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**Mediterranean Agronomic Institute of Bari**

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**Project Enhancement of Jordanian SMEs inclusiveness, competitiveness and sustainable innovation  
(JoSME)**

TENDER Ref. no. 4/T/2023  
LOCAL OPEN PROCEDURE  
  
TENDER SPECIFICATIONS

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## 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

### 1.1 Contracting authority and tender subject

This call for tenders is launched and managed by the CIHEAM – Istituto Agronomico Mediterraneo di Bari (CIHEAM Bari), referred to as the *Contracting authority* for the purposes of this call for tender.

The CIHEAM – Istituto Agronomico Mediterraneo di Bari, Italian institute of the International Organisation *Centre International de Hautes études agronomiques méditerranéennes* (CIHEAM), with legal and operational headquarters in Italy in Via Ceglie n.9, Valenzano (BA), fiscal code 93047470724, is launching a call for tenders for the supply of **n.1 dates selection line** in the framework of the Project “Enhancement of Jordanian SMEs inclusiveness, competitiveness and sustainable innovation (**JoSME**)” funded by the Italian Ministry of Foreign Affairs and International Cooperation with AID n. 012198 implemented by CIHEAM Bari in collaboration with the Jordanian Ministry of Industry, Trade and Supplies.

The **delivery place** of the machinery will be Al-Balq’a-Jordan Valley-Damiah (Jordan) and details of the exact location are provided in the draft supply and delivery contract.

More information about the CIHEAM Bari and its activities is available on the CIHEAM Bari’s website at the address <https://www.iamb.it/>

### 1.2 Nature of the contract

The procedure will result in the conclusion of a supply and delivery contract. The contract will be concluded with one contractor. The details are set out in the Draft contract, part of the present tender dossier.

## 2. GENERAL INFORMATION ON TENDERING

### 2.1 Legal basis

This call for tenders is governed by the provisions of the CIHEAM Bari procurement procedures which are harmonized with the practical guide on contract procedures for European Union external action (PRAG).

### 2.2 Eligible tenderers

, The participation in this call for tenders is addressed mainly to legal persons established in Jordan with proven experience in the supply and delivery, including shipping, of goods. Selection of economic operators is therefore made based on their presence and consolidated work experience in Jordan and ability to supply machinery and provide effective logistics for their delivery in Jordan Valley, Jordan.

This call for tender is also open to legal persons established outside Jordan, that have the same characteristics mentioned before.

### 2.3 Ways to submit an offer

Only offers formulated in English language will be accepted. Economic operators must duly formulate and complete the technical and financial offers as per instructions in **Section 4.2**.

Economic operators can apply as a sole tender. However, sub-contracting is permitted within the limits of the PRAG rules.

### 3. TENDER PROCESS: PRE-SELECTION OF QUALIFIED ECONOMIC OPERATORS, INVITATIONS TO OFFER, EVALUATION OF OFFERS AND AWARD OF THE SUPPLY AND DELIVERY CONTRACT

The process consists in 3 phases:

- **Phase 1: Launch of the procedure**

Once the procedure has been officially launched with the publication of a notice on the CIHEAM Bari webpage (Section [Tenders](#)). **Every company that can prove its economic and technical capacity to deal with the object of the tender can submit an offer (Section 2.2).**

- **Phase 2: Submission & Evaluation of the received offers**

The offer with all the required documents filled, signed and stamped shall be submitted by e-mail to the following e-mail addresses: [iamdir@iamb.it](mailto:iamdir@iamb.it) and CC [luigi.cavestro@iamb.it](mailto:luigi.cavestro@iamb.it); [colalongo@iamb.it](mailto:colalongo@iamb.it) and the object of the email shall be "Quotation for the procurement of dates selection line – Project JoSME – Ref. no. 4/T/2023". **Deadline for submitting offers is scheduled on the 18<sup>th</sup> December 2023 (at midnight, Rome time).**

The *Contracting authority* will verify the completeness and compliance of the documentation received. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further evaluation.

The unsuccessful tenderers will not be informed of the ground for rejection. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection will undergo full assessment of the offer.

- **Phase 3: Negotiations**

The *Contracting authority* reserves the right to negotiate with the best offers received.

#### 3.1 Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous while duly considering other relevant evaluation factors as highlighted below.

Specifically, tenders will be evaluated on the basis of the following award criteria and their weighting:

##### **1. Price – Max 50 points**

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the **Annex 1**.

The financial offer will be evaluated considering a minimum of 5 points for an offer of a total cost not exceed € 299,999.

For each 1% of discount, on the amount of € 299,999, will be recognized 2.25 points, until a maximum discount of 20%, which will receive point 50.

##### **2. Technical Offer – Max 50 points**

Compliance with technical specifications (**35 points**), timeline for delivery (**5 points**), availability of technical assistance *in loco* for the procured machinery (**5 points**) and willingness by the provider and/or manufacturers to deliver machinery testing and/or training of the end-user in *persona* and/or in remote (**5 points**) – for a total of **50 points**.

