

# REQUEST FOR BIDS FOR SUPPLY OF ONE NEW EXECUTIVE SEDAN PASSENGER VEHICLE

The Tender information is given in the following order:

- I) Subject of the Tender
- II) Background
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## I – Subject of the Tender

1. **Tender Title:** Supply of one (1) new executive sedan passenger vehicle.
2. **Tender Procedure:** Local Open (BiH)
3. **Type of Contract:** Supply
4. **Tender Closing Date:** 20 September 2024 by 14:00 hours.
5. **Communication:**

The tender is available for unrestricted and full direct access at <https://www.ohr.int/ohr-tenders/> Any questions or requirements for clarification, should be sent exclusively to the e-mail address [tender@ohr.int](mailto:tender@ohr.int), not to any other e-mail address or OHR officials.

## II – Background

The Office of the High Representative (OHR) in Sarajevo invites companies to submit their best proposal for supply of **one (1) new** executive sedan passenger vehicle to OHR Sarajevo. The vehicle will be used by OHR as transport fleet vehicle for the high-rank officials and will be registered on **OHR**

## diplomatic plates.

### III – Technical Specification

Technical Specification describes the **minimum** technical requirements for the requested vehicle.

No.	Minimum Technical Specification	
1	<b>Model</b>	Executive, Sedan/Limousine
2	<b>Engine type</b>	Disel/Petrol supercharged / Petrol supercharged + electric
	Engine displacement [cm <sup>3</sup> ] maximum	2000
	Minimum output	140 kW
3	<b>Drive and gearbox</b>	
	Automatic Gearbox	7 gear minimum
4	<b>Automatic air conditioning</b>	3-zone control
5	<b>Thermo-insulating glass</b>	windscreen, side and back
6	<b>Wheels &amp; Tyres</b>	
	Wheel Type, maximum R18	Forged Aluminium Alloy Wheels
7	<b>MultiMedia system</b>	Smartphone, Bluetooth, Radio, Navigation
	USB connection for back seats	
8	<b>Emissions and efficiency</b>	
	Emission standard	Euro 6d
9	<b>Boot – volume [l] minimum</b>	460
10	<b>Design parameters</b>	
	Number of doors	4

No.	Minimum Technical Specification	
	Number of seats	5
<b>11</b>	<b>Colour</b>	Black Metallic
<b>12</b>	<b>Exterior dimensions</b>	
	Overall width without/including mirrors [mm]	1860/2000
	Overall height [mm]	1440
	Wheelbase [mm]	2920
<b>13</b>	<b>Interior – Floor Rubber Mats</b>	Front and Back
<b>14</b>	<b>Safety and security requirements</b>	
	Headlights	LED technology with high-resolution
	Standard Safety Features	Traction Control, Brake Assist, Electronic Stability, and ABS
	Air bags/Curtains	
	Tour assist	Cruise Control, Lane Departure, Radar
	Parking Sensors	Front and Rear
	Parking Camera	Rear Parking Camera
	Security	Anti-theft system/Alarm
	Eur NCAP	5 Stars

#### **IV – Bids Submission Conditions**

The Bid must be in **English or local language**.

Bids shall contain the following:

##### **1. PROFESSIONAL CAPACITY**

### 1. **Administrative information**

The cover page should include **the name and address of the company**, contact phone number, e-mail, the name of a contact person.

2. Copy of **VAT registration** number.

### 3. **References:**

– The tenderer should provide a **list of major contracts for the last three years (2020-2023)** as proof of at least three years' experience in selling similar items (i.e. motor vehicles).

– At least **one contract** must be similar to this one in scope and size delivered in the last year.

