

Tender Dossier

Tender Title:

Supply with computer equipment to RIT Kosovo (A.U.K)

Reference Number: RITKOSOVOIT05/2023

Publication Date: 08.09.2023

Submission date by: Friday, September 15, 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. 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

Please list the requested items below with part number provided by the manufacturer. (There is no need to print the equipment brochures, providing links if available is sufficient)

All in One Desktop Computers (Quantity: 62)

Order will be placed for one of the models with the minimum configuration below, totaling 62 machines.

System min. requirements	DELL OptiPlex 7000 AIO or HP EliteOne 800 G9 AiO
Processor	Gen 13, Intel i7
Memory	32GB
Display	24-inch FHD
Connectivity:	Wi-Fi, Bluetooth, Webcam, and microphone
Storage	1TB PCIe SSD
Keyboard	USB connected, US English
Mouse	USB connected
Speakers	Built-in speakers
Warranty	3Yr
Other	(Kensington) Desktop & Peripheral Locking kit (QTY: 62)
QTY	62

4. Eligibility and Evaluation Criteria

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

5. Quotation/ Price

The language of the Quotation shall be in English and prices shall be quoted in Euro, **VAT should NOT BE included.**

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 Friday, September 15, 2023, 14:00. The vendor/s chosen by RIT Kosovo will be contacted by a representative of the RIT Kosovo.

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.