



2014-2020 REGIONAL OPERATIONAL PROGRAM

PRIORITY AXIS 2 "IMPROVING SMALL AND MEDIUM ENTERPRISE COMPETITIVENESS"

INVESTMENT PRIORITY 2.1. "PROMOTING ENTREPRENEURSHIP, PARTICULARLY BY FACILITATING THE ECONOMIC EXPLOITATION OF NEW IDEAS AND BY FOSTERING THE CREATION OF NEW ENTERPRISES, INCLUDING THROUGH BUSINESS INCUBATORS"

BENEFICIARY: CONFERENCE SYSTEMS S.R.L.

PROJECT TITLE: Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production

SMIS Code 2014+: 130873

Reg. no.: DP-20072021-CS039/POR

APPROVED BY,

Project Manager

Dan Pascu

CALL TO SUBMIT TENDER for

The acquisition of audio-video, photo, IT and sound equipment part of the project

"Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873

The buyer, **CONFERENCE SYSTEMS SRL**, with its office in Bucharest, 14 Episcopul Ilarion Str., email: conferencesystems@gmail.com, tel. no.: +0745 111 060/ 021 321 6662, unique registration code RO13093672, hereby launches a call under the project **"Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873, funded through the Regional Operational Program 2014 - 2020,**

for tenders for ***the acquisition of audio-video, photo, IT and sound equipment.***

The object of the contract is the acquisition of audio-video, photo, IT and sound equipment.

CPV Codes: 32321100-0 – Film equipment, 38651600-9 – Digital cameras, 32320000-2 – Television and audio-visual equipment, 30230000-0 – Computer related equipment, 32341000-5 - Microphones, 38651100-4 – Camera lenses, 48520000-9 - Multimedia software package, 48000000-8 – Software package and information systems, 32342420-2 – Studio mixing console

Type of contract: product delivery

Place of product delivery: Aleea Șuica no. 10, pp. 68, sc. A, ap. 1, ground floor, Scornicesti city, Olt County,, Romania

Estimated value: Ron 847,773.28 (VAT excl.)

In case of offers expressed in Eur, the value used for Eur/Ron exchange shall be the InforEuro exchange rate 1 Eur = **4,7552 Ron**, valid on the date of launch of the ROP Guidelines 2.1A, posted on the European

Commission website (https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en).

Duration of the acquisition contract: 6 months, but no later than 31.01.2022.

The procedure implemented to award the contract: Competitive tendering as per Order no. 1284/2016, approving the competitive tendering to be observed by applicants/beneficiaries for awarding contracts for the provision of services or works, funded by EU funds.

Contract requirements:

A product provision contract shall be concluded with a single economic agent for each lot. An advance may be paid as maximum 11.01% of the contract value. The advance may be paid once the contract is signed, by providing a proof of payment (invoice, pro-forma invoice) as maximum 11.01% of the contract value. The advance shall be paid within 30 days, as per the legislation in force.

The contract value shall be paid within maximum 90 days since the Beneficiary has recorded the invoice. The invoice shall be issued based on product delivery and installation/rendering into operation confirmation.

Validity of the offer:

The offer shall remain valid for 60 days, and shall be fixed and binding in terms of content throughout the entire period of validity.

Additional clarification

Inquiries for further clarification shall be submitted to the Buyer's address in Bucharest, 14 Episcopul Ilarion Str., tel. no.: +0745 110 601/ 0213216662, Monday to Friday, between 10 - 17, except on legal holidays, or by email at conferencesystems@gmail.com, at least 3 working days prior to the deadline for the submission of offers.

The offers may be sent at the Buyer's point of business: CONFERENCE SYSTEMS SRL, Bucharest, 14 Episcopul Ilarion Str.

