

Information meeting

Lease of simultaneous interpretation equipment

Local open tender procedure
EuropeAid/140087/IH/SUP/UA
- EUAM-18-57 -



Kyiv, 01 Feb 2019

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Contract subject

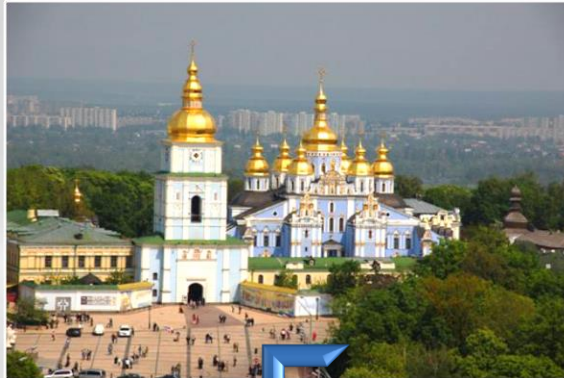
> Lease of simultaneous interpretation equipment for Kyiv and regional officers of EUAM Ukraine.

What is to be included with the leased equipment?

delivery	packing (unpacking)	installation (uninstallation)
adjustment & testing	damage or loss insurance (natural reasons)	on-site support during events
regular maintenance	induction training	taking down of equipment after lease

*The price of lease of equipment must include the cost of the above ancillary services.

