

## REFERENCE: <Procurement contract 01/CUAMM/UCR/012832/2024>

When submitting their offers, suppliers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit all the required information and documentation within the deadline specified may lead to the rejection of the offer.

### Goods to be provided

The goods required by the contracting authority are described in the technical specifications which forms Part B of this tender dossier.

#### 1. Timetable

	DATE	TIME*
Deadline for requesting clarification from the contracting authority	06/03/2024	05:00 pm (CET)
Last date for the contracting authority to issue clarification	16/03/2024	05:00 pm (CET)
Deadline for submitting tenders	26/03/2024	05:00 pm (CET)
Opening of Offers	27/03/2024**	05:00 pm (CET)
Completion date for evaluating technical offers	27/03/2024**	05:00 pm (CET)
Notification of award and finalization of Purchase Order or Contract signature	27/03/2024**	-

\* All times are in the time zone of the country of the contracting authority

\*\* Provisional Dates

#### 2. Participation, experts and subcontracting

- To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.
- Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in the article "Ground of exclusion" of the contract notice. Should they do so, their offer will be considered unsuitable or irregular respectively.
- Subcontracting is not allowed.

#### 3. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the participants and the Doctors with Africa CUAMM must be written in English.

The participants to the open procedure must submit a technical offer and a financial offer.

##### 3.1. Technical offer

The participants shall fill in the technical offer using the "06. Technical specification and Financial offer" included in the dossier of this simplified procedure.

### **3.2 Financial offer**

The financial offer must be presented using the “06. *Technical specification and Financial offer*” as an amount in Euro.

### **4. Variant solutions**

Tenderers are not authorized to tender for a variant in addition to this tender.

### **5. Period during which tenders are binding**

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award.

The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

### **6. Additional information before the deadline for submitting tenders**

The simplified procedure dossier should be clear enough to avoid participants having to request additional information during the procedure. If the contracting authority provides additional information on the tender dossier, it must send such information via email to all the participants at the same time.

Participants may submit questions via email to the following email address before 06/03/2024, specifying the publication reference and the contract title:

- Antonio Zardini – [a.zardini@cuamm.org](mailto:a.zardini@cuamm.org)
- Lorenzo Pasteris – [l.pasteris@cuamm.org](mailto:l.pasteris@cuamm.org)

Doctors with Africa CUAMM has no obligation to provide clarification after 16/03/2024.

### **7. Submission of offers**

Participants' tenders must be sent to Doctors with Africa CUAMM before 26/03/2024 at 05:00 pm. They must include the requested documents in clause 3 above and be sent via email.

The offer must be sent to the email addresses specified in clause 6. of these instructions and must be sent as a single zipped file containing all the requested documents. The zipped file must be protected by password. The password must be shared with the contracting authority after explicit request the day the opening of the offers takes place. Failure to provide the password in time will result in the offer being discarded and not further evaluated. The passwords will be requested from all participants at the same time via email.

### **8. Amending or withdrawing offers**

Participants may amend or withdraw their tenders by written notification prior to the deadline for submitting offers. Participants' tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with Clause 7.

### **9. Costs for preparing offers**

No costs incurred by the participants in preparing and submitting the tender are reimbursable.

### **10. Ownership of tenders**

The contracting authority retains ownership of all offers received.

### **11. Evaluation of tenders**

#### **11.1. Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

### **11.2. Evaluation of financial offers**

Upon completion of the technical evaluation, the financial offers for tenders that were not eliminated during the technical evaluation will be evaluated (i.e. those with an average score of 75 points or more).

### **11.3. Choice of selected tenderer**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

### **11.4. Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only.

## **12. Ethics clauses / Corruptive practices**

### **a) Absence of conflict of interest**

The participants must not be affected by any conflict of interest and must have no equivalent relation in that respect with other participants or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offer.

### **b) Respect for human rights as well as environmental legislation and core labour standards**

The participants and its staff must comply with human rights and applicable data protection rules. In particular and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

### **c) Anti-corruption and anti-bribery**

The participants shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.

### **d) Unusual commercial expenses**

Participants will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract.

### **e) Breach of obligations, irregularities or fraud**

Doctors with Africa CUAMM reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

## **13. Signature of contract(s)**

### **13.1. Notification of award**

The successful participant will be informed via email that its offer has been accepted.

## **14. Cancellation of the tender procedure**

In the event of cancellation of the simplified procedure, Doctors with Africa CUAMM will notify tenderers of the cancellation.

## **15. Appeals**

Participants believing that they have been harmed by an error or irregularity during the award process may file a complaint.