

TENDER SPECIFICATION

Vehicles for analytical and operational mobility (3 new vehicles)

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 supply contract for the purchase of three new service vehicles, type SUV.

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

The procedure is part of the implementation of the project FAIT – Fight against illegal trade.

2. Subject of the Contract

The objective of the tender is to conclude a supply contract for the purchase of three new service vehicles, type SUV, through a tender procedure with the following characteristics indicated below in point 4.

3. Place of delivery

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

4. Technical Specifications and Standards :

The technical specifications described hereunder are considered as the minimum technical specifications of the vehicles required. If these minimum criteria are not met the offer will have to be disqualified.

The tenderer has the obligation to guarantee that it has the necessary infrastructure and technical capacity to maintain and repair the vehicles for the duration of the warranty.

A high quality after-sales service must be guaranteed at competitive prices. Maintenance and repair should be carried out by using exclusively original factor spare parts and following the technical instructions of the car producer. A very good supply and stock of spare parts must be guaranteed at all times.

The tenderer commits to ensuring that the vehicle will be immediately available once serviced/repaired.

The official factory warranty period (minimum 2 years on parts and labor) must be mentioned in the offer. Any extension of this warranty period, offered by the tenderer free of any costs for SELEC may be indicated and will be taken into consideration for the technical evaluation of the offer.

4.1. Technical features and other conditions

4.1.1. Vehicle type and specifications

- The vehicle must be a SUV type new vehicle;
- Left Hand Drive model (LHD);

- Minimum of 5 seats (including the driver seat) with adequate luggage space to store large size suitcases when all seats are occupied;
- Flexible seat configuration. It must be possible to take out the rear seats to enlarge the luggage storage space;
- Minimum 140 mm ground clearance;
- Length of the vehicle: minimum 4300 mm;
- Height of the vehicle: minimum 1600 mm;
- Minimum 4 doors;
- Color of the vehicle: dark blue, grey, black, brown or silver metallic;
- Minimum 16" alloy wheels with high quality type tires (summer and winter);
- Fuel deposit (inclusive reserve) – minimum 50 liters.

4.1.2. Engine and transmission

- Diesel/petrol/hybrid powered engine with the following specifications:
 - Engine capacity maximum 2500cc;
 - Engine must be energy efficient (based on the average fuel consumption per 100 km);
 - Environmentally friendly (based on average CO2 emission g/km) – to be indicated in Technical Form;
 - Engine power minimum 90 Kw.
- 4WD option;
- Automatic transmission.

4.1.3. Safety and security

- ABS;
- Traction Control System;
- Front and side air bags;
- Head supports for all seats (front and rear);
- All seats must be fitted with seat-belts;
- Xenon/led lights or similar;
- Front and rear fog lights;
- Remote central locking system;
- Anti-theft system (key immobilizer);
- Smash and Grab Safety film on all windows;
- The vehicle must be in accordance with the national civil/road transport regulations applied in Europe;

4.1.4. Interior comfort specifications

- Automatic air-conditioning;
- Power assisted steering wheel with tilt and collapsible steering column;
- Cruise control;
- Navigation system (maps for all European countries);
- Power side mirrors;
- Electric powered for all windows;
- Rear parking sensors with acoustic warning;
- Upholstery on seats to be indicated (fabric or leather);
- Overhead front and rear reading lights;
- Sun protective tinted windows;
- Audio system with Bluetooth and hand free option including front and rear music speakers plus antenna;

4.1.5. Other requirements

- Owner's manual in English and Romanian;
- Service logbook;
- Delivery time of the vehicle: maximum 2 months from signing the contract;
- Delivery place of the vehicle: Palace of Parliament, Calea 13 septembrie, nr. 1-5, sector 5, Bucharest

4.1.6. Warranty and service plan

- Minimum factory warranty of 2 years. The tenderer may offer a longer warranty period, but without any extra cost. This will be taken into consideration for the technical evaluation of the offer.
- Free regular service/maintenance (i.e. oil and filters) for 2 years. This will be taken into consideration for the technical evaluation of the offer.
- Free winter tires. This will be taken into consideration for the technical evaluation of the offer.

4.1.7. Conformity certificates (to be provided upon delivery of the vehicle)

All the certificates delivered by the manufacturer (conformity certification) attesting that the proposed vehicles are in conformity with the European and international standards applicable in the sector covered by this tender should be provided to the contracting authority together with the vehicle upon delivery.

5. Payments and standard contract

5.1. Payments

The purchase of the vehicle will be paid in RON, by bank transfer to the bank account designated in the contract. The payment will be executed within 30 days after reception of vehicles (see paragraph 5.3).

5.2. Contract

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

5.3. Reception of the vehicles

The reception of the vehicles shall be considered as fulfilled at the moment of delivery of vehicles in conformance with the approved specifications (technical and financial) and shall be certified by a Reception Document (Minutes) signed by all members of the Tender Commission.

6. Costs for the tender

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

7. Presentation of tenders

Tenderers are free to offer different vehicle models as long as the offered models are in compliance with the minimum criteria stated above. Tenderers are not allowed to submit more than one offer per vehicle model.

Catalogue offers only **cannot** be accepted.

Tenders must be submitted by using the tender forms attached, taking into account the following:

7.1. Prices must be:

- evaluated in USD and RON, firm and not subject to revision during the duration of the contract. The exchange rate must be clearly specified, BNR rate preferably;
- in case of several models being offered the tenderer should provide separate financial offers;
- ***calculated free of all duties, tax and dues (SELEC is exempt from all taxes and dues, including value added tax (VAT), as being a diplomatic mission).***
- should include all costs (i.e. customs, preparation, pre-delivery inspection costs, delivery charges, Certificate of Conformity, manual and service log-book, installation of any equipment and all other charges).

7.2. The tender must clearly indicate:

- the deadline for delivery of the vehicle, delivery terms shall not be negotiable at this stage and must be indicated for each separate model offered;
- the service plan period and modalities of the vehicle;
- the factory warranty and modalities for the vehicle.

7.3. Tenders must be accompanied by:

- the technical specifications of the proposed vehicle(s);
- by an original factory commercial brochure, including pictures for each proposed model.

7.4. The tender documents must be signed and dated.

7.5. The forms to be filled in by the tenderer may not be altered in any way.

Submission of a tender implies that the tenderer:

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

Period of validity of the tender: 30 days from deadline for the submission of tenders.

Documents to be submitted:

- a) Tenderers must duly complete the Financial Offer Form attached to the tender specifications; no modification of the Financial Offer Submission Form is permitted;
- b) Tenderers must duly complete the Technical Offer Form attached to the tender specifications.
- c) The documents referred to in art. 8.

If any documents listed above are missing or incomplete, the tender will be judged to not conform to the requirements and will be rejected.

8. Award Criteria and Evaluation of the Tenders

8.1. Selection Criteria

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

- a) Tenderers' information: name of the service provider, legal status, official address, telephone number, telex and fax numbers, names and functions of the members of the management or the person authorised to sign and to represent the service provider;
- b) Certificates proving legal constitution and registration of the company in Romania;
- c) Certificates issued by the authorised bodies or declarations certifying the payment of taxes and social security contributions.

8.2 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.

The price is maximum 31 300 USD/vehicle (without VAT), including regular service/maintenance for 2 years from the purchase.

The financial and technical offers, in English, shall be sent to SELEC until **28th of March 2018** by e-mail at secretariat@selec.org.

For more information about this tender please contact Mr. Dan CRISTEA at phone number 004021.303.6002 or e-mail: dcristea@selec.org.