

## Tender Dossier

Tender Title:

### **Supply with notebook and desktop equipment to RIT Kosovo (A.U.K)**

Reference Number: RITKOSOVOIT04/2023

Publication Date: 06.14.2023

Submission date by: Friday, June 23, 2023, 14:00

Tender requirements:

1. Letter of Invitation
2. Additional company specifications
3. List of purchasing equipment/ specifications
4. Eligibility and Evaluation Criteria
5. Quotation/ Price
6. Period of product delivery /Deadlines

## 1. Letter of Invitation:

Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third State. The participation is also open to international organizations. Participation of natural persons is directly governed by the specific instruments applicable to the program under which the framework contract is financed. A very important additional document that must be provided is MAF (Manufacturer's Authorization Form). This form proves that the manufacturer confirms their cooperation with the vendor participating on this specific tender.

## 2. Additional company specifications:

1. Copy of Business Registration Certificate
2. Copy of VAT Certificate
3. An original or certified copy of court statement of the bidder's eligibility,
4. An original or certified copy of the tax administration that bidder has no outstanding tax debts.
5. MAF (Manufacturer's Authorization Form)
6. A brief overview of your Company,
7. A detailed timeline for receiving orders and delivering units to RIT Kosovo,
8. An overview of all possibly support, warranty, and other service options available,
9. An overview of the service procedures
10. An overview of other value-added options (to be addressed at the discretion of the vendor).

### 3. List of purchasing equipment/ specifications

#### LOT 1 Notebook Computers (Quantity: 160)

Order will be placed for one of the two configurations below, totaling 160 machines.

System min. requirement	Latitude 5440 Laptop or HP EliteBook 640 G10 or Lenovo ThinkPad L14 Gen 4
Processor	13th Gen Intel® Core™ i5
Operating System	Windows 11 Pro
Memory	16GB
Storage	256 PCIe SSD
Display	14.0" FHD
Keyboard	English US
Battery	Best one available for the model
Power	65W AC Adapter
Carrying Case	BagPack
Warranty	3Yr
Other	WLAN (2 x 2), Bluetooth, Camera

*RIT Kosovo's intention is to place one order per year for all notebook computers required in that year. Additional notebook computers will be ordered in case that RIT Kosovo has a larger number of student enrolled or additional transfer students in winter/spring quarter.*

## LOT 2 Desktop Computers (Quantity: 40)

System min. requirements	DELL OptiPlex All-in-One (7410) or HP EliteOne All-in-One or Lenovo ThinkCentre M90a
Processor	Gen 13 i7
Operating System	Windows 11 Pro
Memory	16GB
Display	24-inch FHD
Storage	512GB PCIe SSD
Keyboard	USB connected, US English
Mouse	USB connected
Other	WLAN (2 x 2), Bluetooth, Camera
Warranty	3Yr
Other	Kensington Locks mandatory (please provide options)

## 4. Eligibility and Evaluation Criteria

	Lot 1	Lot 2
Price	90 %	90 %
Delivery time, warranty option and Authorized Service	10 %	10 %
MAF (Manufacturer's Authorization Form)	Required	Required

## 5. Quotation/ Price

The language of the Quotation shall be in English and prices shall be quoted in Euro, inclusive of VAT.

The Quotation shall remain valid for a minimum period of forty (40) calendar days, after the deadline for submission.

Interested vendors MUST provide a complete bid no later than 14:00 on Friday, June 23, 2023 in the RIT Kosovo (AUK) Procurement Office located in Str. Shpetim Robaj, n.n. Prishtinë 10000, Republic of Kosovo. Offers must be submitted on closed envelope. No electronic offers will be accepted.

## **6. Period of product delivery /Deadlines**

The goods should be delivered directly to RIT Kosovo (A.U.K). A complete distribution list will be provided to the selected contractor as annex to the contract. Cost of delivery is included in the Price. Delivery period shall be as stated in the offer but not more than forty (40) calendar days upon signing of the Purchase Order or Contract. Please note that in case of delivery failure, RIT Kosovo (A.U.K) will Charge a penalty of 1% of the total contract price for every day of delay or breach of the delivery schedule by the Supplier.