



BANKA OTP ALBANIA

Request for Proposals (RFP) for:

“Purchase of Cash Counting Machines”

Issued on April 08th, 2019

Deadline for Response: April 19th, 2019

14:00 CET



1 Objective of the RFP

BANKA OTP ALBANIA is inviting eligible Albanian and International companies to submit a proposal for: **“Purchase of Cash Counting Machines”**.

The objective of this RFP is to solicit offers from eligible companies for providing OTP Albania (OTP) with cash counting machines as per the technical requirements specified in Section 2 Technical Requirements.

Note: Partial bidding¹ is allowed in this RFP and such offers will be accepted.

! Subcontracting will NOT be allowed during the realization of the contract. In case it is verified, it will lead to immediate interruption of the Contract

As a result of this solicitation, BANKA OTP ALBANIA expects to award **one fixed price contract per the selected supplier**. A fixed price contract is a contract for services that will result in concrete deliverables provided to and accepted by BANKA OTP ALBANIA. As the name implies, the price of the contract is fixed and it is not subject to any adjustment on the basis of the Subcontractor's cost experience in performing the work, thereby placing full responsibility for all costs and resulting profit or loss on the Subcontractor.

1.1 Contacts and communication

This Request for proposal is piloted and coordinated by the General Resources Department of Banka OTP Albania. The contact for any information during this process will be through email on the following mention address and authorized discussions will be organized with each supplier if needed.

Any question regarding the content or technical requirements must be submitted, **solely by electronic messaging**, to:

Procurement Sector

E-mail: Procurement.AI@otpbank.al

Non-compliance with this condition can result in its disqualification

All participating suppliers will receive a copy of all questions relative to the invitation to tender process, the content of the specifications and their responses, which will be sent to the Bidder's contact details

Questions must be submitted before **April 15th, 2019 - at the very latest**. Beyond that date, no response will be provided.

¹ Partial bidding means the bidder submit his quotation for one of the requests in this RFP

1.2 Return of the Technical Proposal

The paper version of each bidding supplier's proposal must include the following elements, to be **sealed in a large envelope (no smaller than A4)**:

1. Presentation of the company specifying the equipment brands covered as official reseller,
2. Exact brand and model of proposed equipment's and attach the detailed technical specifications,
3. Document that proves they are authorized reseller for the brand offered;
4. Document for Certification from Bank of Albania of the proposed brand;
5. Copy of legal registration certificate (**QKR Extract of last three months**);
6. Copy of the last year financial Balance Sheet **certified from the Tax Authorities or approved (signed and stamped) by an certified accountant or accounting studio, accompanied with a copy of the accountants certificate and/or license**;
7. References for previous similar service with description of start/end dates and contact numbers for references (as per our format Appendix I) accompanied with Letter of References from your main customers specifying the case of cooperation.
8. SLA conditions offered for OTP Albania specifying:
 - Warranty Period proposed,
 - Service included under warranty period,
 - Periodicity of the onsite service,
 - Response time and restore time in Tirana / other cities
 - List of defects covered from the Warranty,
 - Training of Bank's staff for the equipment's usage.

Important Note: Documents Nr. 2; 3; 4; 6 and 7 are **mandatory to be provided**. Failure from the participants to provide these documents will lead in disqualification from the Tender process.

Important Note: Failure from the participant to provide the rest of documentations required above, leads to application of penalties in the result of scoring points.

The envelope will bear the following indications:

To: Banka OTP Albania – General Resources Department

“Purchase of Cash Counting Machines”

For the attention of: Mr. Ilir Apostoli
Head of Procurement Sector

(Name of the bidding service provider)

We must receive the paper version of the Technical and Commercial proposals on or before **April 19th, 2019** – **14:00 CET**, at Bank's Protocol Office: Bul. Dëshmorët e Kombit, Kullat Binjake, Kulla 1, Kati 9, Tirana, Albania.

Proposals arriving after this deadline will not be taken into consideration.

The supplier is free to provide any additional relevant information not covered by this RFP or an alternative proposal if considers them more tailored to the Client. Such items will be submitted as attachments to the proposal.

Banka OTP Albania reserves the right at any time, to:

- Stop, or not follow up this RFP for reasons which not be disclosed without reparations;
- Send a 2nd RFP if the first one is incomplete or unsatisfying without reparations;
- Sign a contract only on a reduce part of the RFP purchase scope.
- Sign a contract with more than one company for different section part of current RFP.

