

Contract notice with Tendering Rules

This notice is an invitation to tender.

Section I: Contracting authority

I.1. NAME AND ADDRESSES

Official name : Ecole française d'Athènes

Postal address : Didotou, 6, 10680 Athens – Greece

Contact person : Géraldine Hue ; Tél. : +30 210 36 79 921 ; E-mail : geraldine.hue@efa.gr

NUTS Code : EL303

Internet addresses :

Main address : www.efa.gr

Address of the buyer profile : <http://www.efa.gr/index.php/fr/marches-publics>

I.2. JOINT PROCUREMENT : —

I.3. COMMUNICATION

The procurement documents are available for unrestricted and full direct access, free of charge, at : <http://www.efa.gr/index.php/fr/marches-publics>

It may also be requested to the above mentioned contacts.

Additional information can be obtained from :

Technical and/or administrative queries:

G. Hue – Publications Manager (+210 36 79 921), email: geraldine.hue@efa.gr

M. Leclercq – Administrative Assistance (+210 36 79 922), email: publications@efa.gr

Tenders or request to participate must be submitted to the following postal address : École française d'Athènes, Didotou 6, 10680, Athens – Greece.

I.4. TYPE OF THE CONTRACTING AUTHORITY

Public institution (EPSCP - Établissement public à caractère scientifique, culturel et professionnel)

I.5. MAIN ACTIVITY

Education: Higher education and research

Section II: Object

II.1. SCOPE OF THE PROCUREMENT

II.1.1. Title : Printing of scholarly works for the École française d'Athènes

II.1.2. Main CPV code: 79800000

Supplementary CPV code: —

II.1.3. Type of contract : Services

II.1.4. Short description : Offset printing, finishing and delivery of scholarly works published by the École française d'Athènes

EFA is issuing this joint Call for Tender, in French and in English, with a view to appointing one or more Contractors to Framework contracts for the work of printing and finishing of the publications of the School. In the case of contradiction the French language version will prevail. **The Acte d'engagement (AE) must be signed in its French version ; the English translation of the AE (*Letter of commitment*) is provided for information only.**

II.1.5. Estimated total value : —

II.1.6. Information about lots

This procurement is split into 3 lots. Providers can bid for 1, 2 or all lots. They are required to fill in a Unit Price List form (UPL) for each of the Lots they are bidding for.

Presentation of variable offers according to the number of lots likely to be obtained **are not allowed**.

Providers must carefully read the document "Annex A - Conditions for the production of works: Printing Instructions and Collection characteristics" before completing the "UPL".

II.2. DESCRIPTION

II.2.1. Title of lots

Lot 1: Offset printing, finishing, routing and delivery of: – the annual periodical: *Bulletin de Correspondance Hellénique* (BCH, format 18.5 x 24 cm); – monographs in collection « Sites et Monuments » (coll. no. 14 of the SCT ; format 17.5 x 24 cm and 14 x 20 cm) ;

Lot 2: Offset printing, finishing, routing and delivery of: – monographs in collections « BCH Suppl. », « MMB », « BEFAR » (coll. nos. 1 to 3 of the SCT ; formats 18.5 x 24 cm and 21 x 29.7 cm) ; – other works with 18.5 x 24 cm format and similar characteristics ;

Lot 3: Offset printing, finishing, routing and delivery of: – monographs in collections « CID », « FD », « EAD », and « EtChypr », « EtCret », « EtPelop », « EtThas », « EtEpigr », « RechFH », « RAFAL » (coll. nos. 4 to 13 of the SCT ; formats 21 x 29.7 cm ; 25 x 32.5 cm) ; – other works with similar formats and characteristics.

II.2.2. Main CPV code : 79800000

II.2.3. Place of performance

NUTS code:

II.2.4. Description of the procurement:

Offset printing of about 7 to 12 scholarly works per year for an estimated annual value of €50,000 to €80,000. These amounts are provided as a guideline and are thus non-contractuals.

