



CELIM - ONLUS

Sede legale: Piazza Fontana 2, 20122 Milano

Sede operativa: Via Donatello 5 B c/o Fondazione Avsi, 20131 Milano

celim@celim.it - t. +39 02 58.31.78.10 - t./f. +39 02 58.31.63.24

CF 80202830156 - ccp 000052380201 - ccb IT31A0501801600000011080678 - ccb IT02G0623001634000015144959

www.celim.it

**Local Open Tender Offer - Printing
AID 012590/08/5**

PP06_2024_6_PRINTING_AID012590085



CELIM intends to award a supply contract for the supply of printing materials in a Framework Contract with financial assistance from the VITA-Vjosa: Enhancement of tourism and environmental initiatives along the Vjosa river basin AID012590/08/5. The tender dossier is available from Rr. Ismail Qemali 154, H.4, Ap. 13, 9310, Vlora, Albania; or by submitting a request to the following email address albania@celim. The tender will also be published on CELIM website: <https://www.celim.it/en/tender/>.

The deadline for submission of tenders is July 29th, 2024, at 12.00 (GMT+1.00).

Valeria Beronico

Our ref.: PP06_2024_6_PRINTING_AID012590085

Subject: tender for printing

The complete tender dossier includes:

- A. Instructions to tenderers, including notice and additional information
- B. Draft contract and special conditions, including annexes
 - Draft contract
 - Special conditions
 - General conditions
 - Technical specifications + technical offer (to be tailored to the specific project)
 - Budget breakdown
 - Forms
- C. Further information
 - Administrative compliance grid
 - Evaluation grid
- D. Tender form for a supply contract and Declaration on honour on exclusion and selection criteria

Only the candidates receiving this invitation letter may submit a tender. Any tender received from a legal or natural person not invited to tender will be rejected.

We look forward to receiving your tender which has to be submitted no later than the submission deadline mentioned in the Contract Notice.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.



CELIM - ONLUS

Sede legale: Piazza Fontana 2, 20122 Milano

Sede operativa: Via Donatello 5 B c/o Fondazione Avsi, 20131 Milano

celim@celim.it - t. +39 02 58.31.78.10 - t./f. +39 02 58.31.63.24

CF 80202830156 - ccp 000052380201 - ccb IT31A050180160000011080678 - ccb IT02G0623001634000015144959

www.celim.it

CONTRACT NOTICE

CALL FOR TENDER: GENERAL INFORMATION

I.1) Name and address Contracting Authority

Official name: CENTRO LAICI ITALIANI PER LE MISSIONI CE.L.I.M. ONLUS

Branch: CELIM Shqiperi

AID 012590/08/5

NIPT L17023191L

Postal address: Rr. Ismail Qemali 154, H.4, Ap.13

Town: Vlora, Albania

Postal Code: 9401

E-mail: albania@celim.it

Internet address: www.celim.it

II.1.1) Title:

FRAMEWORK CONTRACT/PRINTING

II.1.2) Type of contract

Supplies

II.1.3) Short description of the contract

The FRAMEWORK CONTRACT/PRINTING is intended for the supply of printing materials for the whole duration of the project, in one lot, in the municipality of Vlora. The figures shown in the tender documents are to be intended as estimations. Therefore, the contracting authority is not obliged to purchase all the items indicated in the offer nor to spend the full amount shown in the aforementioned documents. The possibility to pay by bank transfer is an essential requirement for the contract authority.

II.1.4) Estimated total value

Value including VAT: € **7612,00**

BL 2.4.1 Costo organizzazione 6 tavoli di concertazione multi-attore: max budget € 500

BL 2.4.2 Costo organizzazione 1 evento finanziatori internazionali max budget € 500

