# *ANNEX II + III :* TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

**<Contract title>**

**<Ref. number>**

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| Supply contracts cover the purchase (procurement) of required goods / items, but may include a variety of other services that normally accompany procurement of goods, such as delivery, installation, testing, training (education), guarantees, various after-sales services (additional guarantees, availability of spare parts, response time to reported failure, etc.). Project partners may require from the tenderers in the technical all or some of these services (if there are available funds in the project budget), under the condition that procurement rules are respected.  In general, services under supply contracts can be divided into two categories:   1. services required in order to enable functionality of the supplies, such as delivery, installation, training, etc. 2. after-sales services - covering the period after the acceptance of goods (i.e. when Contracting Authority already uses the supplies), and where the supplier still has certain contractual obligations in accordance with the supply contract.   Note: during the preparation of tender documents Contracting Authority should take into account that purchase of additional services (i.e. all service that accompany the supplies) will raise the procurement prices. Technical specifications (TS) describe the nature and characteristics of the goods to be procured and (after successful completion of procurement procedure) constitute an integral part of the supply contracts. Thorough preparation of the technical specifications of required goods is extremely important for the success of the procurement procedure, thus the project as a whole. Technical specifications should be clear and prepared in a way to enable the Contracting Authority receiving comparable offers offering the best value for money.  When preparing the technical specifications it is necessary to bear in mind that the tenderers must submit offers that will offer the best quality of the goods that Contracting Authority request, but at the same time, that offers must meet all the criteria set out in the technical specifications. Therefore, the technical specifications:   * have to be detailed, but ask yourself to what extent. "Pre-defined" specifications can harm you since it may happen that the tenderers will not be able to offer goods of perhaps better quality, but which does not meet all your requirements. Define minimum requirements which goods must fulfil in order to serve its purpose (the objective must be to provide the best price for the required quality, and by defining standard characteristics should enable the competition of larger number of tenderers) * at the same time, they must be well described - avoid using words such as "about", "approximately", "cca", "high quality", and similar when defining the characteristics of goods (check-list questions: how do you know whether goods are of satisfactory quality if it is required "approximately 10 mm"? Is e.g. 11 mm acceptable? Is e.g. 15 mm acceptable?). Imprecisely defined / described specifications cannot be objectively assessed – don’t put yourself in such situation. * must contain all required characteristics - define e.g. hard-disc capacity, RAM size, video card, audio card and number of USB ports. If you do not define certain characteristic, the tenderer is not required to offer it. In other words, don’t put yourself in a situation to get "a car with the steering wheel on the right side." * that are tailor-made for one bidder do not ensure competition, and therefore do not prove that the goods purchased actually offered the best value for money. To avoid such situations, e.g. if there is a problem in description of any item without mentioning a brand name, i.e. if there is no way to describe the product without specifying the brand, be sure to use the expression "or equivalent".   Technical specifications define the characteristics of the goods to be supplied, as well as all other required services that accompany the supply of goods. For this reason, after defining the minimum characteristics of the goods, technical specifications should define necessary additional services:   * all ancillary services such as installation and testing, training (e.g. the minimum number of days of training and number of personnel to be trained), etc. * product manuals, installation CDs, etc. * warranties requested.   All ancillary services may be requested for a particular item or for all items in the tender documents (this should be clearly indicated in the TS).  All criteria (characteristics) for specific items in the specification must be formulated in such a way that during the evaluation it is possible to determine if criteria is fulfilled (“Yes”) or not fulfilled (“No”).  If the goods are to be delivered in several different places, it is advisable to specify the delivery list, indicating the exact information related to:   * place of delivery (preferably stating contact details of the person responsible for receiving goods) * exact quantity of goods.   Note: please note that different locations of the delivery can raise the price of the offer. |

**Columns 1-2 should be completed by the Project partner**

**Columns 3-4 should be completed by the tenderer**

**Column 5 is reserved for the evaluation committee**

Annex III - the Contractor's technical offer

The tenderers are requested to complete the template on the next pages:

* Column 2 is completed by the Project partner shows the required specifications (not to be modified by the tenderer),
* Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
* Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offeredspecifications.

The requirements set out in the technical specifications represent the minimum technical characteristics which offered goods must satisfy, unless stated otherwise, and tenderers are not allowed to modify technical specification in any way.

For each item for which it is not explicitly stated that it is allowed to offer goods of the equal characteristics, i.e. for each item where it is not stated “or equivalent”, for the purposes of this tender documentation it is assumed that words “or equivalent” are stated, and tenderer is allowed to offer equivalent goods / goods of equivalent characteristics.

| **1.**  **Item Number** | **2.**  **Specifications Required** | **3.**  **Specifications Offered** | **4.**  **Notes, remarks,  ref to documentation** | **5.**  **Evaluation Committee’s decision (Y/N)** |
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