II.2.5. Award criteria

Criteria for the evaluation of tenders are weighted as follows:

Criterion: Price / Weighting: 40%

Marks for this criterion will be based on:

- the financial proposal
- coherence of UPL prices

Criterion: Technical value / Weighting: 60%

The technical value will notably be determined on the basis of submitted samples (assessed with regard to the printing of inside pages – text ; four colour, halftone photos and line art –, and finishing – notably trimming, sewing, film lamination, binding).

It will also be evaluated on the basis of the technical documentation supplied by the candidate (see below §VI ; the documentation will be assessed with regard to the method of organisation, as well as the human and equipment resources for supplied services).

II.2.6. Estimated value : —

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal : YES

Description of renewals : The framework agreement will be automatically renewed for 2 periods of one year (for a total duration of 3 years) if it is not terminated by registered mail with acknowledgement of receipt sent by the EFA two months in advance of the annual date of renewal.

II.2.9. Information about the limits on the number of candidates to be invited: —

II.2.10. Information about variants

Variants will be accepted : NO

II.2.11. Information about options

Options: NO

II.2.12. Information about electronic catalogues : —

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: NO

II.2.14. Additional information :

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Section III: Legal, economic, financial and technical information

III.1. CONDITIONS FOR PARTICIPATION

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers. *List and brief description of conditions:*

- Enrolment on professional register
- A signed statement to the effect that there is no legal reason why the candidate cannot tender for a public procurement contract.

Instead of the documents described above, candidates may fill out the « DC1 » form appended to the procurement documents.

NB. Chosen candidate(s) must be able to prove that they have complied with their tax and social insurance obligations and present documents that are legally accepted to prove compliance within 10 days of request to this effect from the contracting authority.

III.1.2. Economic and financial standing. *List and brief description of selection criteria:*

Candidates must justify that they have the economic and financial capacity to perform the contract (declarations of total sales for the 3 preceding fiscal years, with indication of the percentage of sales represented by the contract).

To provide the information requested in III.1.2 and III.1.3, candidates may make use of the "DC2" form attached to the procurement documents; in view of the nature of the lots, candidates may opt to fill out a single declaration with the information required for all of the lots for which they are submitting tenders.

III.1.3. Technical and professional ability. *List and brief description of selection criteria:*

- Candidates must justify that they have the technical capacity (human and equipment resources for the implementation of similar contracts) required to supply services stipulated by the contract.

- Candidates must justify that they have a minimum relevant experience in providing the services stated in the SCT and present a list of similar references detailing customers and works already produced.

III.2. CONDITIONS RELATED TO THE CONTRACT

III.2.1. Information about a particular profession (only for service contracts) : —

III.2.2. Contract performance conditions:

Pricing characteristics: Unit prices. **Manner in prices may vary:** prices are fixed for the duration of the contract. The payment period will be 30 days.

III.2.3. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

III.2.4. Contract eligible for Simplified Public Procurement System

The transmission and checking of documentation in candidates' tenders may be implemented via a Simplified Public Procurement System that only requires the submission of the candidates' company registration number:
NO

Section IV: Procedure

IV.1. DESCRIPTION

IV.1.1. Type of procedure : Adapted procedure.

IV.2. ADMINISTRATIVE INFORMATION

IV.2.1. Previous publication concerning this procedure : —

IV.2.2. Time limit for receipt of tenders or requests to participate : Date: 02 May 2017 Local time (Athens): 13:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates:
—

IV.2.4. Languages in which tenders or requests to participate may be submitted: Tenders must be submitted in French or English.

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

Duration in months: 4 (from the date stated for receipt of tender)

Section VI: Complementary information

ADDITIONAL INFORMATION:

Tenders Documents

The Tenders Documents must be downloaded from the following address: <http://www.efa.gr/index.php/fr/marches-publics>. It may also be requested by emailing : publications@efa.gr or geraldine.hue@efa.gr. In the latter case, the tenderer must provide notice of having received the documents by email reply.