BL 2.4.5- Equipaggiamento InfoPoint turistici max budget € 6000

BL 3.2.1A-Cancell e forniture, utenze e manutenzione CELIM € 500

BL 5.1.1 A-Attività di visibilità e di divulgazione CELIM: max budget € 112

IV.1.1.) Type of Procedure

Open Procedure / Framework Contract

II.1.6) Information about lots

This contract is divided into lots: no

CALL FOR TENDER: INFORMATION PER LOT

II.2) Description

Framework Contract/Printing materials



CELIM - ONLUS

Sede legale: Piazza Fontana 2, 20122 Milano

Sede operativa: Via Donatello 5 B c/o Fondazione Avsi, 20131 Milano

celim@celim.it - t. +39 02 58.31.78.10 - t./f. +39 02 58.31.63.24

CF 80202830156 - ccp 000052380201 - ccb IT31A0501801600000011080678 - ccb IT02G0623001634000015144959

www.celim.it

The present contract is intended for the supply of printing materials for an estimated value of maximum € **7612,00 including VAT**.

II.2.2) Reference codes

PP06_2024_6_PRINTING_AID012590085

II.2.3) Place of performance

Geographical zone benefitting from the action: Municipalities of Vlora, Mallakaster, Memaliaj, Tepelena, Kelcyre, Gjirokaster and Permet.

II.2.5) Award Criteria

- The contract will be awarded to the offer which is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation on the basis of the ratio between the quality criteria (50%) and the price (50%).

IV.2.2) Time limit for submission of tenders or requests to participate

Date: July, 29th 2024

Local Time: 12:00 (GMT +1:00)

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

Additional information about the Contract Notice

FRAMEWORK CONTRACT/PRINTING

Vlora, Albania

1. Reference

PP06_2024_6_PRINTING_AID012590085

2. Procedure

Open procedure

3. Programme title

VITA-Vjosa: Enhancement of tourism and environmental initiatives along the Vjosa river basin AID012590/08/5

4. Financing

The project AID012590/08/5 is funded by AICS Italian Agency for Development Cooperation.

BL 2.4.1 Costo organizzazione 6 tavoli di concertazione multi-attore: max budget € 500

BL 2.4.2 Costo organizzazione 1 evento finanziatori internazionali max budget € 500

BL 2.4.5- Equipaggiamento InfoPoint turistici max budget € 6000

BL 3.2.1A-Cancell e forniture, utenze e manutenzione CELIM € 500

BL 5.1.1 A-Attività di visibilità e di divulgazione CELIM: max budget € 112

5. Contracting authority

CELIM

CONTRACT SPECIFICATION

6. Nature of contract

Unit price

7. Programme title

VITA-Vjosa: Enhancement of tourism and environmental initiatives along the Vjosa river basin AID012590/08/5

8. Contract description

Framework Contract/Printing materials

The FRAMEWORK CONTRACT/PRINTING is intended for the supply of printing materials for the whole duration of the project. The figures shown in the tender documents are to be intended as estimations. Therefore, the contracting authority is not obliged to purchase all the items indicated in the offer nor to spend the full amount shown in the aforementioned documents. The possibility to pay by bank transfer is an essential requirement for the contract authority.

CONDITIONS OF PARTICIPATION

9. Legal basis, eligibility and rules of origin

Participation in tender procedures is open on equal terms to all natural persons who are nationals of one of the Member States of the European Union or of one of the countries, territories or regions expressly eligible under regulation/of the applicable basic act governing the rules of eligibility for the grant, in accordance with Annex A2 of the practical guide as well as to all legal persons (whether participating individually or within the framework of a grouping – consortium – of tenderers) which are actually established there. Tenderers must indicate their nationality in their tender and submit the usual supporting evidence in accordance with their national legislation.

The legal basis for this procedure is:

- ✓ Legge 29 agosto 2014 n. 125, DM 22 luglio 2015, n. 113.
- ✓ Regolamento recante: “Statuto dell’AICS” Bando e allegati
- ✓ Contract / Agreement and specific conditions
- ✓ General procedure
- ✓ Documento Unico di Progetto (DUP) approved by AICS and subsequent modification and integration
- ✓ Allegati al Documento Unico di Progetto

Application of the PRAG principles and Annex IV of the PRAG Grants Practical Guide to Contract Procedures for EU External Actions” (PRAG) as stipulated by Procedure Generali per la concessione di contributi e la gestione e rendicontazione di Iniziative promosse da Soggetti pubblici e privati no-profit di Cooperazione di cui al Capo VI della legge n.125/2014 e fondate su approccio RBM.

