



Dossier 20140117-00027

**SPECIFIC CONDITIONS FOR PROVIDING
REPROGRAPHIC SERVICES FOR INECO IN JEDDAH**

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1 PURPOSE

The purpose of this document is to establish the technical conditions necessary to engage one or several companies to select, hire and manage fleet reprographic services for INECO and any company from the CONSORTIUM in charge of Haramain High Speed Railway Project in Jeddah.

2 SCOPE AND DESCRIPTION OF THE WORK

These technical conditions set out the terms and conditions of the agreement to supply INECO and any company from the CONSORTIUM in charge of Haramain High Speed Railway Project, with contract reprographics and printing services. Quotation will be considered as an estimate as some terms and conditions can be subject to variation.

The service to be provided will consist on photocopying in various formats (A1 , A3 and A4 mainly) and binding volume format (A3 and A4) Staple (normal) / sewn (special) of the sheets and use of soft cover and filmed edge of individual projects . The drawings in format A1 will be folded and A4 bagged and delivered in a ring binder.

Delivery of documents from INECO will be performed through a link , which must be downloaded by the print shop for the performance of work.

The poor quality work and possible proofs should be provided by the contractor photocopying .

For the original scanning service supplied by the client, in any format provided , A4 , A3 , A2, A1 or A0 , including the work of :

- The scan planes in A1 A2 and / or A0 should be folded in A4 format, according to standard rules .
- Unbinding original .
- Color Scanned Works, following the same order as the original . If multiple volumes within the same document, it will scan each.
- Binding of the originals.

Scanning Works, on pdf format , must be supplied on a CD or DVD (depending on size) per document , properly labeled identifying the name of the document, as advised on the first order.

Works will be completed no later than 48 hours.

3 RESOURCES REQUIRED

The awardee company must provide all material, technical and human resources necessary for correct performance of the agreement in accordance with these specific conditions. The awardee company must expressly state whether it will do all the work using its own resources or whether it will subcontract any of the work to a third party.

All resources offered must be made available to perform the work. Failure to do so will be deemed breach by the awardee company.

3.1 TECHNICAL RESOURCES

The awardee company or companies must provide the necessary resources to do the work required.

3.2 HUMAN RESOURCES

The awardee company's team will comprise specialised staff with extensive experience in work related to the subject matter of these technical bid specifications.

The tendering company must designate a contact representative with at least four year's reliable experience in renting or leasing services in renowned and trustable companies.

It is required to submit the CVs of the staff assigned to the jobs described in these technical bid specifications.

If any of these workers must be replaced during the contract term, the replacement must also comply with the above requirements and INECO must be given at least once week's notice and provided with a copy of the replacement's CV.

4 COMMERCIAL TERMS AND CONDITIONS

The contractor must be able to develop at least the work referred to and required herein and under applicable law.

Apply the general terms and conditions published in the contractor profile Ineco (www.ineco.es) and (www.contrataciondelestado.es) and these special conditions

The tenderer shall indicate on all invoices issued by the internal file number that corresponds and shall include in any case of delivery notes.

The work will be billed in accordance with the finally executed. Invoices will be issued upon completion of each job.

5 DURATION

The contract term for every vehicle will be a minimum of **twelve (12) months**, starting on the date of signature, with an option to extend, provided that both parties are in agreement.

The work will start on the date on which the agreement is signed by the awarded company and INECO.

Under no circumstances does INECO undertake to avail itself of the awardee company's services through to expiry of the agreement, restricting itself to meeting the company's real needs.

Any variation, modification or cancellation of the contract should not be subject to any penalty from the awardee.

Ineco shall not be required to exhaust the full term, being limited to the actual needs of the company.

6 ESTIMATED AMOUNT

The estimated annual amount of the tender, for the items included in the scope of this document is FIVE HUNDRED THOUSAND SAUDI RIYAL (**500.000 SAR**),

Under no circumstances does INECO undertake to spend this entire amount, restricting itself to meeting the company's real needs.

All bids above this budget will be rejected.

The Contractor shall be responsible for paying all taxes and duties payable on the works.