Evaluation of the technical specification reported in the technical offer: it will be evaluated considering 10 points if the minimum required specifications are satisfied. Additional capacity of work, additional feeding lines, discharging exits, selection parameters, and others items, will be evaluated proportionally until the maximum of 35 total points.

### 3.2 Negotiations

If it considers it necessary, the *Contracting authority* may organize negotiations with one or more tenderers. In such a case, the tenderer/s will be invited to a negotiation session (written, on the spot or by videoconference). These tenderers may be therefore invited to submit an adapted offer.

## 4. FORM AND CONTENT OF THE APPLICATION/TENDER

### 4.1 Form of the application/tender

Applications and tenders are to be submitted according to the instructions laid down in these tender specifications. As specified above, the **closing date is 18<sup>th</sup> December 2023 (at midnight, Rome time)**.

A tender received after the deadline will be rejected.
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### 4.2 Content of the tender

Requirements are as follows:

- **Basic requirements**

Tenderers shall provide the following as basic requirements:

- a) The Registration of the company to the local Chamber of Commerce.
- b) A copy of the passport of the company's legal representative.
- c) Short written summary of the previous experience (last year) of implementation of similar supplies in Jordan on headed paper stamped and signed.
- d) Bank details of a bank account able to receive payments in euro (Account holder, IBAN code, Bank, BIC/SWIFT code).

- **Technical offer**

The technical offer must provide all the information needed to assess the compliance with the technical specifications (**Annex 1**).

The offer must include the "technical sheet/brochure" of each item including the accessories whenever provided for.

Machinery shall be fully operational under the local environmental conditions and take into account the standard type and quality of fuel in use in Jordan. The offer shall include, in any case, the certificate of origin.

Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and/or not evaluated further.

- **Financial offer**

The financial offer has to be filled in and completed with precise information in all its sections (as per

predefined format in **Annex 2**) and shall be duly signed.

In case of discrepancies between different documents, only the amount indicated in the financial offer will be considered.

The financial offer shall:

- Not exceed € 299,999 (Euro two hundred thousand nine hundred ninety nine)
- Report the exact amount of machinery and their accessories, whenever provided for. Costs shall be expressed in Euros (€) and shall be valid for a duration of at least 40 days from the offer date. Costs shall be quoted free of all duties, taxes and other charges, including VAT. In any case, the amount of VAT might be indicated separately.
- Costs also include installation and testing in Jordan.
- The financial offer has to indicate the costs DDP (Delivery Duty Paid) including installation and testing. The financial offer can be also expressed in FOB (freight on board) plus all the other related costs.
- Report the type of warranty, including the aftersales assistance service, and its time period. It should also specify if technical assistance services and spare parts of the procured machinery are available in Jordan and, if any, provide details on official agents/ subsidiary companies operating in the country.
- Report the transport cost and the foreseen delivery time.
- Report the willingness of the manufacturer to provide testing and training of end-users for each machinery and their costs, if any.

All the documents must be sent in a single folder (Dates selection line – Offer) containing three sub-folders:

1. **FOLDER A – Basic requirements**: it must contain all documents related to basic requirements.
2. **FOLDER B – Technical Offer**: it must contain all documents related to the technical offer, duly and separately indicated.
3. **FOLDER C – Financial Offer**: it must contain all documents related to the financial offer, duly and separately indicated.

### 4.3 Signature policy

Where a document needs to be signed, the signature must be hand-written by the legal representative of the awarded company and accompanied by a stamp of the company itself.

### 4.4 Confidentiality of tenders

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.

- After the signature of the award decision tenderers, the *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets.
- With no prejudice to its privileges and immunities, the *Contracting authority* may decide to disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure, the *Contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

The *Contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to clearly mark the information they consider confidential and explain why it may not be disclosed. The *Contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

#### 4.5 Financial rules and payment modality

Upon completion of the award phase, payment modalities will be defined and agreed upon with the selected contractor. To this end, amendments to the provisions of the draft contract may be considered if deemed necessary.

The contractor shall indicate in the contract the details of the bank account whereby payments will be disbursed and in particular: Owner/Holder, Bank, C/C, BIC or SWIFT code.

## 5. PROCESSING OF PERSONAL DATA

Any personal data included in or relating to the tender, including its implementation, shall be processed in accordance with the CIHEAM's "Security of the Information and Personal Data Protection Policy", adopted on 5 July 2019 and inspired by the same principles set out in EU Regulation 679/2016 - General Data Protection Regulation and subsequent supplements.

## 6. ANNEXES

List of annexes:

- ANNEX 1: Technical specification
- ANNEX 2: Financial Offer
- ANNEX 3: Draft contract