Ten (10) days prior to the deadline for receipt of tenders (at the very latest), tenderers are required to communicate any errors found in the DCE; outside of the stated period, no claims on this subject will be honored.

The Ecole française d'Athènes reserves the right either to modify details stated in the tender file at the latest eight (8) days prior to the deadline for receipt of tenders, or to put back the deadline set for the receipt of tenders. Tenderers must in this case respond on the basis of the modified package without raising any claims on this subject.

Transmission of Applications and Tenders in Paper Format:

Applications and Tenders must be submitted in a sealed envelope before **02 May 2017, 1pm (Athens time)**, at the very latest, to the following address: école française d'Athènes – Service des publications – Didotou 6, 10680 Athènes, with the following obligatory information on the envelope: “Tender proposal for the printing of scholarly works on behalf of the French School at Athens. DO NOT OPEN”.

Applications/Tenders must arrive by means allowing the date and hour of receipt to be recorded: registered letter with proof of receipt, courier, etc., or delivery by hand at the aforementioned address with proof of receipt prior to the date and hour referred to above.

Paperless delivery: electronic submissions are not accepted for this tender.

Tenders received outside the deadline for receipt of proposals will be declared null and void. For this reason, the attention of tenderers is drawn to the need to take into account any potential delays in postal delivery when dispatching proposals.

For the tenderer's application and offer to be considered, they must include the following:

- Documents and items requested in III.1.1 (or « DC1 » form).
- Information relating to professional, technical, and financial capabilities in III.1.2 and III.1.3 (or « DC2 » form).
- The Acte d'engagement (*Letter of Commitment*) (“AE” form appended to the procurement documents), completed, dated, and signed;
- Annex A: “Conditions for the Production of works” and Annex B “Unit Price List(s) (UPL)”, both in digital format (spreadsheet) via a USB stick or CD, and in hard paper copy, completed, dated, and signed;
- The Special Conditions and Terms (SCT), dated and signed;
- If necessary, the tenderer's request for subcontracting;
- A technical report presenting the steps the candidate intends to carry out the lot(s) they are bidding for, including in particular:
 - The methodology tenderers will use to organize the successful completion of the services required, to guarantee the quality of these services and to cope with potential simultaneous requests for printing within constrained delivery times, i.e.: – opening hours and days, – working hours of production, – quality-control procedures, – the standard timeframe for production/delivery (from the approval of the « Okay-to-print » to the delivery of works), – the means of follow-up the orders and the designation of a dedicated point of contact for production and for administrative/financial support;
 - The human and material resources dedicated to the service, indicating: the profile of human resources made available to complete the contract (qualifications of the staff), the techniques implemented and the materials used (detailed description of the full range of machinery equipment, the age of this machinery, etc.) as they are listed in articles 9.2 and 9.3 of the SCT.

List of requested samples:

At least 3 of the tenderer's recent books, printed in offset, which demonstrate the production quality with respect to each of the following characteristics:

- black printing on offset paper (90g) and four-colour printing on matt coated paper (115g, “velvet badigeon triple”);
- Soft binding « edition bound » (thread sewn), matt laminated cover if possible with flap;
- illustrated work, ideally including different types of illustrations commonly used in scholarly works (half-tone and four-colour photographs, line work illustrations);
- a text dominated work;
- if possible a work with fold-outs for Lot 3.
- paper samples suggested for the production of services, which meet requirements of the SCT, whenever possible presenting samples of books recently printed on these papers.

NB. Names and references of papers used for each samples provided will have to be precised.

IF THESE ELEMENTS ARE NOT PROVIDED THE TENDERER'S OFFER MAY BE REJECTED.

The tenderer may also provide any material demonstrating the diversity of their technical abilities and the quality of their productions.

Date of dispatch of this notice: 30/03/17