7 TECHNICAL REQUIREMENTS

The technical solvency criteria for presenting bids in this procedure are set out below. Proof of this may be required, by any of the following means:

7.1 REFERENCES

The awardee company must have certifiable experience providing renting and/or leasing services to different companies As many references from previous works as are necessary will be required to justify compliance with this criteria.

With regard to the workers assigned to perform the contract, contractors accept the obligation to manage these workers in a real, effective and continuous manner inherent to all enterprises. Specifically, it undertakes to negotiate and pay salaries, grant leave, permits and holidays, assign replacements, comply with legal obligations in connection with occupational accident prevention, taxation, administering, when appropriate, disciplinary sanctions, complying with Social Security obligations, including paying contributions and benefits, and other rights and obligations in connection with the Social Security, as well as rights and obligations deriving from the contractual relationships between employee and employer.

Contractors undertake to perform the contract on their own premises or with their own facilities unless, in exceptional cases, they are authorised to render their services at the administrative headquarters. The contractor must designate at least one technical coordinator or supervisor from its own staff, who will be assigned the following duties, among others:

- All communication between the contractor and INECO with regard to execution of the agreement must be received and processed by the coordinator, technician or spokesperson appointed for the purpose.
- Oversee compliance with the company's labour regulations, particularly those governing attendance at the workplace and holidays, so as not to interfere with the continuity of the service subject to the agreement.
- Inform to INECO when they are no longer assigned to the performance of the agreement, particularly with regard to suitable management of resources available to them.

7.2 HUMAN RESOURCE REQUIREMENTS

In case of staff exclusively assigned to this contract, all technical personnel whose details are included in the bid as part of the reprographic service team must have at least two years' experience in this services area.

8 ECONOMIC AND FINANCIAL REQUIREMENTS

- Report from financial institutions with which the party to the negotiation has held significant assets or liabilities during the last three financial periods, specifying unless one of the following aspects:
 - Compliance with trade credit repayment obligations.
 - Overall assessment of the entity.

9 CRITERIA FOR ASSESSMENT OF BIDS

Bids will be ranked according to the cheapest price, Score to be used is 100% economical.

In the first phase of the tenders, bids will be classified according to their economic value, resulting selected the two higher scored companies. The Score will be 100 points for the economic part.

After valued in the first phase, Ineco may request additional information or improvements to the two best deals valued companies, proceeding to a reassessment in a second phase.

The Score to be applied in this second phase will be 100% economical.

9.1 SELECTIVE CRITERIA

Bids may be excluded on the following grounds:

- Failure to meet the human resources and technical criteria set out in section 3.
- Failure to meet the solvency criteria set out in section 7.

9.2 CRITERIA FOR ECONOMIC ASSESSMENT OF BIDS

Economic bids will be calculated using the following formula:

$$\text{Economic score (ES)} = \frac{70 \cdot \text{lowest}}{\text{Price of the most economical offer}} + 30$$

In any case, bids which are 20% lower than the average of the bids presented shall be deemed disproportionately low. In such cases, a written breakdown of the economic bid may be requested. A bid shall be ruled out if it is considered that it is dangerously low and that it presents a risk to the successful completion of the works.

Bids that are considered recklessly low will not be taken into account when determining the lowest financial offer.

10 CONTENT OF THE BIDS

10.1 ECONOMIC BID

The economic bid must be signed by the bidding company's legal representative. It must include unit prices in the Excel file. The amounts quoted in the bid must be expressed without VAT and with VAT included.

11 MAKING BIDS

Bidders will present such documentation as they deem necessary about the aspects included in the assessment and weighting criteria. They may also include any documentation they consider necessary or which are an improvement.

All questions must be submitted by email to the following address: ofertas@ineco.com

All bids must be sent in digital format to the following address: ofertas@ineco.com. The file containing the economic bid must be identified as EB SUPPLIER and the file containing the technical bid must be identified as TB SUPPLIER. In case of files heavier than 15 MB, these may be sent on a CD to:

Unidad de Compras y Contratación

Paseo de la Habana, 138

28036 Madrid.

The technical and economic bids must be presented in separate folders. No reference must be made to the economic bid in the technical bid.

Failure to comply with the requirements of this paragraph by sending bids to an address other than that stated herein will lead to exclusion of the bid from the tender process.