



SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER

SLC_20240724/4_OUT

Bucharest, 7/24/2024

ANNOUNCEMENT ACCESS CONTROL SYSTEM

1. Introduction

The contracting authority, the SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER (SELEC), a law enforcement international organization based 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, launches this tender for acquiring a new Electronic Access Control System, with the technical specifications mentioned below.

This Tender is carried out in accordance with the provisions of Chapter VI from SELEC Financial Rules and Regulations.

2. Subject of the Purchase

The objective of the offer is to purchase of a new Electronic Access Control System, through a procedure with the characteristics indicated in this document.

3. New Electronic Access Control System requirements

The new Electronic Access Control System should contain at least the following components:

- Maximum 5 two-ways access control modules with emergency buttons, respective readers on both sides of the doors. 4 doors are insulated, and 1 are wooden doors.
- Maximum 3 one-way access control modules with emergency buttons and the 3 respective readers on one side of the door. 2 doors are wooden and they should be controlled with reader and button, 1 wooden door with reader and normal opening on the handle.
- Maximum 4 elevator access control modules with emergency buttons for 4 floors (S1st floor, 7th floor, 9th floor, 10th floor) with the respective readers only for access into the elevator.
- A card enrollment software and a management and monitoring software, on Windows operating system, for minimum 250 smart cards. Management software should contain a database backup component, and be able to generate statistics.
- 200 new smart cards pre-registered ready to be enrolled.

- A computer/server with minimum requirements for installing the control access system and for the correct functioning of the entire system and for further upgrading and updating: ex. Processor min. i3, or similar, 1xLAN,1 Gbit, 4 GB RAM, HDD 2 TB.

The whole system will mainly cover 2 floors, floor 9 and 10 of the Parliament Palace building, but one elevator module must be installed on 7th floor and one on S1st floor.

The management, enrolling and monitoring equipment and software will be installed on the 9th floor, and the division of doors and elevator modules, will be as follows:

	S1st floor	7th floor	9th floor	10th floor	Total
Two-ways access door			1	4	5
One-way access door			1	2	3
Elevator one-way access modules	1	1	1	1	4
Total	1	1	3	7	12

Door controllers and readers are scattered throughout our headquarters within the Palace of Parliament.

Wiring, if required, will be performed by the Provider and will be included in the offer.

The period of unavailability of the entire system must not exceed 3 hours/year.

It is mandatory that the access control system be provided by a single integrator, which will cover the full range of services usual for this type of project and during the implementation of the project, following the particular requirements formulated by the Beneficiary.

Throughout this document, the term "Bidder" means the system integrator.

The products presented in the offer will be accompanied by all the necessary accessories for them to function (hardware and software module) at the parameters demanded by the present technical specifications contained in this document, even if the Beneficiary has omitted to request them explicitly.

4. Offer requirements

The technical requirements mentioned above are considered as the minimum required technical specifications. If these minimum criteria are not met the offer will be disqualified.

For each component offered, the Bidder should attach documents issued by the manufacturer containing the technical specifications for the products presented in the offer.

If the whole system and any of the equipment and software offered is in End of Sale status, the offer will be disqualified. The Bidder should provide for all equipment offered documents or links to manufacturer site which states the End of Sale date.

The commercial offer should consist of a technical project, detailing each component offered and should also contain the installation and configuration services of the entire system, as well as the price for the cards.

For the delivery, installation and commissioning of the equipment provided, the Bidder shall provide a technical project in maximum 7 days after signing the contract, considering:

- a) the technical requirements mentioned above;
- b) compliance of the equipment with the European and/or international standards. Other standards that may be equivalent or better will be accepted provided that equivalence is proven.

The offer of the Bidder shall be submitted after a site-survey at the SELEC Headquarters.

5. Warranty and service conditions during the warranty period

The Supplier will grant a minimum warranty period of 24 months.

During the warranty period, the Supplier undertakes to provide the following services, free of charge:

- Remedy of any manufacturing defect of the hardware products found by the Beneficiary, delivered according to the requirements of this document.
- Warranty services include the finding of the defect and its repair according to the terms mentioned above. The finding of the defect will be made by specialized and authorized personnel of the Supplier. The remediation will be done at the Beneficiary's headquarters, and in case of more serious defects the equipment will be transported by the Supplier to its headquarters.
- The warranty period increases with the downtime of the equipment.
- Following the repair, the supplier will reinstall and reconfigure the equipment at the Beneficiary's premises.
- Providing the necessary tools, spare parts, devices, a/o for carrying out the intervention activities, without additional costs from the beneficiary.

It is required that the defective equipment is tested at the Beneficiary's premises and taken over by the Supplier for troubleshooting, if the failure cannot be remedied at the Beneficiary's premises.

Intervention time. The response time for a request related to a failure of the system shall not exceed 3 hours, disregard of the day the week.

6. Supplying the Products

6.1 Delivery and reception

The delivery period of the above-mentioned equipment is up to 30 calendar days from the date of entry into force of the contract.