ELIGIBILITY CRITERIA

Criterion	Requested document
The tenderer must provide proof of suitability to pursue the professional activity	<p>A Confirmation of company details issued by the Trade Registry Office - in photocopy, certified by the legal representative of the entity, as "as per the original".</p> <p>The tenderer must also include the business areas that make the object of the acquisition.</p> <p>Foreign legal/natural persons shall make proof of meeting the criteria by providing the documents released by the competent authorities in their country, accompanied by an authorized translation in Romanian.</p> <p>The information comprised in the Confirmation of company details must be actual/valid on the final date for the submission of the Offers.</p>
Documents concerning individual status	<p>A statement on oath concerning the personal status</p> <p>Form 3</p>

Criterion	Requested document						
The tenderer is not in conflict of interests	<p>Throughout this Competitive tendering, the private beneficiary must take all necessary measures to avoid any situations that may lead to a conflict of interests, namely situations where there is a connection between the beneficiary's shareholding structures and the Tenderers thereof, including their subcontractors, between the members of the assessment committee and the Tenderers, including their subcontractors, or where the winning Tenderer is a majority shareholders in two or several economic agents participating in this competitive tendering.</p> <p>In order to take the necessary steps to ensure that situations that may cause conflicts of interests are avoided, CONFERENCE SYSTEMS SRL is disclosing its shareholding structure, as well as the persons involved in the project "Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873, for which this Contract has been awarded:</p> <table border="1"> <thead> <tr> <th>Name and surname</th><th>Function</th></tr> </thead> <tbody> <tr> <td>Dan Pascu</td><td>Director / Project Manager</td></tr> <tr> <td>Carmen Pascu</td><td>Associate</td></tr> </tbody> </table> <p>In this sense, as per art. 15 of GEO 66/2011, the Tenderer must include in their offer as part of this Competitive tendering, a statement on oath confirming that he/she is not in conflict with any of the provisions concerning the conflict of interests. Statement on oath concerning a conflict of interests confirming that the participating economic agent is not in any of the situations described at art. 13 and 14 of GEO no. 66/2011, in original - Form 2.</p>	Name and surname	Function	Dan Pascu	Director / Project Manager	Carmen Pascu	Associate
Name and surname	Function						
Dan Pascu	Director / Project Manager						
Carmen Pascu	Associate						

The offers lacking any of the documents requested shall be deemed invalid and shall be rejected from assessment.

The documents drafted in a language other than Romanian shall be submitted in the form of an authorized translation in copy, signed to certify compliance with the original document.

Awarding criteria:

Considering the contract object, the mandatory requirements in the tender specifications and the precautionary measures in case of failure to fulfill/ inappropriate fulfillment of the contractual obligations, **the criterion to award the contract is: the lowest price/lot.**

Offers may be submitted for one or several lots.

The winning offer shall be selected by classifying all offers in the decreasing order of the total price without VAT. The prices compared in order to create a ranking are the prices offered for the product to be supplied, without VAT. The total value shall be assessed, as expressed in Ron, without VAT. The offer deemed winner as per the established eligibility criterion, i.e. the lowest price, must also meet all minimum mandatory technical specifications, as set out in the Tender specifications.

Deadline for the submission of offers: 06.08.2021 at 16:00

Additional information:

1. **Economic agents must submit their offer until 06.08.2021, at 16:00, in an envelope, at the place of business of CONFERENCE SYSTEMS SRL in Bucharest, 14 Episcopul Ilarion Str.** The envelope must bear the name and address of the tenderer, as well as the address of the recipient SC CONFERENCE SYSTEMS SRL. The tenderer must submit the offer in a sealed and non-transparent envelope (package). The following information shall be written on the envelope: ***“To participate in the competitive tendering for the acquisition of equipment part of the project ‘Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production’, SMIS code 2014+: 130873 - Do not open before 06.08.2021, at 16:00”.***
2. The offer shall comprise the **technical offer, the financial offer** as per the template attached and the **documents** requested under **participation** requirements, signed by the tenderer's legal representative/proxy.
3. The contracting authority shall select the offers that meet all requirements set out in the technical specifications.
4. In case of submitted offers with the same price, the contracting authority may request the tenderers to submit a new financial offer, and the tenderer with a financial proposal of the lowest price shall be deemed winner.
5. Contact person for additional information: Nicolae Dan Pascu, project manager.
6. Alternative offers to the main offer shall NOT be accepted.
7. Delayed offers shall NOT be accepted.
8. Partial offers shall NOT be accepted.
9. The offer shall be deemed binding and shall remain fixed for 60 days since submission.