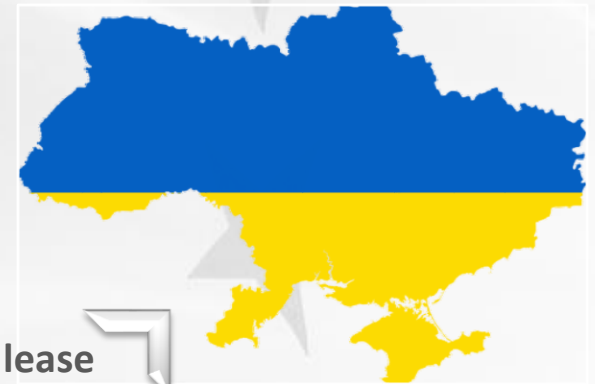
Area of coverage



24/7

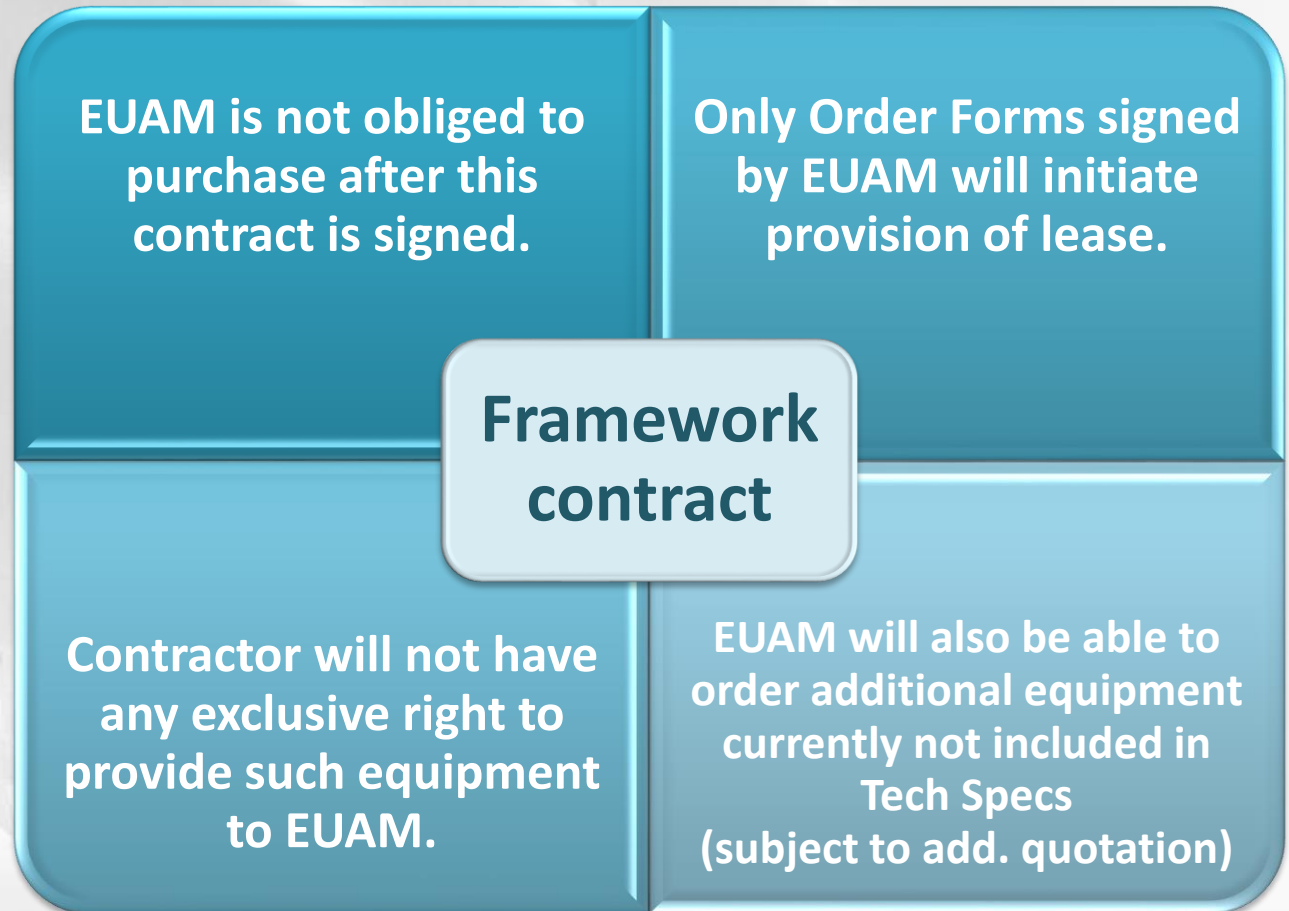
Long-term lease
- EUAM HQ -

Per event



Short-term lease
- throughout Ukraine,
except for Kyiv -

Contract structure



Key contract parameters

Starting date

- the date on which it is signed by the last party

Initial validity period

- until 31 May 2019 inclusively

Possible renewal scheme

- automatically 3 times (1+1+1)

Maximum possible duration

- until 31 May 2022 inclusively

Currency of contract & prices

- EUR

Currency of payments

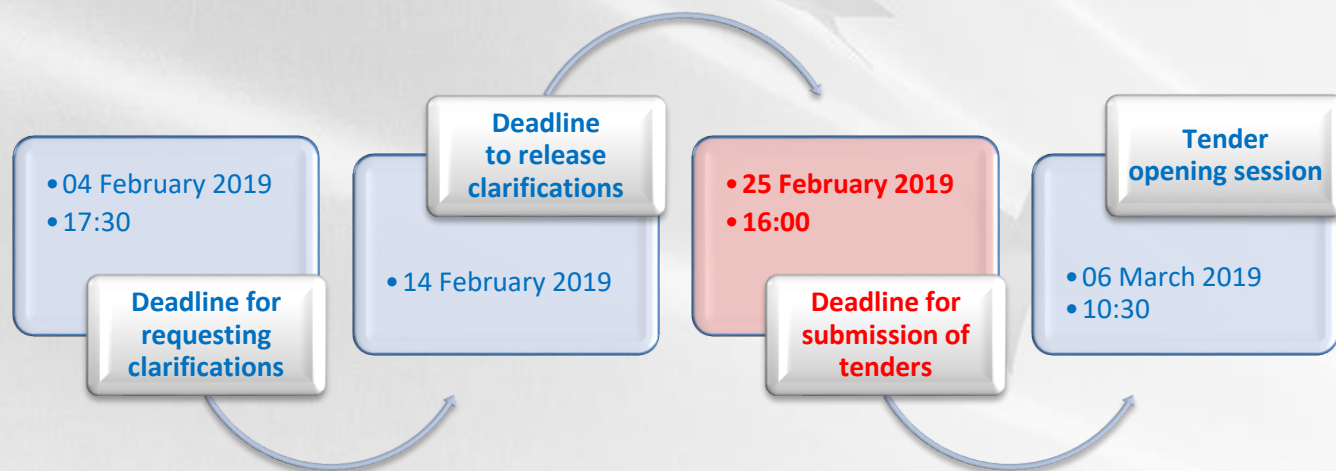
- UAH;
- Exchange rate: official **NBU** exchange rate EUR-UAH applicable on the date of issuance of the invoice, which shall be the same or subsequent to the date of successful completion of the related tasks

Structure of payments

- within **30 calendar days (c.d.)** after receipt by EUAM of an admissible original invoice (serving also as a lease report for the respective period);
- lease report to be approved by EUAM Contract Manager first;
- per batch of equipment under 1 specific order;
- long-terms lease (MHQ, Kyiv) – monthly balance instalments;
- short-term lease (regions) – completion of an event + up to 30 c.d.

