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UNIVERSITY OF NARIÑO NIT 800118954 - 1

Public Call No. 315438 of 20153.

Modality: Smallest Amount

City: Pasto

Dependence: Project development of agro-industrial fruit waste to obtain oils with potentiality in the cosmetics industry using the extraction technology with supercritical fluid.

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CHAPTER 1- GENERAL CONDITIONS

1.1 OBJECTIVE

THE FOLLOWING IS AIMED TO CONTRACT THE STUDY OF OCULAR IRRITATION AND IRRITABILITY IN ACCORDANCE WITH THE RULES OECD 438 AND OECD 439 RESPECTIVELY, IN THE FRAMEWORK OF THE PROJECT "DEVELOPMENT OF AGRO-INDUSTRIAL FRUIT WASTE TO OBTAIN OILS WITH POTENTIAL IN THE COSMETIC INDUSTRY, USING TECHNOLOGY FOR REMOVAL OF SUPERCRITICAL FLUIDS."

1.2 SCHEDULE

Activity	Date		Time	Location
	From	To		
Official Announcement Time that is open	18/09/2015	24/09/2015		University Website– http://www.udenar.edu.co Link: Contracting System (<i>Sistema de Contratación</i>). http://contratacion.udenar.edu.co
Receipt of tenders	25/09/2015	25/09/2015	10:00 am	<i>Oficina Compras y Contratación</i> Calle 18 No. 50-02 <i>Ciudadela Universitaria Torobajo</i> – Administrative Block– Second Floor – Telephone: 7316837 Email: contratacion@udenar.edu.co
Evaluation of the submissions and selection by the provider	28/09/2015	28/09/2015	2:00 pm	Technical team, of the agreement, <i>Oficina Compras y Contratación</i>
Publication of Results (in the Hiring Platform)		29/09/2015	6:00 pm	University Website– http://www.udenar.edu.co Link: Contracting System (<i>Sistema de Contratación</i>). http://contratacion.udenar.edu.co
Reception of objections to the assessment by email	30/09/2015	30/09/2015	11:00 am	Email: contratacion@udenar.edu.co
Resolution of objections	01/10/2015	01/10/2015	6:00	Email:

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			pm	contratación@udenar.edu.co
Notification through the online Hiring Platform.	02/10/2015	02/10/2015	6:00 pm	University Website– http://www.udenar.edu.co Link: Contracting System (<i>Sistema de Contratación</i>). http://contratacion.edu.co
Award of contract	05/10/2015	08/10/2015		<i>Oficina Compras y Contratación</i> Calle 18 No. 50-02 <i>Ciudadela Universitaria Torobajo</i> – Administrative Block– Second Floor – Telephone: 7316837
Total days		21 days		

Note 1: the schedule can be modified by the University. Any changes will be communicated through the Hiring Platform, and will be manifested one day before the end of the call.

Note 2: the schedule must be used taking into account calendar days.


1.3 GENERALIZATIONS:

In order to participate in this call one must fulfill the following requirements:

1. Fill out **Annex 1**, the letter for the submission of the proposal.
2. International bidders must comply with the general information of the foreign supplier registration form, available in **Annex 5**.
3. Set up an insurance policy of seriousness of the proposal equivalent to a minimum of 10% of the offer of this call, valid for a period of three (3) months from its end date. **This does not apply to international applicants- a guarantee of the country of domicile of the applicant must be provided.**

The offer must be accompanied by the original of the insurance policy or a bank guarantee issued by an insurance company or financial institution legally established in the country, which will verify the following:

- ✓ Insured/ beneficiary: University of Nariño
- ✓ Amount: Ten (10) percent of the total amount of the offer.
- ✓ Validity: three months from the date of the presentation of the offer.
- ✓ Policyholder: the policy or warranty must be taken with the provider's name or the company name listed in the certificate of existence and legal representation issued by the Chamber of Commerce. When the is made by a consortium or temporal union, the insurance of seriousness must be taken on behalf of the consortium or union temporal (indicating its members). In the case that the proposal is made using the name of one of

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its members as taker/ leader, the names of all of the members of the group must be indicated.

- ✓ Signature of the legal representative: the guarantee must be signed by the provider and/or their legal representative, depending on the case.
- ✓ Objective and number of the Public Call.
- ✓ Receipt of payment: where the payment of the guarantee is confirmed.