PRESENTATION OF THE TECHNICAL OFFER

The technical proposal shall be drafted in such a way that allows the easy identification of the correlation with the technical specifications from the Tender specifications, as well as the possibility to check point-by-point whether the requirements from the Tender specifications are met. The technical proposal shall comprise technical details, delivery deadlines, warranty terms, as well as other relevant information. The requirements set out in the Tender specifications are deemed minimal and mandatory, and any offers that fail to meet these requirements shall be rejected as non-compliant. The technical proposal must reflect the fact that the tenderer undertakes all requirements/ obligations set out in the Tender specifications. For this purpose, the technical proposal shall comprise a comment, attached to each article, concerning all specifications comprised in the Tender specifications, through which the tenderer proves the correlation between the technical offer and the Tender specifications - **a reference matrix may be drawn for this purpose.**

The technical offer shall be drafted as per the attached template. - Technical proposal - Form 6.

PRESENTATION OF THE FINANCIAL OFFER

Estimated value per product must not be exceeded.

The document through which the economic agent expresses the will to legally engage in a contractual relationship with the contracting authority is the Form of Tender. The Form of Tender comprises the price, which shall remain fixed for the entire duration of the contract. The Form of Tender shall also comprise all expenses incurred to execute the contract object. The offered price shall comprise all products requested. Partial offers shall not be accepted. The offer submitted must contain details in terms of price per unit for

each product requested. The offer must also contain a total price, with and without VAT, expressed in Ron. The price cannot be modified.

Offers may be submitted for one or several lots. All product prices shall be expressed in double-digits numbers, without VAT, and shall remain fixed for the entire duration of the contract.

In case of offers expressed in Eur, the value used for Eur/Ron exchange shall be the InforEuro exchange rate 1 Eur = **4,7552 Ron**, valid on the date of launch of the ROP Guidelines 2.1A, posted on the European Commission website (https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en).

The offer shall remain valid for 60 days, and shall be fixed and binding in terms of content throughout the entire period of validity.

ATTACHED DOCUMENTS:

- Form 1 - Expression of interest
- Form 2 - Overall information sheet
- Form 3 - Statement on conflict of interests
- Form 4 - Individual status sheet
- Form 5 - Financial offer
- Form 6 - Technical offer

Project Manager
Dan Pascu

FORM 1

ECONOMIC AGENT

(Name, address)

Registered at the private beneficiary office

No. _____ date _____

hour

EXPRESSION OF INTEREST

To.....

Following the call for tender launched on, for the awarding of the contract for the acquisition of audio-video, photo, IT and sound equipment part of the project "Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL, by diversifying its operations and making innovating investments in production" SMIS code 2014+: 130873, we _____ (name of the economic agent) hereby enclose the following documents:

1. Package/envelope sealed and bearing visible markings, containing the following original documents:

- a) technical offer
- b) financial offer
- c) other documents set out in the awarding documentation.

Hoping that you will find our offer suitable and satisfactory to your requirements.

Date of submission _____

yours,

Respectfully

Economic agent,

.....

(Authorized signature and stamp)

FORM 2

Tenderer

.....

(name)

OVERALL INFORMATION

1. Name:
 2. Code for tax purposes:
 3. HQ address:
 4. Tel. no.:
- Fax:
- Email address:
- Bank account:**
5. Registration certificate:
 6. CAEN areas of business authorized (Specify the CAEN code corresponding to the contract object)

Date ____/____/____

.....,

(Name, surname and signature),

as, I am legally authorized to sign this offer for and on behalf of

(Name of the economic agent)

Form 3

TENDERER/ASSOCIATED TENDERER

STATEMENT

confirming non-application of the situations described at art. 13 and 14 of the Government Emergency Ordinance no. 66/2011 preventing, finding and sanctioning irregularities emerging while obtaining and using EU funds and/or other corresponding national public funds, as subsequently amended and supplemented.

