



SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER
SELEC

SLCS- 251-S

Bucharest, September 11th 2018

**TENDER SPECIFICATIONS
IT CONSULTANT**

1. Introduction

The contracting authority is the SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER (SELEC), located in Bucharest 13 September Avenue, No. 1-5, Palace of Parliament, 10th Floor, 050711, ROMANIA, Phone: +40.21.303 6009, Fax: +40.21.303 6077 has the intention to conclude a contract for IT consultant services.

The tender procedure will be concluded with the signing of a contract. The contract creates a direct obligation on the contracting parties at the time of its signature.

The procedure is part of the implementation of the project F.A.I.T – Fight against illegal trade.

2. Subject of the tender

The objective of the tender is to conclude a contract for IT consultancy services in order to set up SELEC Operational Center Unit, including SELEC Intelligence Reporting Application Tool (S.I.R.A.T), as described in Annex 1.

3. Place and time

Bucharest – Romania, Palace of Parliament, 13th September Avenue, No 1-5, 050711.

The project implementation term is end of June 2019.

4. Technical Specifications

The specifications described in Annex 1 and Annex 2 are considered as the minimum technical specifications. If these minimum criteria are not met the offer will be disqualified.

The consultant should prove the implementation of a quality management certificate according to ISO 9000 which should be valid at the time of the offer and for the duration of the contract.

5. Payments and contract

The tender shall be concluded with the signature of a contract, duly signed and dated by the parties.

The maximum price of the contracted IT Consultant services is 27,750 USD (without VAT).

The payments shall be done as follows:

- 60% of the amount in accordance with the schedule of the deliverables (to be defined in the contract to be concluded with the awarded tenderer);
- 40% after the reception of the fully-functional project.

Prices must be expressed in USD, firm and not subject to revision during the duration of the contract.

SELEC has the status of a diplomatic mission and is VAT exempted.

6. Costs for the tender

Costs incurred in preparing and submitting tenders are borne by the tenderers and shall not be reimbursed by SELEC.

7. Presentation of tenders

7.1 The offer should contain a main master project proposal taking into consideration the project milestones as specified in Annex 1, and the CV/(s) of the appointed IT Consultant/(s) in line with the enclosed Terms of Reference (Annex 2).

The master project proposal shall include the activities and deadlines to be followed, namely:

- the proposed activity calendar
- type of resources allocated per phases
- product and services receptions
- product and services hand over and quality reception process, a/o.

7.2. The Financial Form to be filled in by the tenderer may not be altered in any way.

7.3 Submission of a tender implies that the tenderer:

- Accepts all the terms and conditions from tender specifications;
- Waives its own terms and conditions.

8. Selection criteria

8.1 The tenderers must comply with the following minimum requirements:

- a. possess materials reflecting the main scope of activity in accordance with the profile of the proposed project;
- b. present documents related to conditions of certifying the quality for the producer and for their own activity of planning / implementation;
- c. have an annual minimal turnover which supports the financial sustainability of the project;
- d. remain free of debts towards the state fiscal authorities for previous fiscal years;
- e. comply with the technical requirements of delivery, installation and guarantee provided for in the documents of the tender.

8.2 The tenders must include the following documents for the appraisal of tenderers' financial and economic standing, technical and professional competences, namely:

- a. Documents constituting the financial bid: tenderers must duly complete the Financial Form attached (Annex 3) and provide the documents referred to in the Form;

b. Documents constituting the technical bid: tenderers must submit the project master plan and the CV/(s) of their nominated IT Consultant/(s).

8.3 All the documents of the tender have to be in English, dated, signed and stamped.

8.4 The selection shall be based on the technical compatibility and the best price.

8.5 The provider of IT consultant services cannot participate in the future tenders organized with the purpose of implementing this project, this being considered a conflict of interests.

The purchases necessary for implementing the project shall be made in accordance with SELEC Financial Rules and Regulations.

All data collected for the purpose of the selection procedure shall only be used within this specific context.

The offers, in English, should be sent to SELEC until **11 of October 2018** (COB), at e-mail address: secretariat@selec.org.

The results of the tender will be communicated to all bidders that have sent offers.

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6009, or by e-mail at the following address: secretariat@selec.org.