The supplies can originate from any country, no certificate of origin must be presented.

10. Number of requests to participate or tenders

No more than one request to participate or tender can be submitted by a natural or

legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

11. Sub-contracting

Sub-contracting is allowed.

12. Provisional commencement date of the contract

29/07/2024

13. Provisional period of implementation of tasks

The framework contract is intended between 30 July 2024 and 28 November 2025 with possible extension in case of extension of the project.

14. Language of the procedure

All written communications for this tender procedure and contract must be in English.

15. Additional information

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR or ALL. For evaluation purposes, prices will be converted to EUR at the daily rate according to: https://www.bankofalbania.org/Markets/Official_exchange_rate/

SELECTION CRITERIA

16. Selection criteria

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for tenderers are as follows:

1) Economic and financial capacity

- the average **annual turnover** of the tenderer for the last three years (i.e. 2023, 2022 and 2021) **must exceed 1.000.000 ALL**

2) Technical and professional capacity of tenderer. The reference period which will be taken into account will be the last 3 years from submission deadline.

- (a) The tenderer has delivered supplies under at least one (1) contract with a similar budget which was implemented during the past three (3) years from the submission deadline (i.e. 2021 to 2023).
- (b) the tenderer should hold a **valid license(s)**

17. Award criteria

- The contract will be awarded to the offer which is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation on the basis of the ratio between the quality criteria (50%) and the price (50%).

Quality criteria:

The tender must show the conformity of the supplies tendered with the technical specifications (filling document: 7 c4f_annexiitechspeciitechoffer_PRINTING)

All goods shall be delivered within a maximum of 2 calendar weeks (10 working days) from the signature of the order form in the context of the framework contract. The tenderer is invited to propose a shorter standard delivery time, if possible, in their offer.

Offers for environmentally friendly products and to products based on recycled material will be considered an asset.

It is highly desirable that products come in multi-item packaging to improve cost effectiveness.

Prospective suppliers should also indicate whether they provide a recycling service for used toner cartridges as this will be considered as advantageous to the offer.

Tenderers should provide details of their “returns policy” for all supplies in Lot 1 for: i) goods damaged in transit ii) items delivered not to the quality or exact specification expected or requested by the contracting authority.

Price criteria:

All prices should be calculated including the delivery costs at the requested destinations for the supplies.

INSTRUCTIONS TO TENDERERS

PUBLICATION REF.: PP06_2024_6_PRINTING_AID012590085

By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

1. Supplies to be provided

1.1 The subject of the contract is:

The present contract is intended for the supply of printing materials in Vlora, Albania

to be delivered to the following address within 2 calendar weeks (10 working days):

Rr. Ismail Qemali 154, H.4, Ap. 13, 9310, Vlora, Albania

1.2 The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

2. Timetable

	DATE	TIME
Clarification meeting / site visit (if any)	Not applicable	Not applicable
Deadline for submission of tenders	29/07/2024	12:00 (GMT +1:00)
Tender opening session	*29/07/2024	15:00 (GMT +1:00)
Notification of award to the successful tenderer	*30/07/2024	-

Signature of the contract	*31/07/2024	-
----------------------------------	-------------	---

*** Provisional date**

3. Participation

3.1. The eligibility requirements detailed in the Additional information about the contract notice (Annex A5f) or, if applicable, in the Contract Notice (C2), apply to all members of a joint venture/consortium, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. Every tenderer, member of a joint venture/consortium, every capacity-providing entity must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting tenders, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The contracting authority may accept other satisfactory evidence that these conditions are met.

3.2. Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4. (EU restrictive measures), 2.6.10.1. (exclusion criteria) or 2.6.10.1.2. (rejection from a procedure) of the practical guide. Should they do so, their tender will be considered unsuitable or irregular respectively. In the cases listed in Section 2.6.10.1. of the practical guide tenderers may also be excluded from EU financed procedures and be subject to financial penalties up to 10 % of the total value of the contract in accordance with the Financial Regulation in force. This information may be published on the Commission website in accordance with the Financial Regulation in force. Tenderers must provide declarations on honour that they are not in any of these exclusion situations. Such declarations must also be submitted by all the member--s of a joint venture/consortium and by any capacity providing entities. Tenderers who make false declarations will be considered irregular.

