Additional information about the Contract Notice

Contract title: Provision of IT equipment and supporting software to be delivered to the General Statistics Office

Location: General Statistics Office - Ha Noi, Viet Nam

1. **Nature of contract**

   unit price

2. **Programme title**

   AID 11432: "VIETNAM – Improvement of National Statistical System".

3. **Financing**

   Development Cooperation funds from Italy.

4. **Legal basis, eligibility and rules of origin**

   The legal basis of this procedure is the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR). Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) as well as in the Financial Regulation.
   Participation is open to Vietnamese organizations. Participation is also open to international organizations. All supplies under this contract may originate from any country.

5. **Candidature**

   All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender. A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority. The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

6. **Number of tenders**

   No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

7. **Grounds for exclusion**

   Candidates must submit a Declaration of honour as per D.1 Annex I. Supporting documents will be requested from tenderers at evaluation stage and verified by the contracting authority before the award of the contract to the potential successful tenderer. Where the candidate or tenderer intends

to rely on capacity providing entities or subcontractors, he/she must provide the same declaration signed by this/these entity(ies). Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

8. Sub-contracting

Sub-contracting is allowed.

9. Provisional date of invitation to tender

2 March 2023

10. Provisional commencement date of the contract

By 17 July 2023 (provisional)

11. Period of implementation of tasks

120 days from the contract signature: 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. In exceptional cases, and only on the basis of an official authorization from the Contracting Authority, the period of implementation can be extended.

12. Language of the procedure

All written communications for this tender procedure and contract must be in English. Copies of the original documents in Vietnamese shall have an official/legalized English translation.

13. Additional information

The tender dossier is available from the AICS web page at the following Internet address:

https://hanoi.aics.gov.it/

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed. Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion which can be found at the following address:

https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

In case of any doubt, please send an email to hanoi@aics.gov.it for further confirmation.

If the candidate fails to clearly mark the contract title and the CIG number on the envelope containing the request to participate form, the application may be excluded from further assessment. The contracting authority reserves the right to request references from the candidates of the completed/ongoing projects listed on the candidate's request to participate form. The candidate should be ready to present such references and further information related to the projects listed by the candidate during the short-listing stage, upon request from the Contracting Authority.

SELECTION AND AWARD CRITERIA

14. Selection criteria

Capacity-providing entities:
An economic operator (i.e. candidate or tenderer) 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. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.
With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.
With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors. The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

1) **Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

- The average annual turnover of at least the last two years of the tenderer must exceed the maximum budget stated in the contract notice.

2) **Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- The main field of specialization of the tenderer is distribution and service of IT equipment and supporting software;
- At least three staff currently work for the tenderer in the above-mentioned field.

3) **Technical capacity** (based on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last 3 years from submission deadline.

a. The tenderer has provided both services and supplies for at least three (3) contracts in the field of IT in the last three years. Tenderers are allowed to refer to contracts not yet completed during the current period. Contracts must be supported by documentary

evidence including their value. In case of a consortium, the portion completed by the tenderer must be clearly distinguishable.

Specific information regarding the selection criteria can be found in the Letter of Invitation.

15. Award criteria

Price. The most economically advantageous tender is the technically compliant tender with the lowest price.