The University may request the extension of the guarantee. All costs associated with the subscription and extensions of the warranty of seriousness, shall be borne by the offeror.

4. Presentation of **Annex 2**, economic proposal (formatted according to the good, service or civil work)
This must contain, IVA discriminated against as applicable. For international applications, only that which is applicable in assignment of retention.
5. Verification of the information: The University of Nariño holds the right to wholly or partially verify information presented by the applicants (See **Annex 3**, Authorization to Access Information).
6. The international applicant must present the required documents that accredit their existence and legal representation in their country of origin.
7. Demonstrate the experience of the requested service.
8. Accredit certificates of good laboratory practice.
9. Document of identification of the legal representative.
10. Single Registry of Taxes (RUT). **Does not apply for international applicants.**
11. Certificate of disciplinary record (if applicable). **Does not apply for international applicants.**
12. Certificate of tax record. **Does not apply for international applicants.**
13. Bank certification (account number, type of account, and full name of the account holder).
14. Certificate of existence and legal representation with date of issue not more than 90 days prior the date of the closing of the call for proposals or equivalent for foreign bidder. The purpose of the offer must be directly related to this call, which allows the offeror the conclusion and execution of the contract offered, taking into account for this purpose the scope and the nature of the different obligations acquired.
15. Certificate of Registration with the Single Register of Proponents- The offeror may verify that they have an existing registration in a Single Registry of Proponents, issued by the Chamber of Commerce. The certificate will verify the following information: date of issuance not to exceed thirty (30) calendar days prior to the date of submission of the offer; the proponent must be classified as a provider.

Does not apply to the foreign applicants. Does not apply to the foreign proponents in virtue of the above in paragraph 2 of article 6.3 of the 1150 Act of 2007. Under Article 2, Paragraph 22.4-REGISTRATION OF FOREIGN PEOPLE. When it comes to foreign individuals without home in the country or legal, private foreigners that do not have and established branch in Colombia, intending to submit proposals or conclude contracts in Colombia, for which RUP is required, they will require the document proving the registration in the corresponding record in the country

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where they have their main residence, as well as the documents that prove their existence and legal representation.

1.4 DOCUMENT OF VERIFICATION IN THE BANK OF SUPPLIERS

The Universidad de Nariño will verify the following documents in accordance with the information provided in the Bank of Suppliers in the University of Nariño.

- Certificate of existence and legal representation if the contractor is legal person.
- Single Registry of Taxes (RUT). **Does not apply for international applicants.**
- Certificate of Disciplinary Record. **Does not apply for international applicants.**
- Certificate of Tax Record. **Does not apply for international applicants.**
- Photocopy of citizenship card (natural person or legal representative)
- Bank Certification (Account number, type of account, and full name of the account holder)
- Declaration of income of the past two years. (If applicable, otherwise a sworn statement if you are not obliged to declare). **Does not apply for international applicants.**
- Legible photocopy of the Professional Account Card accompanied by the certificate of registration issued by the Central Board of Accountants (it is understood that the data presented in the registration is the information of those who present in the call) and legible photocopies of the Tax Reviewers Business Card accompanied by the Certificate of validity of the registration issued by the Central Board of Accountants, when they are by law obliged to possess it (it is understood that the data presented in the registration is the information of those who present in the call and that it corresponds to the individual who appears in the chamber and trade registry).


Note: For national bidders who are not registered in the contracting platform or in the bank of suppliers, you must attach these documents with your proposal.

For international applicants, only the applicable documents are necessary.

1.5 RESPONSIBILITY OF THE BIDDER

The applicant, when developing their offer, shall include the aspects and requirements necessary to comply with each and every one of the contractual obligations and assume the risks inherent in the implementation of the contract. They must also consider the calculation of the costs and expenses, whatever they may be, should be based strictly on their own studies and estimates technicians, and at their own risk. In a special way, and with regard to the technical aspects, it must be taken into account the requirement to comply with the minimum standards set forth in these terms of reference.

It is therefore understood that the analysis of the information offered and obtained in accordance with the provisions of this paragraph and any other information that the bidders

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deem necessary for the preparation and presentation of their offerings is their responsibility. The presentation of the tender implies that the study and analysis of such information has been made.