The exclusion situations referred to above also apply to all members of a joint venture/consortium and all suppliers to tenderers, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. In cases of doubt over declarations, the contracting authority will request documentary evidence that subcontractors and/or capacity providing entities are not in a situation that excludes them.

3.3. To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

- 3.4. Subcontracting is allowed. The tenderer and, where applicable, entities on whose capacities it has relied with regard to criteria relating to the economic and financial capacity shall be jointly liable for the performance of the contract.

4. Origin

- 4.1 When submitting tenders, tenderers must state expressly that all the goods meet the requirements concerning origin and must state the countries of origin. They may be asked to provide additional information in this connection.

The supplier must be established and registered in Albania.

5. Type of contract

Framework Contract / Unit price

6. Currency

EUR or ALL

7. Lots

N/A

8. Period of validity

- 8.1 Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.
- 8.2 In exceptional cases and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing to extend this period by 40 days. Such requests and the responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse, without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated. In case the contracting authority is required to obtain the recommendation of the panel referred to in Section 2.6.10.1.1. of the practical guide, the contracting authority may, before the validity period expires, request an extension of the validity of the tenders up to the adoption of that recommendation.
- 8.3 The successful tenderer will be bound by its tender for a further period of 60 days. The further period is added to the validity period of the tender irrespective of the date of notification.

9. Language of tenders

- 9.1 The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English.

If the supporting documents are not written in English, a translation into the language of the call for tender must be attached.

10. Submission of tenders

Tenders must be sent or hand delivered to the following address before the deadline specified in the Contract Notice:

CELIM Shqiperi, Rr. Ismail Qemali 154, H.4, Ap. 13, 9310, Vlora, Albania

One digital copy must be submitted before the deadline to the following email address: albania@celim.it

Tenders must comply with the following conditions:

10.2 All tenders must be submitted in one original hard copy, marked 'original', and one digital copy.

10.3 The tenders should be submitted:

(a) either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip¹

(b) or by hand-delivery to the premises of the contracting authority by the participant in person or by an agent, in which case the evidence shall be constituted by the acknowledgment of receipt.

10.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- a) the above address;
- b) the reference code of this tender procedure, (i.e. PP06_2024_6_PRINTING_AID012590085;
- c) where applicable, the number of the lot(s) tendered for;
- d) the words 'Not to be opened before the tender opening session' in the language of the tender dossier and "Të mos hapet para çeljes së tenderit".
- e) the name of the tenderer.

The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

11. Content of tenders

Failure to fulfill the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

¹ It is recommended to use registered mail in case the postmark would not be readable

Part 1: Technical offer:

- a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required.

The technical offer should be presented as per template (Annex II+III*, Contractor's technical offer) adding separate sheets for details if necessary.

Part 2: Financial offer:

- A financial offer calculated on a DAP² basis for the supplies tendered, including if applicable:
 - A financial offer calculated including the delivery costs at the requested destinations for the supplies tendered

This financial offer should be presented as per template (Annex II+III*, Contractor's technical offer).

Part 3: Documentation:

To be supplied using the templates attached*:

- The "Tender form for a supply contract", together with Annex 1 "**Declaration on honour on exclusion criteria and selection criteria**", both duly completed, which includes the tenderer's declaration, point 7, (from each member if a consortium, and capacity-providing entities (if any)).
- The details of the bank account into which payments should be made (financial identification form – document c4o1_fif_PRINTING)
- The legal entity file (document c4o2_lefind_PRINTING) and the supporting documents

To be supplied in free-text format:

- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so.

12. Taxes and other charges

The applicable tax and customs arrangements are the following:

There is no agreement allowing partial or full exemption from taxes.

13. Additional information before the deadline for submission of tenders

The tender dossier should be clear enough so that tenderers do not need to request additional information during the procedure. If the contracting authority, on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time.

