

## **SUPPLY CONTRACT NOTICE**

### **Supply of a Case Management System to Select Law Enforcement Agencies of the Ministry of National Security and the Ministry of Finance and Public Service Jamaica**

**1. Publication reference**

EuropeAid/138558/IH/SUP/JM

**2. Procedure**

International Open

**3. Programme title**

Justice, Security, Accountability and Transparency (JSAT) Project

**4. Financing**

Financing Agreement No. FED/2012/024-523

**5. Contracting authority**

The Planning Institute of Jamaica on behalf of the Government of Jamaica

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## **CONTRACT SPECIFICATIONS**

**6. Description of the contract**

The purpose of the contract shall be the supply, delivery, installation and training for the implementation (turnkey project) of a Case Management System to five select Law Enforcement Agencies of the Ministry of National Security and the Ministry of Finance and Public Service with the aim to improve capacity and encourage coherence between operations.

**7. Number and titles of lots**

One lot only

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## **TERMS OF PARTICIPATION**

**8. Eligibility and rules of origin**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 22 below). Participation is also open to international organisations. All goods

supplied under this contract must originate in these countries.

All supplies under this contract must originate in one or more of these countries.

## **9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

## **10. Number of tenders**

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

## **11. Tender guarantee**

No tender guarantee is required.

## **12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

## **13. Information meeting and/or site visit**

No information meeting is planned.

## **14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the Contracting Authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

## **15. Period of implementation of tasks**

The period is 180 calendar days from contract signature.

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# **SELECTION AND AWARD CRITERIA**

## **16. Selection criteria**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) Economic and financial capacity of the tenderer (based on item 3 of the tender

form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last five years for which accounts have been closed.

- The average annual turnover of the tenderer must exceed the annualised maximum budget of the contract; and
  - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.
- 2) Professional capacity of tenderer (based on items 4 and 5 of the Tender Form). The reference period which will be taken into account will be the last 3 years from submission deadline.

Legal persons:

- Must have a professional certificate appropriate to this contract such as manufacturer's authorized dealer certificate/s.
  - At least 2 staff currently work for the tenderer in fields related to this contract.
- 3) Technical capacity of tenderer (based on items 5 and 6 of the Tender Form). The reference period which will be taken into account will be the last 5 years from submission deadline.
- The tenderer has provided similar services under at least two (2) contracts each with a budget of at least that of this contract in the field of law enforcement agencies or government policies which were implemented during the last 5 years.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

The best price-quality ratio which is a combination of quality and price.

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# **TENDERING**

## **18. How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. The tender dossier is also available from the Contracting Authority. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to

Mrs Dianne Davis  
Manager EU Unit  
Planning Institute of Jamaica  
16 Oxford Road  
Kingston 5  
Fax: +1 876 906 50 11  
E-mail: [Dianne\\_davis@pioj.gov.jm](mailto:Dianne_davis@pioj.gov.jm)  
Copy to: [jsat.pl@flowja.com](mailto:jsat.pl@flowja.com)  
[hugh\\_harris@pioj.gov.jm](mailto:hugh_harris@pioj.gov.jm)

(mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

## **19. Deadline for submission of tenders**

November 29, 2017 at 3:00 p.m.

Any tender received by the Contracting Authority after this deadline will not be considered.

## **20. Tender opening session**

November 29, 2017 at 3:00 p.m. at the Planning Institute of Jamaica. EU Unit, 16 Oxford Road, P.O. Box 634, Kingston 5, Jamaica, W.I.

## **21. Language of the procedure**

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

## **22. Legal basis<sup>1</sup>**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **23. Additional information**

N.A.

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<sup>1</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).