



**Permanent Representation of the Republic of Croatia
to the European Union**
Rue d'Arlon – 1040 Brussels Tel: 02 436 71 00;
Email: hr.perm.rep@mvep.hr

Class: 406-01/22-02/1
Number: 521-EU-05-22-5
Brussels, 2 November 2022

CALL FOR TENDERS No 2/22

1. GENERAL INFORMATION

1.1 Contracting authority

Name: Permanent Representation of Croatia to the European Union

Address: Rue d'Arlon 108 – 1040 Brussels

Phone number: 02 436 71 00

E-mail address: hr.perm.rep@mvep.hr

1.2 Contact person

For any additional information please contact: Mr. Zlatko Vnučec, 02 436 71 23

1.3 Total quantity of procurement

Estimated value excluding VAT: 95.000,00 EUR

Technical requirements of the procurement are listed in Annex I. A total value of the lease contract may be greater or smaller than the amounts foreseen in the financial offer form (Annex II), depending on the monthly volume (*variable amount*). The estimated expenditure for the complete duration of the framework contract (60 months) shall be 95.000,00 EUR excluding VAT.

1.4 Tender submission

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender.

Tenderers shall submit their tender by registered mail and/or by e-mail to hr.perm.rep@mvep.hr no later than 18 November 2022 at 12:00. Offers received beyond the deadline will not be considered.

The decision will be made by 23 November 2022.

1.5 Language

Only bids in English will be considered.

1.6 Bid validity period

Bid validity period: 45 days from the deadline for submission of the tender.

2. SUBJECT OF THE CONTRACT

2.1 Requested services

The contracting authority is calling for offer for a lease of six new multifunction printing devices for the premises of the Permanent Representation of Croatia to the EU in Bruxelles, for a 60 months period, commencing from the date of signing of the contract, with possibility of annual extensions.

The scope of this tender is to select a business entity with experience in business printing solutions. The selected entity obliges to deliver and install 6 new devices on site (five devices in Rue Arlon 108 and one device in Avenue des Arts 50 (8th floor), resolve any malfunction of the device in lease in 24 hours timeframe (remotely or on site), by resolving the malfunction or replacing the device with another device, having the same or similar technical specification, and provide all the requested services as indicated in Selection criteria.

3. SELECTION CRITERIA

3.1 Legal capacity

Tenderers shall prove that they have the legal capacity and status to perform the contract. In order to do this, tenderers shall provide a valid proof of registration of the business entity (certificate of company registration).

3.2 Offer and Financial Offer

The tenderers must submit a detailed offer for the devices, correspondent to technical requirements (Annex I), and fill in, sign and stamp the Financial Offer Form (Annex II).

All prices must be:

- in EUROS, for monthly services, indicating prices for each of the services provided
- excluding the value added tax (VAT)
- inclusive of all costs and expenses directly and indirectly related to the provision of the services defined under these tender specifications; no further costs will be paid by contracting authority for delivery or any other costs which the contractor may incur in the process of implementation of the contract.

Offers must include all services required in the specification of this Call for Tenders.

4. CRITERIA FOR CONTRACT AWARD

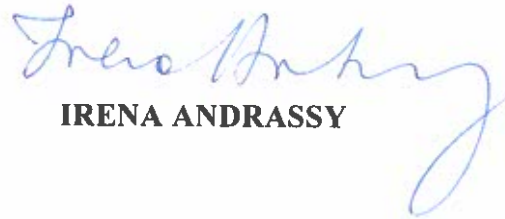
The contract will be awarded to the tenderer who has submitted the most financial advantageous tender.

The criteria to be used for the evaluation of tenders: 100% financial costs provided that all Tender specifications are met.

5. INVOICE AND PAYMENT

The contractor shall issue single monthly/quarterly invoice for all services rendered. Payment within the legal deadline.