The undersigned, as Tenderer in the procedure for the awarding of the provision contract focused on the acquisition of audio - video, photo, IT and sound equipment as part of the project "Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL, by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873, hereby declare on oath, subject to sanctions for misrepresentations, as provided by art. 326 of Law no. 286/2009 on the Criminal Code, as subsequently amended and supplemented, that none of such situations apply as described at art. 13 and 14 of the Government Emergency Ordinance 66/2011 preventing, finding and sanctioning irregularities emerging while obtaining and using EU funds and/or other corresponding national public funds, approved with amendments and supplementations by Law 142/2021, as subsequently amended and supplemented.

The undersigned hereby declare that I shall inform the Beneficiary, CONFERENCE SYSTEMS SRL at once of any changes that may occur in this statement.

I also hereby declare that the information provided is complete and accurate and that I understand that CONFERENCE SYSTEMS SRL is entitled to request any additional information, in order to check and confirm the statement.

I understand that if this statement is not factually correct, I may be accused of breaching the provisions of the criminal law on misrepresentation.

Date of submission

Name and surname of the legal representative
Signature

ECONOMIC AGENT

(name)

Statement concerning individual status

Tender: **acquisition of audio-video, photo, IT and sound equipment part of the project "Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873**

[This form shall be filled in by **each economic agent acting as sole tenderer, head of the company, partner in the association or subcontractor**]

The undersigned, [Insert name and surname], acting as representative of [Insert the name of the economic agent], hereby declare on oath, subject to sanctions for misrepresentations, as provided at art. 326 of Law no. 286/2009, on the Criminal Code, that [Insert the name of the economic agent] is not in any of the situations that may lead to exclusion from the procedure for the acquisition of counseling and professional training services, namely:

- a) [Insert the name of the economic agent] is not bankrupt or subject to a winding-up or administration by court procedure, that no judicial agreements have been concluded, that it has not suspended its economic activity and is not subject to a procedure as a result of such situations and is not in similar situations as a result of a similar procedure established by the national legislation or regulations;
- b) [Insert the name of the economic agent] or persons with a capacity to represent, decide on or control [Insert the name of the economic agent] have never been convicted by a *res judicata* ruling of a competent authority of a member state for an related to business conduct;
- c) [Insert the name of the economic agent] has never been accused of serious business misconduct;
- d) [Insert the name of the economic agent] or persons with a capacity to represent, decide on or control [Insert the name of the economic agent] have never been convicted by a *res judicata* ruling for fraud, corruption, participation in a criminal organization, money laundering or participation in any other illegal activity that is in conflict with the financial interests of the European Union.

I also hereby declare that the information provided is complete and accurate and that I understand that ECONOMIC AGENT CONFERENCE SYSTEMS SRL is entitled to request any additional information, in order to check and confirm the statement.

I understand that if this statement is not factually correct, I may be accused of breaching the provisions of the criminal law on misrepresentation.

Date

Name and position of the authorized person

Signature of the authorized person

Form 5

ECONOMIC AGENT

.....
(name)

FORM OF TENDER (FINANCIAL OFFER)

1. After examining the relevant documentation, the undersigned, representatives of the tenderer (name of the tenderer), offer to supply audio-video, photo, IT and sound equipment, as per the provisions and requirements laid down in the above-mentioned documentation, as part of the project "Enhance the competitiveness of SC CONFERENCE SYSTEMS SRL by diversifying its operations and making innovating investments in production", SMIS code 2014+: 130873, in consideration for the amount of Ron, payable after the products are received, to which a VAT of Ron (amount in letters and numbers) as per the law shall be added;
2. We hereby guarantee to keep this offer valid for a duration of days (duration in letters and numbers), namely until (day/month/year) and that it will remain binding for us and may be accepted at any given moment before the expiration of the period of validity.
3. Until the conclusion and signing of the contract, this offer, along with a communication from you confirming that it is a winning offer, shall constitute a binding contract between us.
4. We mention that:
☒ we do not submit an alternative offer. ☐ we submit an alternative offer.