1.3 Supplier's obligations

Even if the contract will be further defined when finalized with the selected Supplier, it is reminded that this RFP aims to bind it to an obligation of results (and not solely of means).

That is why the Supplier shall perform the agreed services (both for technical and organizational aspects), this namely means bringing its experience and expertise. The Supplier is the sole responsible entity for involving the right means and methods to achieve this goal (number of employees involved, devices qualifications, etc.).

NOTE: The OTP reserves the right to discontinue the RFP Process at any time with no financial compensation, and makes no commitment that this process will result in a business transaction with one or more third parties.

2 Technical, Functional and Commercial Requirements

2.1 Technical Requirements

The Bank is looking for purchase Cash Counting Machines that will be used for the daily activity of the Branches. Below are the main technical specifications to serve as orientation for the Counting machines to be proposed

Counting Speed	More 800 notes per minute
Document Size Limits	Up to 100 mm x 185 mm
Hopper Capacity	Up to 500 circulated notes
Stacker Capacity	More than 100 circulated notes
Batching	Variable 1 to 999
Display Type:	Digital with 4 digit count display
Alarm Type	Visual and acoustic
Error Detection	Double, chain, half-note, skew note, jam, hopper jam, short count, open door, note in stacker
Counterfeit Detection	Dual-head, dual threshold magnetic detection; Ultraviolet detection
Counterfeit Detection	Possibility to update software in order to modify settings for new counterfeits
Power Source	220V 50Hz
Connection	RS232 interface
Options	possibility to print the serial number of EURO/USD or store the data on serial number processed in a local or remote storage

The proposed cash counting machines must have the certification from Bank of Albania. **This is a mandatory requirement.**

2.2 Financial proposal

The financial proposal should be quoted in Albanian Leke ALL or its equivalent in foreign currency proposed; VAT and other applicable taxes specified, and will have to be valid for three (3) months as of the date when the offer is received by the Banka OTP Albania.

The financial proposal must not be delivered electronically via e-mail. It must arrive in hard copy signed and stamped **inside a separate sealed envelope.**

The envelope, containing your Commercial proposal, will bear the following indications:

Name of the bidding service provider

Name and reference number of the RFP

A – Purchase of Cash Counting Machines:

Nr	Description	Brand proposed	Unit	Price / Unit	Delivery time (in days)
1	Purchase of Counting Machine with one Pocket		piece	ALL / pcs	
2	Purchase of Counting Machine with two Pockets		piece	ALL / pcs	
3	Other/s (Specify)				

Note: In the above prices, must be included all the other costs related to the purchase of the devices such as:

- o Delivery in the requested Bank's locations,
- o Basic training of the staff for the counting machines functionality.
- o The price offered should be the same for Tirana and the locations outside it.
- o Specify very clear the list of spare parts and defects that are covered from the warranty in case of defects and provide the pricelist for the ones that are not covered from the Warranty.

For each option of the Counting Machine proposed, you have to specify and deliver the additional costs (not included in the purchase price):

- a) Possibility for registering electronic log of the serial numbers.
- b) Possibility for printing of serial numbers,
- c) Costs for printing of the serial numbers,
- d) Additional costs related with software etc.

B – Maintenance of Cash Counting Machines:

Nr.	Item	Periodicity of the service	Price/Service
1	Counting Machine with one Pocket		
a	Periodic service under the warranty period		
b	Periodic service after the warranty period		
2	Counting Machine with two Pockets		
a	Periodic service under the warranty period		
b	Periodic service after the warranty period		
3	Etc.		

Note: In the above prices, must be included all the other costs related to the realization of the periodical service such as: personnel transfer fee, working hour's fee of the specialist, etc.

Note: The prices per unit at financial proposals should have specified if VAT is included or not. In case it is not specified, the Bank reserves the right to consider the offer with VAT included.



C – Buy Back of OTP existing cash counting machines (Optional):

Nr	Existing counting machines brand	Targeted Quantity	Buy Back Price
1	Magner 75	To be discussed	ALL / pcs

Your proposal will be considered as the best response that you can provide.

After a detailed analysis of the proposals, only the most competitive suppliers according to the selection criteria established will be selected to participate in the negotiations that will lead to an eventual contract as the Banka OTP Albania service provider for the goods and services required.

2.3 Reporting

The contractor reports to the Head of General Resources Department Manager and/or his/her designee and will work closely with him and other specialist of his department.