² DAP (Delivered At Place — Incoterms 2020 International Chamber of Commerce <http://www.iccwbo.org/incoterms/>)

Tenderers may submit questions in writing to the following address up to 15 days before the deadline for submission of tenders, specifying the publication reference:

PP06_2024_6_PRINTING_AID012590085

Email: albania@celim.it

- Any clarification of the tender dossier will be communicated simultaneously in writing to all tenderers at the latest 8 days before the deadline for submitting tenders.
- Any prospective tenderers seeking to arrange individual meetings with either the contracting authority during the tender period may be excluded from the tender procedure.

14. Clarification meeting / site visit

- No clarification meeting / site visit planned.

15. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Section 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

16. Costs of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

17. Ownership of tenders

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

18. Opening of tenders

18.1 The purpose of the opening session is to check whether the tenders have been submitted in accordance with the submission requirements of the call for tenders.

18.2 At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of alteration and withdrawal, the presence of the requisite tender guarantee (if required) and such other information as the contracting authority may consider appropriate may be announced.

- 18.3 After the public opening of the tenders, no information relating to the examination, clarification, evaluation of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 18.4 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.
- 18.5 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the contracting authority. However, late tenders will be rejected and will not be evaluated.

19. Evaluation of tenders

19.1 Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

19.2 Technical evaluation

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

The minimum qualifications required (see selection criteria in the additional information about the contract notice) are to be evaluated at the start of this stage.

- 19.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to Article 20.4. Any such request for clarification

must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

19.4 Financial evaluation

- a) Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
 - where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
 - where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.
- c) Unless specified otherwise, the purpose of the financial evaluation process is to identify the tenderer offering the lowest price. Where specified in the technical specifications, the evaluation of tenders may take into account not only the acquisition costs but, to the extent relevant, costs borne over the life cycle of the supplies (such as for instance maintenance costs and operating costs), in line with the technical specifications. In such case, the contracting authority will examine in detail all the information supplied by the tenderers and will formulate its judgment on the basis of the lowest total cost, including additional costs.

19.5 Variant solutions

Variant solutions will not be taken into consideration.

19.6 Award criteria

The compliant tender that offers the best price-quality ratio will be chosen.

19.7 Documentary evidence for exclusion and selection criteria

No documentary evidence of the selection criteria shall be submitted but no pre-financing will be granted.

20. Notification of award

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by email. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

The contracting authority will inform all tenderers simultaneously and individually of the award decision. The tender guarantees of the unsuccessful tenderers will be released once the contract is signed. The successful tenderer will be informed in writing that its tender has been accepted (notification of award).

21. Signature of the contract and performance guarantee

- 21.1 The contracting authority reserves the right to vary quantities specified in the tender by +/- 100 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the tender. The unit prices quoted in the tender shall be used.
- 21.2 Within 30 days of receipt of the contract signed by the contracting authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.
- 21.3 If it fails to sign and return the contract and any financial guarantee required within 30 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.

22. Tender guarantee

No tender guarantee is required.

23. Ethics clauses and code of conduct

23.1 Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.

23.2 Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its personnel must comply with human rights and applicable data protection rules. In particular and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on

freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

23.3 Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

23.4 Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.

23.5 Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

24. Cancellation of the tender procedure

- If a tender procedure is cancelled, tenderers will be notified by the contracting authority.

- If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.
- Cancellation may occur, for example, if:
 - the tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
 - the economic or technical parameters of the project have changed fundamentally;
 - exceptional circumstances or *force majeure* render normal implementation of the project impossible;
 - all technically acceptable tenders exceed the financial resources available;
 - there have been breach of obligations, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
 - the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event will the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

25. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint.

26. Data Protection

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

27. Early detection and exclusion system

- The tenderers and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities listed in the above-



CELIM - ONLUS

Sede legale: Piazza Fontana 2, 20122 Milano

Sede operativa: Via Donatello 5 B c/o Fondazione Avsi, 20131 Milano

celim@celim.it - t. + 39 02 58.31.78.10 - t./f. + 39 02 58.31.63.24

CF 80202830156 - ccp 000052380201 - ccb IT31A0501801600000011080678 - ccb IT02G0623001634000015144959

www.celim.it

mentioned decision, in relation to the award or the execution of a procurement contract.

Valeria Beronino