

Tirana, 11th May, 2020

**SUPPLY CONTRACT NOTICE**

1. **Procedure:** Simplified procedure.
2. **Contract title:** “Office supply, stationery and toner cartridge”
3. **Contracting authority: Regional Youth Cooperation Office (RYCO)**

**CONTRACT SPECIFICATION**

1. **Description of the contract: “**Office supply, stationery and toner cartridges” **framework contract** where not all the conditions are pre determined, will be concluded between RYCO and the successful economic operator for the purpose of establishing the terms governing subsequent supply orders, in particular with regard to price.

**Note:** The wide range catalogue (part of the tender dossier) is given to fix the prices in the framework contract for the acquisition of subsequent potential needs of the contracting authority and does not bind the contractor authority to purchase every item in the catalogue

1. **Number and titles of lots:** Sole lot

**CONDITIONS OF PARTICIPATION**

**6. Eligibility:** Participation is open on equal terms to all legal entities interested**,** participating either individually or in a grouping (consortium) of tenderers.

**7. Number of tenders**: No more than one tender can be submitted by an Economic Operator whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that an Economic Operator submits more than one tender, all tenders in which that person has participated will be excluded.

**8. Sub-contracting**: Subcontracting is not allowed.

**9. Implementation time frame:** Since contract signature date till the end of calendar year 2020. Within the specified period the Contractor Authority having regard to the fixed unit prices in the framework contract concluded with the successful tenderer. may place orders for the purchase of the necessary items chosen from the catalog providing the required amount for each item and delivery date.

**SELECTION AND AWARD CRITERIA**

1. 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.

* **Selection criteria: “The legal entity is a duly registered supplier with the relevant authorities, for the subject matter of this contract”**

**11. Award criteria:**  The sole award criterion will be the price. The framework contract will be awarded to the lowest price (price per unit sum) among technically compliant tender.

**TENDERING**

**12. Deadline for receipt of tenders: 01.06.2020, 17h00.**

**13. Tender format and details to be provided:**  Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” part of this tender dossier.

**14. How tenders may be submitted:** Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**15. Operational language:** All written communications for this tender procedure and contract must be in English.

**16. Legal basis:**

RYCO rules for procurement

Statute of the Regional Youth Cooperation Office

Head of Contracting Authority

Djuro Blanusa

Secretary General

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_