2.4 Timing and Budget Guidelines

The assignment is expected to commence on **May 2019** or as soon as agreement to the Technical and Financial proposal is reached and a contract signed.

3 General terms

3.1 Confidentiality clause

This RFP constitutes confidential and proprietary material of OTP Albania and shall not be disclosed in whole part by the Suppliers to any third party. Besides, it shall not be duplicated or used by Suppliers for any other purpose than to supply a response to this RFP.

The confidentiality of this document will remain whatsoever you decide to answer to this RFP or not.

3.2 General principles

The submission of a proposal implies that the bidders accept the present specifications.

However, these specifications only represent a minimum that is to be respected.

The proposals will be signed by a person authorized to take on commitments for the bidding company.

Only proposals that strictly comply with the obligations of the present specifications, considered as minimums, will be taken into account.

In their offers, the bidding service providers declare their familiarity with the service(s) that is/are to be provided, and will refrain from, after the submission of their proposal, arguing with regard to provisions, constraints or special conditions of any kind that they may have overlooked.

The Bank reserves the right to not take into consideration any response that is incomplete or does not comply with all of the demands, requirements and constraints expressed by the Bank as part of the present consultation.

The bidding service provider undertakes, as a result of its response to the request, to not claim from the Bank any cost for preparation, proposal or any other activity related to this processes.

3.3 Reservation

The Bank reserves the right, at any time and until the signing of the contract, to not proceed with all or elements of the request and to terminate, without compensation, the contracting process for reasons of its own. As part of this service, the Bank reserves the right:

- to carry out a second provider if it is not satisfied with the results of the first
- to sign a contract only relative to a portion of the services proposed

The decision of the Bank to accept or reject a bid is not subject to appeal.

The Bank reserves the right not to contact bidders concerning this call for offers if the bid does not satisfy the specified criteria or fails to supply some of the information requested.

3.4 Legal framework

The service provider will have sole responsibility for the financial management, notably relative to its personnel.

It will be personally responsible for the results of the operation of the service provided under the conditions defined in the specifications, without being able to initiate any recourse of any kind against the customer in the event that this operation should be unprofitable.

3.5 Contract

The objectives pursued by the Bank asking the bidders to respond to the present consultation on a legal level as well are notably:

- To assess the contractual formalization of the services offered by the bidder,
- To assess the level of commitment proposed by the bidder,
- To anticipate the subsequent contractual negotiation.

It is also expressly indicated that the bidder's response to the legal aspects will be taken into consideration as part of its assessment by the Bank.

3.6 Contractual documents

The bidder is hereby warned that the service and its response will be an integral part of the contract.

3.7 Contract term and termination

The Bank reserves the right to terminate the contract without notice in the event of gross negligence by the service provider.

3.8 Effective date of the contract

The effective date of the operator's contract will be stipulated by the Bank at a later time.

3.9 Ownership of Proposals

All materials submitted in response to this RFP shall become the property of The Bank and, upon Proposer's request, may be returned only at the option of the Bank and at the expense of the Proposer. In any case, The Bank shall retain one copy for its official files.

3.10 Environmental and Sustainability Policy

The Proposer undertakes to comply with any provision of the law in force in the country in which it operates relative to:

- o Labor Law or, at least, where no Labor Law exists, the provisions laid down in the Declaration of the International Labor Organization;
- o Environmental Law;

4 Qualifications and selections criteria

4.1 Qualifications

Interested companies shall demonstrate the following:

- ✓ At least 3 years of experience on related domain.
- ✓ Similar previous services with other Banks and/or other institutions;
- ✓ Proven record of technical and production skills in such large volumes;
- ✓ Capable to deliver required items in all OTP Locations all over Albania. For detailed list of Banka OTP Albania network refer to OTP Albania website. www.otpbank.al

4.2 Technical Selection Criteria

The quality of each offer will be evaluated in accordance with the selection criteria and the associated weighting as specified below:

Criteria	Criteria Description	Max. points
Supplier Experience	<ul style="list-style-type: none"> - The company experience with OTP - The company references/experience on similar equipment's / brands selling and maintenance - Partnership status approved by the vendor - Certified technical specialists 	30
Delivery Schedule	<ul style="list-style-type: none"> - Delivery schedule of the counting machines proposed, 	20
Service Level Agreement	<ul style="list-style-type: none"> - Warranty Period proposed, - Service included under warranty period, - Periodicity of the onsite service, - Response time and restore time in Tirana / other cities - List of defects covered from the Warranty, 	30
Financial health of the Company	<ul style="list-style-type: none"> - Balance sheet financial figures - Maximum goes to the bidder with best financial figures 	10
Quality of the Tender Documentation	<ul style="list-style-type: none"> - Documents provided are complete, relevant to the requirements and clearly related with this RFP 	10
TOTAL Technical Points		100

5 Selection Process

Subcontract awards will be based on a “best value” approach.

