS-H will choose the offer with the **lowest price** for the assignment on the basis of the compliance with minimum requirement of IT equipment, as per Terms of Reference, and of its installation at the GSO premises in Hanoi, located in No. 54 Nguyễn Chí Thanh Street, Láng Thượng Ward, Đống Đa District, Hà Nội. All costs, even those directly related with the installation of the equipment (including transportation and import), except for VAT, will have to be included in the price stated in the Economic Offer as part of the bidding documents.

All interested Organizations may be eligible for this bidding, providing that they are fully operational in Vietnam according to competent national regulations and can therefore carry out activities relevant for this bid in the Country. All tenderers shall provide evidence of their experience relevant to the scope of this bid.

Interested Organizations shall submit their applications in accordance to the information provided in the present Invitation.

For full information about procurement procedures please consult the practical guide and its annexes, which can be downloaded from the following web page:

https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders_en

1. SUBMISSION OF PROPOSALS

All interested Organizations are requested to submit their bidding documents in English language (copies of original documents in Vietnamese language shall have an official/legalized English translation) by post/courier or by hand, in a sealed envelope, directly or through an authorized

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representative to the following address:

Italian Agency for Development Cooperation – AICS Hanoi

20th Floor, Lien Viet Post Bank Building - 210 Tran Quang Khai, Trang Tien Ward, Hoan Kiem District, Hanoi City

2. SUBMISSION DEADLINE

The deadline for the submission of the bidding documents is 05/05/2023 at 16:00 Hanoi time. The bidding documents shall be delivered from Monday to Friday from 9am to 12pm and from 13:30 to 17:30. In case of any issues during the submission/lodging, please email to the address below.

hanoi@aics.gov.it

Bidding documents received after the day and time mentioned above will not be considered and will be automatically excluded from this tender.

Lodging of the bid will be acknowledged by the AICS-H by means of a Receipt dated and signed in two copies, one for the bidder and one for the AICS-H.

In case of bidding documents received via Courier, a scan copy of the Receipt will be sent to the bidder via email (please indicate your email address in the external envelope as per instructions).

Bidding documents received via email cannot be accepted and will be automatically excluded from this Tender Procedure.

3. REQUEST FOR CLARIFICATION

Bidders may submit requests for clarification only in writing before the 14/04/2023, 17:00. Hanoi Time. In the subject of the email should be specified the Invitation to bid reference: "Invitation to bid for the provision of IT equipment and supporting software to be delivered to the General Statistics Office (GSO - Ha Noi Office) in Viet Nam, under the Italian Agency for Development Cooperation Project "VIETNAM – Improvement of National Statistical System AID 11432". Each question must start with an indication of the paragraph of the Invitation to Bid documents to which the question relates.

Questions should be sent to the following email address:

hanoi@aics.gov.it

Bidders are reminded that the above e-mail address may be used only to send queries. Please note that clarifications requested by phone will not be considered. Questions and Answers will be made available in the website https://hanoi.aics.gov.it/ within 24/04/2023 and will be sent to all the bidders from the above-mentioned e-mail address. These answers will complement the original Invitation to Bid and Terms of Reference.

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4. CONTRACT DESCRIPTION

The Terms of Reference (ToR) for this Contract are described in the document called "ANNEX II+III: TECHNICAL SPECIFICATIONS + CONTRACTOR'S TECHNICAL OFFER" attached to this dossier. The ToR includes a detailed description and requirements regarding the supply, installation, test and other services related to this tender.

The supply, delivery and installation of the IT equipment and software at GSO premises in Hanoi is expected to be provided within a period of 3 months. IT Equipment and software testing shall be performed within 1 month from the date of the delivery of the IT Equipment as stated in the ToR. The total duration of this contract, including delivery, installation and tests, shall be of 4 months.

The maximum total amount available under this Contract is of EUR 90.000,00 VAT excluded for the whole duration of the Contract. Offers exceeding this threshold will be automatically excluded from this Tender Procedure.

The successful tenderer is the solely responsible for the costs related to the supply of the IT equipment, including the payment of service, tax, insurance for workers and all other taxes and government duties as it may be applicable. The AICS-H is in no case responsible for the payment of taxes or any other cost related to this Contract.

The solely responsible for the implementation of the activities regulated by this Contract, i.e. supply, delivery, installation and tests of the IT equipment and software, is the successful tenderer, including the responsibility for the workers, technicians, drivers and other personnel employed or hired by the tenderer. There is no relationship of employer-employee between the above-mentioned personnel and the AICS-H. Therefore, the successful tenderer shall be solely responsible for the provision of all the statutory benefits as per Vietnamese regulations to the above-mentioned personnel. Any compensation or response in case of injury or death of the above-mentioned personnel is also the responsibility of the successful tenderer.