Key tender dates

< see section 2 of the Instructions to tenderers >



* All times are in the time zone of Kyiv, Ukraine

Contents of tender offer

< see section 11 of the Instructions to tenderers >

Part 1

- Technical offer -

Technical offer

(part of Annex II+III
"Technical specifications +
Technical Offer")

/folder B, template B3/

**Technical proposals
related to ancillary
services**

Part 2

- Financial offer -

Budget Breakdown

(part of Annex IV
"Budget Breakdown",
sheet 1)

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Hypothetical scenario

(part of Annex IV
"Budget Breakdown",
sheet 2)

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Part 3

- Other documents -

**Tender Form
for a Supply Contract,**
together with its Annex 1
**Declaration of honour on
exclusion criteria and
selection criteria**

/folder D/

**Financial identification
form (FIF)**

/folder B, template B7/

Legal entity file (LEF)

/folder B, template B6/

**CV's of the proposed non-key
Expert #1 and Expert #2**

/folder B, template B8/

Duly authorised signature

CV's of Experts

< see section 4.1 of the Appendix 1 to Annex II-III: Technical Specifications + Technical Offer >



CV's of the proposed **Expert #1** (*Contractor's Account Manager*) and **Expert #2** (*On-Site Technician* or several *Technicians*, if required depending on the event to be supported) must be provided by the tenderer together with the tender offer. Failure to meet all above minimum requirements to both experts will lead to rejection of the tender.

What are the minimum requirements to the experts?



Account Manager

- **at least one (1) year**, but preferably three (3) years of managerial/project management experience;
- **at least one (1) year**, but preferably three (3) years of practical professional experience in the interpretation equipment support industry;
- a good command of Ukrainian and Russian and at least B2 level, but preferably C1 level of English, both spoken and written.



On-site technician

- **at least one (1) year**, but preferably three (3) years of technical experience;
- **at least one (1) year**, but preferably three (3) years of practical professional experience in the interpretation equipment support industry;
- a good command of Ukrainian and Russian and at least A2 level, but preferably B1 level of English, both spoken and written.

Selection criteria

< see section 16 of the Contract Notice >



Economic and financial capacity

- For the last three years for which accounts have been closed (2016, 2017, 2018) the average annual turnover of the tenderer must exceed 50,000.00 EUR
- Reference period – last 3 years for which accounts have been closed
- If applying in consortium, this criterion will be applied cumulatively (all members)



Professional capacity

- Legal and professional capacity to perform the contract tendered for
- At least 5 staff currently work in the field related to this contract
- Reference period – last 5 years from the submission deadline
- If applying in consortium, these criteria will be applied to the performing entity



Technical capacity

- The tenderer has successfully delivered supplies and/or leased out equipment for simultaneous interpretation under at least two contracts (the tenderer's proportion shall be greater than 10,000.00 EUR under each of the contracts) in the area of provision of equipment for simultaneous interpretation
- Reference period – last 5 years from the submission deadline
- If applying in consortium, this criterion will be applied to the performing entity

* Upon request of EUAM, the successful tenderer shall provide documentary evidence of financial & economic standing + technical & professional capacity acc. to the above selection criteria.

Award criteria

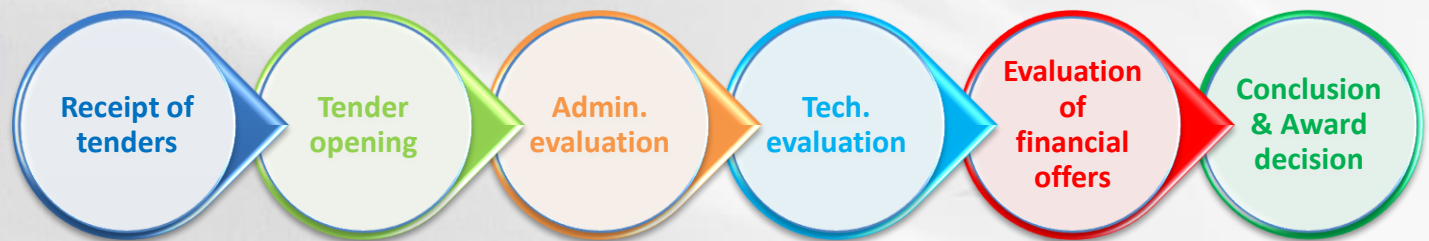
< see section 17 of the Contract Notice and section 20.6 of the Instructions to tenderers >

> The sole award criterion will be the **price**. The contract will be awarded to the lowest compliant tender.



*Financial offers of the **technically compliant** tenders will be evaluated and the **lowest price** will be determined **based on the Hypothetical scenario** to be included in the Annex IV Budget Breakdown (“Hypothetical scenario” tab of the template included in the tender dossier as Annex IV Budget Breakdown).*

Evaluation of tender offers



The background of the slide is a close-up of the European Union flag, showing the blue field with yellow stars. The left side of the image is a solid blue vertical band, while the rest of the image shows the white field with yellow stars, some of which are slightly out of focus or faded.

Questions?

The background of the slide is a close-up of the European Union flag, showing the blue field with yellow stars. The left side of the image is a solid blue vertical band with three yellow stars. The rest of the image is a white field with a pattern of grey stars, some of which are slightly faded or semi-transparent, creating a sense of depth and movement.

Thank you!