Date ____/____/____

.....,
(Name, surname and signature),
as, I am legally authorized to sign this offer for and on behalf of
(Name of the economic agent)

Form 5 - Annex

No.	Lot no.	Product no.	Product	No. units	Estimated price per unit in Ron VAT excl.	Estimated total price in Ron VAT excl.
1	Lot 1	1	Working station for online platform	1		
2		2	Graphics working station	2		
3		3	4K 32 inch monitor	5		
4		4	4K 27 inch monitor	1		
Total price LOT 1 VAT excl.						
Total price LOT 1 VAT incl.						
5	Lot 2	1	LED Panel	14		
Total price LOT 2 VAT excl.						
Total price LOT 2 VAT incl.						
6	Lot 3	1	Online IT platform	1		
Total price LOT 3 VAT excl.						
Total price LOT 3 VAT incl.						
7	Lot 4	1	Digital wireless microphone combo kit	1		
Total price LOT 4 VAT excl.						
Total price LOT 4 VAT incl.						
8	Lot 5	1	Digital audio mixer	2		
Total price LOT 5 VAT excl.						
Total price LOT 5 VAT incl.						
9	Lot 6	1	4K video camera	3		
10		2	4K video mixer	2		
11		3	Fluid head video tripod	3		
12		4	7” recording monitor	4		
13		5	Mini mixer	1		

14		6	Professional headset kit	1 headset		
15		7	Digital photo camera	1		
16		8	Photo camera crane	1		
17		9	Video lens camera kit	1 kit		
18		10	Panoramic background	2		
Total price LOT 6 VAT excl.						
Total price LOT 6 VAT incl.						
19	Lot 7	1	Professional video camera	5		
20		2	Video camera controller	1		
Total price LOT 7 VAT excl.						
Total price LOT 7 VAT incl.						
21	Lot 8	1	Mini working station	2		
22		2	16" laptop	4		
23		3	13" laptop	2		
24		4	Tablet	2		
Total price LOT 8 VAT excl.						
Total price LOT 8 VAT incl.						
25	Lot 9	1	Wirecast Pro license or equal software	2		
26		2	Playback Pro Collection license or equal software	6		
27		3	Office 2019 license or equal software	6		
Total price LOT 9 VAT excl.						
Total price LOT 9 VAT incl.						
Total price VAT excl.						
Total price VAT incl.						

Date ____/____/____

.....,
(Name, surname and signature),



as, I am legally authorized to sign this offer for and on behalf of
(Name of the economic agent)

Form 6

ECONOMIC AGENT

(name)

TECHNICAL OFFER

Lot no.	Product no.	Product	No. units	Minimum requirements	Minimum requirements met
Lot 1	1	Working station for online platform	1		
	2	Graphics working station	2		
	3	4K 32 inch monitor	5		
	4	4K 27 inch monitor	1		
Lot 2	1	LED Panel	14		
Lot 3	1	Online IT platform	1		
Lot 4	1	Digital wireless microphone combo kit	1		
Lot 5	1	Digital audio mixer	2		
Lot 6	1	4K video camera	3		
	2	4K video mixer	2		
	3	Fluid head video tripod	3		
	4	7" recording monitor	4		
	5	Mini mixer	1		
	6	Professional headset kit	1 kit		
	7	Digital photo camera	1		
	8	Photo camera crane	1		
	9	Video lens camera kit	1 kit		
	10	Panoramic background	2		
Lot 7	1	Professional video camera	5		
	2	Video camera controller	1		
Lot 8	1	Mini working station	2		
	2	16" laptop	4		

	3	13" laptop	2		
	4	Tablet	2		
Lot 9	1	Wirecast Pro license or equal software	2		
	2	Playback Pro Collection license or equal software	6		
	3	Office 2019 license or equal software	6		

Date ____/____/____

.....,
(Name, surname and signature),

as, I am legally authorized to sign this offer for and on behalf of
(Name of the economic agent)