

# INSTRUCTIONS TO TENDERERS

## **Chemical analyses of fish samples collected within the Joint Danube Survey 4**

By submitting a tender, the Tenderer accepts in full all the Conditions contained in this tender dossier as the sole basis for this tender, waiving his own conditions of contract.

Tenderers are expected to carefully examine and respect all instructions, forms, Terms of Reference and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will generally result in rejection of the tender.

The Contracting Authority is the ICPDR.

### **A. Participation**

Only Tenderers from countries being Contracting Parties of the ICPDR and from the EU member states are eligible.

Forming of consortia is permitted. The consortium shall clearly indicate which firm has been appointed by the others as the lead firm (legally responsible Tenderer/Contractor and the contact point for the Contracting Authority) and will present only one joint offer.

Sub-contracting is not permitted.

The Contracting Authority reserves the right to reject any consortia or one or more proposed members of a consortium who do not comply with the rules on eligibility.

### **B. Conditions for Submission of Tenders**

Tenders will be accepted only if they comply with the following conditions:

1. Tenders are to be submitted to the Contracting Authority and to be received at the place and by the time mentioned in the Invitation to Tender. Tenders may be sent by registered post with advice of reception, express mail or delivered by hand against receipt signed by the Contracting Authority's representative.
2. All tenders are to be submitted in a sealed envelope bearing only:
  - a) Title of the tender;
  - b) Name of the Tenderer;

- c) The indication: "Not to be opened before the tender opening session"
- 3. This envelope shall contain two separately sealed envelopes ("double envelope system"):
  - a) One sealed envelope containing the technical proposal (one original and 2 copies) as described below (C.1). This envelope shall be marked "technical proposal", and indicate the tender title and the name of the Tenderer; and
  - b) One sealed envelope containing the financial proposal (one original and 2 copies) as described below (C.2). This envelope shall be marked "financial proposal" and indicate the tender title and the name of the Tenderer.
- 4. The tender shall be drawn up in English.

### **C. Content of Tenders**

The tender submitted by the Tenderer shall fully comply with the requirements set out in the tender dossier and comprise:

- 1. A **technical proposal** consisting of:
  - a) A letter accompanying the Tender signed by an authorized representative of the Tenderer and giving exact reference of the Tenderer's contact person, address, phone, fax and e-mail number, and confirming the Tenderer's intention to provide the services in conformity with this tender dossier.
  - b) Terms of Reference. They describe in detail the nature of the activity, which is needed. Tenderers shall carefully read them and may not modify them.
  - c) Completed Annex A of the Terms of Reference: List of determinands and method performance characteristics in a format prescribed by the Annex A for those determinands, which are offered by the Tenderer.
  - d) The Tenderer is obliged to submit an evidence of participation in the proficiency testing schemes.
  - e) Accreditation of the Tenderer is of advantage and an evidence of this should be submitted.
- 2. A **financial proposal** comprising:

Completed Annex B of the Terms of Reference:

Contractor shall provide a unit price in EUR for each determinand for one sample. The unit price must be valid during the whole contract period. In case that several parameters listed in the Annex B are offered within one single analysis with one price the Tenderer is asked to indicate this clearly in the Annex B.

**D. Variant Solutions**

Variant solutions are not allowed.

**E. Interventions or representations**

If necessary, the Evaluation Committee may request Tenderers by e-mail or fax to give further details to clarify the content of their tenders.

During the evaluation period (i.e. from the tender closing date until the signature of the contract) any interventions or representations by tendering firms or by others on their behalf or in their favour are not permitted.

Should there be any such intervention or representation this may lead to the exclusion of the Tenderer concerned.

The Contracting Authority reserves the right to bring any interventions or representations to the attention of all participating Tenderers.

**H. Final decision on the selection of contractor**

The final decision will be taken by the Evaluation Committee per determinand or group of determinands.

The result of the selection will be communicated to Tenderers by the end of June 2019.



The winner of the open tender for chemical analysis of fish samples collected during the Fourth Joint Danube Survey will be supported by DG ENV LIFE and receive funding from the European Union.