PERMANENT REPRESENTATIVE



IRENA ANDRASSY



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ANNEX I - TECHNICAL REQUIREMENTS

OPEN CALL FOR TENDERS

Provision of the lease for six new A3 color laser multifunctional devices with office finisher

TECHNICAL REQUIREMENTS:

Minimal technical requirement (must indicate YES or NO for all the requirements listed below)

Technical requirement (minimal)		Compatibility	
Core functions	Print, Copy, Scan, Send, Store, Fax not needed	YES	NO
Printing technology	Laser, color	YES	NO
Screen	Color Touch-panel, at least 10" diagonal	YES	NO
Processor	1,8 GHz	YES	NO
Working memory	3 GB	YES	NO
Solid state drive (SSD)	256 GB	YES	NO
Supported protocols	SNMP v3, 802.1x, IPSec, IP/MAC Filtering	YES	NO
Communication protocol	FTP, SMB, SMTP, E-mail	YES	NO
Number of paper trays/input containers	3 or more	YES	NO
Total capacity of paper trays/input containers	1200	YES	NO
Paper feeder	Automatic	YES	NO
The volume of the automatic paper feeder	100 sheets of 75 g/m2 paper	YES	NO
Paper format	A3, A4 and A5	YES	NO
Paper weight (printing media)	52 -220 g/m2	YES	NO
Double-sided printing	Automatic	YES	NO
Print resolution	1200 x 600 dpi	YES	NO
One-sided printing speed	minimum 35 pages per minute	YES	NO

Send specification	E-mail/Internet (SMTP), SMB, FTP, WebDAV, Mail Box	YES	NO
Address book	LDAP (2000)/Local(1000)/Speed dial(100)	YES	NO
Scanning	scanning on glass + automatic document feeder (DADF), double-sided scanning in one pass, scan to email, scan to network folder, scan to USB, optical character recognition (support for English, French, Dutch, and Croatian language)	YES	NO
Supported formats of scanned documents	TIFF, PDF, JPEG, (JPG)	YES	NO
Scan resolution	600 x 600 dpi	YES	NO
One-sided scanning speed of an A4 page with a resolution of 300 dpi	minimum 135 ipm	YES	NO
The speed of double-sided scanning of an A4 page with a resolution of 300 dpi	minimum 270 ipm	YES	NO
Copying	Two-sided automatic copying using the automatic feeder	YES	NO
Copy resolution	600 x 600 dpi	YES	NO
One-sided copying speed of a black/white A4 page	minimum 35 ppm (A4)	YES	NO
First page copy time	maximum 15 seconds	YES	NO
Interface connections	Network: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n); Other: Standard: USB 2.0, USB 3.0	YES	NO
Supported operating system	Microsoft Windows (32-bit and 64-bit)	YES	NO
Remote access	Ability to view screens from remote devices	YES	NO
Finishing	Collate, Group, Offset, Staple, Booklet, Hole Punch	YES	NO
Function management	The possibility of additional adjustment of access control to certain functions and the possibility of completely turning off certain functions for the device	YES	NO
Cables	Energy (grounded for 230 V alternating, 50 Hz, EU power connection) and network (Ethernet, RJ45, min. Cat5, flexible) up to 5 m.	YES	NO
Energy efficiency	Entering the energy saving mode after the defined time	YES	NO
Additional equipment	The manufacturer's original stand	YES	NO
Consumables (Toner)	Compliant with the ISO 11798 standard for the durability of records on paper	YES	NO

ANEX II – FINANCIAL OFFER

IDENTIFICATION OF THE TENDERER:

Name:

Contact person:

Address:

Phone:

Email:

	Type of service	Total monthly cost for type of service, TVA excl.
1.	Lease cost for all six devices, during 60 months period <i>(Fixed cost)</i>	
2.	Maintenance cost for six devices, during 60 months period. Everything included (toners, waste cartridges, service, spare parts, labor, technician visit, hours on site, help desk, etc.) <i>(Fixed cost)</i>	
3.	Price per page copy (B/W) A4 – <i>(Fixed cost)</i> approximative monthly volume 18.000 <i>(Variable monthly cost – depending on volume)</i>	cost per page= cost for 18.000 copies=
4.	Price per page copy (Color) A4 - <i>(Fixed cost)</i> approximative monthly volume 12.000 <i>(Variable monthly cost - depending on volume)</i>	cost per page= cost for 12.000 copies=
5.	Any additional charges (delivery/removal of devices, installation, training, colecting of used consumables and toners, etc.) - if any <i>(Fixed cost)</i>	
	TOTAL VALUE of the contract, TVA excluded (1+2+3+4+5) x 60 <i>Including aproximative monthly volume</i>	

Signed (authorised signature) on behalf of the Tenderer

Full name:.....

Date:.....

Signature:.....

Stamp:.....