5. REQUIRED DOCUMENTS, SEALING AND MARKING

All tenderers shall submit their bidding documents via an outer sealed envelope containing three separate and sealed inner envelopes. Both inner and outer envelopes must be sealed with adhesive tape. All tender documents must be submitted in one original, marked 'original', and 1(one) copy signed in the same way as the original and marked 'copy'. **Tenderers must put their signatures across the taped seal.**

Outer envelope:

The following information should be clearly marked on the outer envelope

a. Closing date of the envelope
b. The title: *Invitation to bid for the provision of IT equipment and supporting software to be delivered to the General Statistics Office (GSO - Ha Noi Office)*

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in Viet Nam, under the Italian Agency for Development Cooperation Project "VIETNAM – Improvement of National Statistical System" AID 11432.

c. The CIG number*: 9670974436*
d. Name and email of the interested organization/tenderer
e. The wording: *"DO NOT OPEN BEFORE BID OPENING SESSION"*

Inner envelopes are three: (I) the administrative envelope; (II) the technical envelope and; (III) the economic envelope.

I. Administrative envelope

The 1st inner envelope, marked as "Administrative Documents" + the name of the tenderer, shall contain:

a. The "Tender form for a supply contract"
b. The "Declaration on honour on exclusion criteria and selection criteria", stating that the organization is not in any of the situations of exclusion stated in annex D.1 Annex I "Declaration on honour on exclusion criteria and selection criteria".
c. Financial and Legal information duly filled, signed and stamped (please see the Financial Identification Form and the Legal Entity Form attached to this Invitation).
d. Details of the contact person within the interested organization responsible for the bidding procedure (please see "Tender form for a supply contract").
e. Economic and financial capacity. The organization shall provide evidence that its own average annual turnover for at least the last (two) 2 years is above 90.000,00 EUR (please see "Tender form for a supply contract").
f. Professional capacity. The reference period which will be taken into account will be the last three years preceding the submission deadline. The main field of specialisation of the tenderer shall be distribution and service of IT equipment and supporting software; a further specialization in the specific software mentioned in the ToR will be highly considered; at least three staff shall work for the tenderer in fields related to this contract at the moment of the bidding (please see "Tender form for a supply contract").
g. Technical capacity. The reference period which will be taken into account will be the last three years from the submission deadline. The tenderer shall provide both services and supplies for at least three (3) contracts in the field of IT in the last three years. At this regard, **tenderers are allowed to refer to contracts not yet completed during the current period**. Contracts must be supported by documentary evidence, including their total value. In case of a consortium or a joint venture, the portion completed by the tenderer must be clearly distinguishable (please see "Tender form for a supply contract").
h. Certificate of Registration in Vietnam providing that the organization is

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authorized by the Vietnamese law to operate under this Contract. As mentioned above (paragraph 1 of this Invitation) original documents in Vietnamese language shall be accompanied by an official/legalized English translation.

i. Power of Attorney, providing evidence that the person signing the Documents related to this bid is legally entitled to do so according to the Vietnamese law, duly stamped and signed (see annex VI of this bidding documents) together with a copy of valid National ID Card or other identification document of the Signatory.

j. A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).

Administrative envelopes missing one or more of the above-listed documents will be considered non-compliant and the Tenderer will be automatically excluded from this Tender Procedure. **Bank statements and audited financial statements proving financial and economic stability may be asked in case of successful bid.**

II. Technical envelope

The 2nd inner envelope, marked as "Technical documents" + the name of the tenderer, shall contain:

a. A Control Table with confirmation of the availability of the items listed in the Terms of Reference, the ability to supply the mentioned items and to install them at the GSO premises within 3 (three) months from the signature of the Contract, while testing must be done within 1 (one) month from the delivery. The items that the tenderer intends to supply must comply with brands, model and specifications detailed in the ToR list. If one or more items in the list are not available but a similar model is available instead, the technical offer shall include their name and detailed technical specifications. The commission will then evaluate case by case their compatibility with the items listed in the ToR.

b. A Timeline Chart including main actions and milestones for the proposed period of execution, i.e. 1) IT equipment and software delivery; 2) installation; 3) test.

c. A description of the warranty conditions in free text format including a description of the organisation of the commercial warranty tendered, in accordance with the conditions laid down in Article 32 of the special conditions.

III. Economic envelope

The 3rd inner envelope, marked as "Economic Offer" + the name of the tenderer, shall contain:

a. The unitary cost in EUR for each item listed in the ToR

b. The total cost in EUR for the supply of the IT equipment and software listed including the cost of transportation, delivery, installation and

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necessary testing and/or diagnostic.