There are 2 major factors when evaluating the proposal: technical approach (including management approach, past performance on similar contracts etc.), and price. Each major factor is assigned a weight such that the sum of the weights is equals 100. The assigned weights allow for a greater emphasis to be placed on one major factor over another. For this RFP the assigned weight for **technical approach** will be **50 points** and for the **financial proposal** will be weighted to **50 points**.

Total Score for the provider = weighted technical score + weighted financial score

Example: Companies providing the offers are: A, B, and C. Based on the technical evaluation Criteria the score of each company is as following:

Company	Technical points	Weighted Technical Score
A	85	50.0 (maximum)
B	74	43.5 (74 * 50 / 85)
C	55	32.3 (55 * 50 / 85)

The maximum weighted score is given to the company with the max technical points, in this example to Company A. The others are weighted with a factor of **Max score possible/max technical points** (Weight Factor = 50/85)

Financial Score is calculated as below:

Max weighted score is given to the lowest price. In our example Company C. Weighted price for the others is equal to (Lowest price/company price) * max weighted score.

Company	Financial Offers ² (price EUR)	Weighted Price Score
C	1000 (lowest)	50.0 (maximum)
A	1200	41.6 (50 * 1000 / 1200)
B	1500	33.3 (50 * 1000 / 1500)

Total Score for each Provider is:

Company	Total Score
A	50.0 + 41.6 = 91.6
B	43.5 + 33.3 = 76.8
C	32.3 + 50.0 = 82.3

The winner in this example is Company A.

The Bank will notify officially via e-mail the bidders on the result.

² Prices listed here are only part of the example and are not related to this RFP



Appendix I – Similar Contract references

Nr	Customer name	Contract Start date	Contract End date	Companies where this service is realized	Contact person / position	Contact number
1	XXXXXXXXX	15.05.2016	14.10.2018	OTP, Albania	Illir Apostoli	068xxxx
2	YYYYYYYYY	25.11.2018	24.03.2020		Illir Apostoli	068xxxx
3						
4						
5						
6						
7						
8						
9						
10						
11						
Etc.						

Note: The above example is given to show how to fill the reference table.

Letter of References from your customers must be provided as specified in Section 1.2.



Appendix II - Acknowledgment of Receipt and Intent to Propose

REQUEST FOR PROPOSAL (RFP) – GRD-RFP-2019-008

Please send scanned via e-mail this notification of receipt and intent to apply **on or before April 15th, 2019, 5:00 pm CET.**

In Attention of: Mr. Ilir APOSTOLI

This information can be emailed to the contact below via email:

Email: procurement.al@socgen.com ;

A. Acknowledgment of Receipt:

(*Company*) _____ Hereby Acknowledges Receipt of RFP document.

Print Name: _____

Tel: _____

Email: _____

Authorized Signature: _____

Title: _____

Date: _____

- I intend to submit a proposal
- I do not intend to submit a proposal

How did you learn about this tender?

- Newspaper _____ (Please specify)
- Direct invitation
- Website
- Other _____ (Please specify)

Note: Only bidders who returned this form completed will be provided with the list of Questions-Answers done for this Tender process.

Appendix IV – Phases and timetables of RFP process and Starting of the service

Tender steps	DATES	RESPONSIBLE
RFP Publishing	8 April 2019	OTP
Acknowledgement of receipt (Appendix III)	(sent by email scanned) 15 April 2019	Supplier
Deadline for questions email	15 April 2019	Supplier
Sending back answers to all participants	16 April 2019	OTP
Delivery of the RFP Proposal	19 April 2019	Supplier
Meeting with shortlisted bidders (if necessary)	to be decided	Supplier + OTP
Notification of each bidder on tender's result	Week 1 May 2019	OTP
Contract preparation, review and sign off	Week 2 May 2019	OTP + Supplier
Starting of the production and Delivery	As per delivery schedule proposed	Supplier