سلطة ضبط البريد والاتصالات الإلكترونية
ARPCE

الجمهورية الجزائرية الديمقراطية الشعبية
RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE
سلطة ضبط البريد والاتصالات الإلكترونية
AUTORITÉ DE RÉGULATION DE LA POSTE ET DES COMMUNICATIONS ÉLECTRONIQUES

NOTICE OF OPEN CONSULTATION

OPEN CONSULTATION N°: 010/DAM/ARPCE/2025
FOR THE PROCUREMENT OF OFFICE SUPPLIES AND PREPARATION OF ADMINISTRATIVE DOCUMENTS FOR THE BENEFIT OF THE REGULATORY AUTHORITY OF POST AND ELECTRONIC COMMUNICATIONS

The Regulatory Authority of Post and Electronic Communications (ARPCE) is launching an open consultation for the procurement of office supplies and preparation of administrative documents.

I. CONDITIONS OF PARTICIPATION:

This consultation is open to suppliers specialized in stationery and/or office supplies, and/or school supplies and items, and/or office automation, and/or printing services, whether natural or legal persons. Bidders must have completed at least one (01) similar service to that covered by these terms of reference, supported by a certificate of good performance or any other valid proof.

To this end, bidders who fail to provide the required supporting documents for the above condition will have their offers rejected.

II. PLACE OF TERMS OF REFERENCE WITHDRAWAL

These terms of reference can be obtained and/or transmitted by any means. Interested candidates may collect the terms of reference for this consultation either directly or through duly authorized representatives, who must be provided with a power of attorney, at the address mentioned below:

The Regulatory Authority Of Post And Electronic Communications (ARPCE)
01, Rue Kaddour Rahim, Hussein Dey - Algiers - 16005 - Algeria
(Administration and Resources Department - General Order Office)

Candidates may receive the terms of reference by email on condition that common requirements of withdrawal are met : the habilitation of the candidate's representative and formal transcription of the delivery process (Date, identification of the candidate, confirming the receipt of the terms of reference by the candidate).

Requests for the terms of reference by electronic means must be sent to the following email address:
« mg.projets@arpce.dz ».

III. DOCUMENTS TO BE PROVIDED:

Offers must include an "application file", a "technical offer" and a "financial offer", according to article 15 of the terms of reference.

The "application file", "technical offer" and "financial offer", to be drawn up without erasure of overwriting, must be put in separate and sealed envelopes, indicating the name of the company, the reference and purpose of the consultation and the mention "application file"; "technical offer", "financial offer" depending on the case.

The three (03) envelopes listed above must be inserted in a single envelope, sealed and anonymous, with the following statement:

OPEN CONSULTATION N° : 010/DAM/ARPCE/2025

WITH THE OBJECT OF :

THE PROCUREMENT OF OFFICE SUPPLIES AND PREPARATION OF ADMINISTRATIVE DOCUMENTS FOR THE BENEFIT OF THE REGULATORY AUTHORITY OF POST AND ELECTRONIC COMMUNICATIONS

"TO BE OPENED ONLY BY THE COMMISSION FOR OPENING FOLDS AND EVALUATING BIDS"

IV. DURATION OF BID'S PREPARATION:

The duration of bid's preparation shall be **fifteen (15) calendar days** from the date of first release of this notice of open consultation on the Website of the ARPCE. If this date coincides with a public holiday or a day of rest, the duration of bid's preparation will be extended to the next working day.

V. DEADLINE FOR SUBMISSION OF OFFERS:

The deadline for submission of offers is set for the last day of the offer preparation period, as indicated in Article 19 of these terms of reference.

If the last day falls on a public holiday or a day of rest, the date for submitting offers is extended until the next working day.

(Any offer received by the contracting service after the deadline for submitting offers will be rejected).

VI. PLACE FOR SUBMISSION OF OFFERS:

Offers must be submitted at the following address:

The Regulatory Authority Of Post And Electronic Communications (ARPCE)

01, Rue Kaddour Rahim, Hussein Dey - Algiers - 16005 - Algeria

(Administration and Resources Department - General Order Office)

VII. OPENING OF ENVELOPES:

The opening of the bids containing the application file, the technical offer, and the financial offer will be carried out by the commission for opening folds and evaluating bids

It will take place on the day corresponding to the date of submission of offers, at 14:00, at the ARPCE headquarter. If this day coincides with a public holiday or day of rest, the opening of envelopes shall be on the next working day.

NB: The bid opening session is public.

VIII. PERIOD OF BIDS VALIDITY

The bidders will remain committed by their bids for a period equal to the duration of bid's preparation, extended for three (03) months from date of submission of bids.

This deadline is extended by an additional month for the provisional awardee of the consultation.