All misinterpretations based on one's own judgments, findings, and/or analysis of the offeror with regard to the conditions of these terms of reference, are the sole responsibility of the applicant and will therefore not be extended to the university.

1.6 SUBMISSION OF PROPOSALS

For the purpose of closing the call for submission, the official time indicated on the web page of the Superintendence of Industry and Trade in Colombia will be taken as the reference time. Those who present later than the date, closing time and place indicated may not participate in this call.

The proposal must be submitted via e-mail to: contratacion@udenar.edu.co or sent by certified mail to the Office of Procurement and Contracting, Administrative Block Calle 18, numero 50-02 *ciudadela universitaria Torobajo*, Universidad de Nariño, San Juan de Pasto, Colombia.


1.7 CONDITIONS FOR THE PRESENTATION OF THE OFFER

The conditions for the submission of the offer are as follows:

1. The proposal and the accompanying documents should be drafted in English or Spanish and be submitted in writing in physical or digital format.
2. The offer shall be delivered in an original and/or in digital format, indicating the following information from the supplier:
 - * Number and subject of call
 - * Name or Company Name
 - * Address
 - * Phone Number
 - * Email Address
 - * Number of pages that make up the proposal

In the event of a discrepancy between the original and the copy (printed or digital), taking into account the information contained in the original printed version.

3. The offeror will be in charge of all the costs associated with the preparation and presentation of their offer.
4. The offer should indicate the prices expressed in Colombian pesos (without cents), including all the costs that may be incurred during the entire term of the contract.

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5. The offer will have to come properly foliated with each of its annexes.

1.8 DURATION AND/OR TIME OF SUBMISSION

The period of performance of the contract shall be 60 days from the legalization of the contract.

1.9 BUDGET

The contract will be covered by the certificate of budget No. 1425-1 on February 13 - 2015

1.10 CONTRACTUAL ASSIGNMENT

The assignment of the contract shall be made in full.

1.11 PUBLICATION OF THE EVALUATION OF THE PROPOSALS


Once the University of Nariño performs the respective analysis of the bids, the assessment will be published in the recruiting platform <http://contratacion.udenar.edu.co/>. In turn, the participants will have the time established in the schedule for objections that must be expressed through the platform. Responses will only be accepted in a single request per participant to the email: contratacion@udenar.edu.co. In the case that a participant sends several responses, only the last one will be considered.

1.12 SUPERVISION

The University of Nariño shall exercise supervision and control of the objective of the contract, with the purpose of verifying the development and delivery of the terms agreed upon by a supervisor and/or financial controller. The supervisor and/or auditor of the contract shall be Dr. Andres Hurtado, project coordinator, the person responsible for implementing the provisions of article 7 of the Statute of Contracting Agreement 126 dated December, 2014 and in the Contracting Handbook.

1.13 LEGALIZATION:

Legalization means full compliance with the requirements of development and implementation. If the contractor does not legalize the contract within five (5) days following its presentation to the firm, this will be terminated unilaterally without having produced any compensation but shall be subject to the sanctions provided in the contract.

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The bidder to whom the contract is awarded, in case of be a Colombian national must submit guarantees or insurance policies: Service Quality and Compliance, covering the service under contract and must specify the following information:

- Duration (months) warranty or policies.
- Nature and type of warranty claims covering or policies.
- Response time to replace or repair the defective goods or components. This time shall be specified in hours.

Item	Guarantees	Coverage	Term
1	Quality of service	10% of the value of the contract	Performance time, plus 2 months
2	Fulfillment	10% of the value of the contract	Performance time, plus 4 months

In case of foreign bidder must provide equivalent guarantees on their territory of origin for the same period.

1.14 REQUIREMENTS FOR AND FORMS OF PAYMENT:

Total payment for the service, if hired, will require the reception of the invoice issued by the offeror or contractor and the order of payment generated by the payment system in the University of Nariño, which will then require approval by the expenditure authority.

The University of Nariño shall pay to the offeror or contractor 100% of the contracted value, once that certify the fulfillment of the contract.


In the event that the bidder is foreign, the parties shall agree holding letters of credit or direct transfers not funded, so that it is a financial institution who safekeeping the money and the contractor is paid upon certification of contract fulfillment.

The price will be paid in Colombian legal currency, unless it is an international contracting, case in which the contract will be payable in dollars, according to the current exchange rate at the time of the submission of the offer.