The products will be delivered during working hours: Monday to Friday between 09:00-17:00 at the SELEC Headquarters – 13th September Avenue No. 1-5, Palace of the Parliament, 10th Floor, 050711, Bucharest, Romania.

The Supplier shall ensure the safe delivery in the offered quantity, in accordance with the provisions above. If any of the boxes containing the equipment are damaged, the Beneficiary has the right not to take them over.

Qualitative and quantitative reception will take place in the presence of both parties and shall be certified through a protocol of delivery signed by both parties.

The equipment delivered will be new. Remanufactured equipment and / or items that have been previously used are not acceptable.

The Supplier has the obligation to deliver products complying with the technical requirements provided in the specifications. If certain products are not qualitatively or quantitatively compliant, the Beneficiary has the right to reject such products and the Bidder has the obligation to replace the refused products or provide the missing equipment within 5 working days.

The delivery must be accompanied by the following certificates authenticity, origin, quality, the warranty, the invoice and licenses.

6.2 Installation

The installation of the system should be preceded by the execution of a technical project delivered to the beneficiary, in maximum **30 days** after the contract is signed.

The installation, configuration, testing and commissioning of all of the equipment shall be done by the staff that is duly qualified or authorized by the Bidder.

The software (all in English version) and hardware will be installed for the Beneficiary's use on all the equipment purchased, in order for the equipment to be online (the licenses provided to the Beneficiary will also be installed and updated from the manufacturer's website).

6.3 Acceptance of the system

The installation of the system will be finalized by signing by both parties a protocol of acceptance.

7 The value of the contract

The estimated value of the contract for the above-mentioned equipment is maximum **27,000** EURO (without VAT).

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.

8 Award Criteria and Evaluation of the Bids

The selection shall be based on the technical compatibility and/or the best price, in this order.

The Bids must be submitted in electronic format considering the following:

8.1 Prices must be:

- quoted in EUR (VAT not included);
- in case of several models of the same product being offered, the Bidder should provide separate financial offers;
- calculated free of all duties and taxes (SELEC is exempt from all taxes and duties, including VAT).

8.2 The Bidder has:

- to send the filled-in Compliance Matrix related to the tender documentation in electronic format, including editable format. The Compliance Matrix should be filled with the detailed response of the Bidder including the value offered in relation to the requirement, if the offer is conformed to the requirement and, where necessary, a reference to the File Name from the manufacturer's documentation attesting this conformity.
- to provide all the required accompanying documents, in English, within the specified deadline.

8.3 The Bid documents must be signed, stamped and dated by the legal representative of the Bidder.

8.4 The forms to be filled in by the Bidder may not be altered in any way.

8.5 Submission of a Bid implies that the Bidder:

- accepts all the terms and conditions included in the Tender Specifications;
- waives its own terms and conditions.

8.6 The Bidders must comply with the following minimum requirements:

- a) possess materials reflecting the main scope of the tender;
- b) present documents related to conditions of certifying the quality for the producer and for their own activity;
- c) have an annual minimal turnover which supports the financial sustainability of the tender;
- d) remain free of debts towards the state fiscal authorities for previous fiscal year;

e) comply with the technical requirements of delivery, installation and guarantee mentioned in the tender documents.

8.7 The Bids must include all below-mentioned documents filled in English, dated, signed and stamped:

1. The Technical project
2. The Compliance Matrix
3. Financial offer
4. Certificate from the Trade registry
5. Latest balance sheet
6. Certificate(s) issued by the competent authorities certifying the payment of taxes (National Fiscal Agency, Directorate for Paying Local taxes) not older than calendar 60 days
7. Document(s) reflecting the annual minimal turnover which supports the financial sustainability of the bidder (accounting documents, bank statement, a/o)
8. Declaration (dated, signed and stamped) that there is no criminal action or trial against the legal person and its legal representative (in English).

The scanned documents shall not exceed 10 MB and will not be sent as an archive (our mail rejects documents with extensions like exe, zip, rar or similar).

If that is not possible, please send separate e-mails mentioning in the subject line: "Tender new electronic access control system Email 1, email 2." and specify the number of e-mails that you have sent.

Please call SELEC within the deadline at +4021.303.6009 to confirm the receipt of your Bid.

If the documentation is incomplete and any missing documents are not supplied within the deadline specified by the Beneficiary, the Bid will be considered non-compliant and will be rejected.

Miscellaneous

Any costs incurred in preparing and submitting Bids are the Bidders' responsibility and shall not be claimed to be reimbursed by SELEC.

All data related to this tender shall only be used within this specific context and shall not be further disclosed.

The documents of the Bid, in English, dated, signed and stamped, shall be sent to SELEC no later than **25th of August 2024**, at the e-mail address: secretariat@selec.org.

For more information about this tender and for a site-survey (if necessary) please feel free to contact Ms. Anca BALANOIU, IT&C Expert, phone: +4021.303.6020, e-mail: abalanoiu@selec.org.