## 2. **TECHNICAL BID**

Only technical bids which meet all the technical requirements listed will be considered compliant and will be evaluated. Technical bid should include the following:

1. **Detailed description** of offered vehicle with reference to the Minimum Technical Specification[\[1\]](#);
2. **Date of production (m/y)**; vehicle should be 2024 model.
3. Printed or electronic or web page **catalogue or prospect with photos** of exterior and interior of offered vehicle **with dimensions**.
4. **Delivery time**. Maximum delivery time is 60 calendar days.
5. **Delivery place**: OHR Sarajevo, BiH
6. **Warranty time and condition**. Minimum factory warranty of five (5) years. The tenderer may offer a longer warranty period, but without any extra cost.
7. **List of at least three authorized service places in Bosnia and Herzegovina**.

## 3. **FINANCIAL BID**

The financial bid must be duly signed and dated and shall include:

1. **Price**, excluding customs duties and VAT.

Amount of VAT

**Total price** with VAT.

**Price must be in Convertible Marks (BAM).**

The price shall include all costs related to the supply of the vehicle, including delivery costs, warranty costs, office costs and any other cost relating to the performance of the contract.

The OHR shall pay the VAT in accordance with the Law on VAT. OHR shall provide the necessary documents on exemptions of import duties and VAT

2. **Payment terms**

OHR standard payment terms are 30 days by bank transfer upon delivery and receipt of invoice. Tenderer may propose other payment terms. Please note that should you request an advance payment you will need to provide an irrevocable advance bank guarantee.

3. **Validity of bid**

The bid must be valid for acceptance for **30 days**, and the price fixed for the duration of the contract.

**V – Bids Submission and Deadline:**

1. Bids, Technical and Financial offers, shall be placed and delivered in **sealed envelope with tenderer's information and clearly marked**

**"TENDER – VEHICLE"**.

2. Bids should be delivered to the following address:

OHR  
Head of Logistics  
Emerika Bluma 1  
71000 Sarajevo  
Bosnia and Herzegovina

3. Bids should be delivered **NO LATER than 20<sup>th</sup> September 2024 by 14:00 hours.**

## **VI – Selection and Award**

1. Tenders are opened and evaluated by duly designated OHR Evaluation Committee.

2. The Evaluation Committee will rule on professional and technical admissibility of each tender, classifying it as technically compliant or technically non-compliant. Qualification stated in Section IV.1 and IV.2 will be evaluated at this stage.

3. The Contract will be awarded to the best **quality/price ratio (60/40)** proposal in terms of:

**a) Weighting: 60 points**

**b) Financial Cost. Weighting: 40 points**

	Technical Evaluation Criteria		Max Points
	Engine Type		
<b>1</b>	<b>Minimum output 140 kW</b>		<b>40</b>
		140-149	20
		150-180	30
		181+	40
<b>2</b>	<b>Front Drive/AWD</b>		<b>20</b>
		Front/Rear	10
		AWD	20
<b>3</b>	<b>Service in BiH</b>		<b>5</b>
		minimum 3	3
		more than 3	5
<b>4</b>	<b>Boot</b>		<b>10</b>
		up to 500 l	5

	Technical Evaluation Criteria		Max Points
		from 501 l	10
<b>5</b>	<b>Parking Assist minimum</b>		<b>10</b>
		Front and Rear Sensors	5
		Rear Camera	8
		Front Camera	10
<b>6</b>	<b>Automatic air conditioning</b>		<b>5</b>
		3-zone	3
		4-zone	5
<b>7</b>	<b>Navigation</b>		<b>5</b>
<b>8</b>	<b>Front and Side airbag and Air Curtains</b>		<b>5</b>
		<b>TOTAL</b>	<b>100</b>

#### 4. Final Award

The contract will be awarded to the tenderer that provides the best value for money tender. The best tender will be established by weighting technical quality against price on 60/40 basis.

The contract will be awarded to the tenderer who submitted tender with the highest **Final Score**.

5. OHR reserves the right to end the Tender without awarding the contract.

*OHR will not bear any costs of bidders related to the preparation of their proposals.*

– END –

[\[1\]](#) See Section III – Technical Specification