1.15 APPLICABLE CONTRACTUAL AGREEMENTS

The linking of the selected bidder will be done by contract of service.

Under the terms of the Law 30 of 1992, the Universidad de Nariño shall be insured within the present call under the Agreement no. 126 of the year 2014, with its modifications and additions, and by the recruitment handbook issued by the University of Nariño.

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CHAPTER 2. REVIEW AND ASSESSMENT OF THE PROPOSALS

2.1 GROUNDS FOR REJECTION OF THE PROPOSALS

Grounds for rejection of the proposals:

- Absence and/or the modification of the format or the lack of the original signature of the letter of presentation, **Annex 1**.
- Absence and/or the modification of the format or the lack of the original signature of the authorization to access the information, **Annex 2**.
- Absence of the guarantee of seriousness of the offer. **Does not apply to international companies offering, who must provide a guarantee of the country of domicile of the offerer.**
- When the offer is incomplete for not including any of the documents demanded in the terms of reference, which are necessary to qualify the evaluation factors.
- When the value of the proposal exceeds the official estimated budget, or when the University sees that the offeror has submitted prices artificially low or high without adequate justification.
- When the offeror presents offers that do not meet the technical specifications, experience factors, or professional competence required.
- When the offeror, having been required by the University to supply supporting documents in order to clarify information, in accordance with the terms of reference, does not comply within the period set in the request, or when the inconsistency between the information provided and the information required by the University, does not dissipate having provided the requested documents.
- When the offeror indicates their disagreement or inability to meet obligations or conditions provided for in the terms of reference, or present conditions for the award.
- In other cases provided by law, or by these terms of reference.
- When the offeror does not comply with what is indicated in the technical specifications of the goods or services requested.
- When the proposal is delivered in a different day, time, or place than the one outlined in the timetable.
- Does not make their economic proposal.
- When it is demonstrated that there was collusion between two or more bidders intending to distribute the award of the contract.
- When there are several proposals submitted by the same person, natural or legal consortium.
- There are also grounds for refusal referred to in articles 59 and 60 of the Hiring Statute of the University of Nariño, agreement 126 of the year 2014.

2.2 REVIEW AND ASSESSMENT OF THE PROPOSALS

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The review and evaluation of proposals submitted will consist of a legal study, and a technical and economic evaluation of each of the proposals, in accordance with the present public call.

2.2.1 LEGAL REVIEW

A legal review will occur in order to examine that all the required documents are included and that the documents presented with the proposals meet the requisites demanded in the present call.

In accordance with the foregoing and, therefore, the proposals that are removed will not be taken into account in comparison with other proposals that are declared admissible in this first stage of evaluation; therefore, they will not be assigned any score in the technical and economic review.

2.2.2 Technical Review (Factors of experience and technical capacity, where applicable).

2.2.2.1 Overall Experience of the Offeror

Accreditation of certificates of quality in Good Laboratory Practice (GLP).

2.2.2.2 Specific Experience

Accreditation of experience in the provision of the service.


2.2.3 Evaluation Factors:

Rating by experience : up to 30 points will be awarded to the proponent that certifies contracts (present or past) within the past 5 years whose subject matter is similar to that of the present call.

Rating by price: up to 70 points will be awarded to the proposal that was considered the most favorable to the University. Higher scores will be awarded to the proposal with the lowest costs, and the other the percentages will be calculated by rule of three.

Definition of Factors of Evaluation

No.	Evaluation Factor	Weight	Evaluation Criteria
1	Experience	30%	30
2	Price	70%	70

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TOTAL	100%	100 points
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CHAPTER 3 TECHNICAL SPECIFICATIONS:

ITEM	QUANTITY	GOOD OR SERVICE REQUESTED	TECHNICAL SPECIFICATIONS
1	1	Proof of dermal irritability	Using episkin model of human skin, according to international technical standard OECD 439 and good laboratory practice (GLP), carried out on eight (8) samples of Colombians fruit oils.
2	1	Proof of acute eye irritability	According to international technical standard OECD 438 and good laboratory practice (GLP), carried out on eight (8) samples of Colombians fruit oils.

Your participation is appreciated,

Jorge Nelson Lopez Macias,
Vice-Rector for Postgraduate Research Studies And International Relations,
Expenditure Authority.

Project, Jenny Luna. Planning.
Revision. Legal Department.