The economic offer must be in EUR currency only and no other currency will be accepted. The economic offer in EUR <u>must be stated in the economic envelope only</u>.

6. OFFERS OPENING PROCEDURE

All envelopes will be opened tentatively on 09/05/2023 at 10:00 (Hanoi time) at the AICS-H premises. An Evaluation Committee (EC) duly appointed for the purpose by the Chairperson (Head of Office) of the Contracting Authority will be in charge of the opening of the offers received. The EC consists of at least three (3) members from AICS-H. A representative of the GSO may assist to the opening procedures as observer.

Tenderers or their legal representatives are allowed to attend the opening session.

7. OFFERS EVALUATION

The submitted offers will be evaluated by a Committee nominated by the Head of Office of AICS-H. The Committee consists of at least three (3) members from AICS-H. The evaluation will be based solely on the information provided in the submitted documents.

The Committee checks the compliance, the quality and the financial and economic scores as follows:

a. The Committee checks the compliance of the bidding documents with the instructions given in point 5. Failure to comply with the administrative requirements will constitute an irregularity and may result in the rejection of the bid. Tenderers making false declarations will be automatically excluded from the tender procedure. The tenderer's average annual turnover for the last 2 years must be above 90.000,00 EUR (according to the exchange rate stated by InforEuro on the week of submission of the tenders). Banks statement balance sheets and/or cash flow statements can be used for the purpose and relevant figures must be duly highlighted for easier evaluation. In order to provide technical and professional capacity, the tenderers must prove their experience and area of specialization by filling the form as per D.1 Tender Form, according to the ToRs as specified in annex B.1 Annex II+III
b. The quality of each technical offer will not be evaluated if the administrative requirements are not achieved. Tenderers must be compliant with the technical requirements stated in the ToR, as per annex B.1 Annex II+III
c. The economic offers will not be evaluated if the technical requirements are not achieved. The Committee will check the offers for arithmetic or clerical errors in computation and summation. Wherever a discrepancy may occur between amounts in words and figures, the first will prevail, unless unanimously agreed

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other way by the Commission. **Tenders exceeding the maximum budget available for the Contract, which is fixed at 90.000,00 EUR VAT excluded, will be automatically rejected.** The economic offer is calculated and evaluated using the **lowest price** criterium for the provision of IT equipment and supporting software to be delivered to the General Statistics Office (GSO - Ha Noi Office), including all costs mentioned in the offer. The Committee reserves the right to request the tenderers further clarification about fees and costs indicated in the offer.

8. OFFER SELECTION

The contract will be awarded to the tender offering the **lowest price**.

9. PROPOSAL VALIDITY

The validity period of the proposals is ninety (90) days from the deadline of the submission of the envelopes. In case of shorter validity period of the offers the tender may be rejected.

10. SIGNATURE OF THE CONTRACT

The tenderers will receive notification of the outcome of this tender and the result of the selection will be published at https://hanoi.aics.gov.it/

After notifying the winner of this tender and before the signature of the contract, AICS-H reserves the right to request the selected tenderer further clarification and proceed with in-depth verification of declarations and documents submitted for this tender. The Contract will enter into force only after signature from both parties (i.e. AICS-H and the tenderer).

Bank guarantee is not required.

11. VISIBILITY OF ITALIAN GOVERNMENT AND OF THE AGENCY

Any product or IT equipment delivered by the selected tenderer within this Contract shall carry the logo of AICS. A sample of the logo will be provided. Tenderers should already consider the cost of printing AICS logo stickers within the quotation provided in the economic offer.

12. CONTRACT DETAILS AND PAYMENT SCHEDULE

A Draft Contract is provided as part of the present tender documents for reference. The payments will be executed based on successful achievement of the contract milestones listed in the ToR. Payments will be made by bank transfer on the account in EUR that will have to be indicated by the tenderer through the appropriate bank details form annex B.1 Annex V.a

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13. LIST OF BIDDING DOCUMENTS AND ANNEXES

1	(This letter)	Letter of invitation to tender
2	A	Instruction to tenderers
3	A.1	Contract notice
4	A.2	Additional information for contract notice
5	A.3	Summary contract notice
6	B.1	Draft contract
7	B.2	Draft contract: Special conditions
8	B.1 Annex I	Draft contract: General conditions
9	B.1 Annex II+III	Technical specification and technical offer
10	B.1 Annex IV	Financial Offer
11	B.1 Annex V.a	Financial identification form
12	B.1 Annex V.b	Legal entity form
13	B.1 Annex VI	Power of attorney
14	C.1	Administrative compliance grid
15	C.2	Evaluation grid
16	C.11	Provisional Acceptance
17	D.1	Tender form for a supply contract
18	D.1 Annex I	Declaration of honour

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