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|  | **HQ EUFOR J8**  **Procurement and Contracting Office**  Butmir Camp Sarajevo  71210 Ilidza  Bosnia and Herzegovina |  |

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**SERVICE PROCUREMENT NOTICE**

**Pre-Qualification for the provision of operational maintenance and training for the HQ EUFOR ID/ACCESS system in Camp Butmir Sarajevo in BiH.**

1. **Publication reference**

HQ EUFOR/ID & ACCESS SYSTEM/2023-SV/010

Internet address where this procurement notice and application form are available: [www.euforbih.org](http://www.euforbih.org) under tenders.

1. **Procedure**

Restricted; only shortlisted candidates following the pre-qualification procedure will be invited to submit a bid.

1. **Budget year**

**2024**

1. **Financing**

Operation ALTHEA, EUFOR Budget

1. **Contracting Authority**

European Union Forces (EUFOR) in Bosnia and Herzegovina, represented by the EU HQ Procurement and Contracting Office (P&C), Butmir Camp Sarajevo, 71210 Ilidza, Bosnia and Herzegovina

**CONTRACT SPECIFICATIONS**

1. **Description of the services**

Operation and maintenance (O&M) of the HQ EUFOR ID Issuing System /Access Control System and provision of the needed ID card consumables. This shall include but not limited to:

1. The preventive and continuous maintenance of the hardware and the system software of the ID card production and access system with the integrated database (SQL), **including spare part** (i.e. mechanical parts of access hardware, encrypted card readers, control units, etc…).
2. A 24/7 on the spot technical support consisting of preventing long system down-time and intervening on database and software system failures.
3. Training of the system users; the security/access guards and the ID production team.
4. The provision of the necessary consumables in order to produce the encrypted ID cards.

The place of performance shall be Camp Butmir Sarajevo, Bosnia and Herzegovina.

The precise terms of reference of the subject contract shall be included in the bidding dossier, which shall be provided to the applicants short-listed following this pre-qualification procedure.

1. **Number and titles of lots**

The contract will not be divided in lots; short-listed applicants shall be required to bid for the complete scope of services.

**TERMS OF PARTICIPATION**

1. **Eligibility**

## Participation to this procedure is open on equal terms to all natural and legal persons of the Member States of the European Union Turkey, Iceland, Liechtenstein, Norway, Albania, Chile, Republic of North Macedonia, Mexico, Montenegro, Aruba, Canada, Hong Kong, Special Administrative Region of the People’s Republic of China, Israel, Japan, Singapore, South Korea, Switzerland, Taiwan the United Kingdom, the United States of America, Bosnia and Herzegovina and neighbouring countries, in accordance with Part II Article 3 and Part IV Article 3 of the EPF Implementing Rules applicable for expenditure financed through the Facility mechanism.

1. **Grounds for exclusion**

Applicants must submit a duly signed declaration, included as a part of Application Form and Declaration of honour on exclusion and selection criteria.

1. **Number of applications**

No more than one application can be submitted by a potential applicant whatever the form of participation (as an individual legal entity or as a leader or member of a consortium submitting an application).

1. **Candidature**

All eligible legal entities (as per item 8 above) or groupings of such entities (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific bidding procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible legal entity (as per item 8 above) will result in the automatic exclusion of that legal entity. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

1. **Invitation to Bid**

Only short-listed applicants following this pre-qualification will be invited at a later stage to submit a comprehensive bid.

**PROVISIONAL TIMETABLE**

1. **Provisional Date of Invitation to Bid**

June 2023 with a submission deadline September 2023.

1. **Provisional Commencement of the Contract**

1 January 2024

1. **Period of performance**

One year (1/1/2024 to 31/12/2024); with the possibility to extend the services on yearly basis until 31 December 2027.

**SELECTION CRITERIA**

1. **Selection criteria**

The following selection criteria will be applied to the applicants on a YES/NO basis in order to rule on full compliance; in case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

Only applicants satisfying **all** the following selection criteria will be short-listed and consequently invited to bid.

1. Economical/Financial Capacity of the applicant:
2. The applicant must have an average annual turn-over of at least ***1,500,000 EUR*** during the past 3 years.

Shall be evaluated using item 3 of the application form.

1. Professional Capacity of the applicant:
2. Has a professional certificate for the services subject of this procurement.
3. Has at least 10 persons permanently employed in the field related to this contract.
4. The applicant as a legal entity must be in possession of NATO or EU security clearance certificate.

Shall be evaluated using point 4 of the application form.

1. Technical Capacity of the applicant:
2. The applicant must have successfully executed at least **one** contract/project for services similar to the requirements (maintenance and operation of an identification and/or access system comprising database management) of the subject of the contract outlined in point 6 above, and for a value of at least **200,000 EUR** during the past **3** years.

Shall be evaluated using point 5 of the application form.

1. **Award criteria**

Following the pre-qualification subject of this procurement notice and its selection criteria; the short-listed applicants will be invited to bid with award criteria as full technical compliance with the bid requirement while being the lowest price.

**APPLICATION**

1. **Application format and details to be provided**

Applications must be provided using the standard application form, the format and instructions of which must be strictly observed. The application form is available at the following Internet address:**[www.euforbih.org](http://www.euforbih.org) under tenders**

Applications must be submitted exclusively to the Contracting Authority in a sealed envelope. The contract title and publication reference (see item 1 above) must be clearly marked on the envelope containing the application.

Applications shall be submitted before the deadline (see item 19) by recorded delivery or hand delivered to the following address:

Procurement and Contracting Office

Butmir Camp Sarajevo

71210 Ilidza, BiH,

Fax: 00387 33 495707

e-mail: [taco@eufor.europa.eu](mailto:taco@eufor.europa.eu)

## For Application submission (only), please call on: 00 387 33 495 729.

1. **Deadline for submission of applications**

08 May 2023 at 14:00 CET (Sarajevo time - CET)

Any applications received after this deadline will not be considered nor evaluated.

1. **Language of the procedure**

**All written communications for this pre-qualification procedure and subsequent bidding procedure and contract must be in English.**

1. **Legal basis**

Council Decision 2021/509/CFSP of 22 March 2021 establishing a European Peace Facility (EPF) mechanism to administer the financing of the common costs of European Union operations having military or defense implications.

Act of the Facility Committee of 30 November 2022 (Doc. EPF No 8315/2022) on Rules for the implementation of revenue and expenditure financed under the European Peace Facility

The Contracting Authority reserves the right to cancel this procurement procedure at any stage before the contract is awarded; in no circumstances will the Contracting Authority be liable for damages or claims in relationship to such cancellation.

This pre-qualification procedure and subsequent invitation to bid does not commit the Contracting Authority to sign nor implement the contract announced.

No costs incurred by the applicants in preparing and submitting their application are reimbursable. All such costs will be borne by the applicants.

1. **Classification**

This notice is unclassified.