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## REQUEST FOR PROPOSALS

### Purchase of Goods: Video conferencing and computer equipment under Erasmus+ SMARTEL Project

Mitrovica, 28<sup>th</sup> of November 2022

Dear Sir/Madame,

1. **International Business College Mitrovica (IBC-M)** – hereinafter: Contracting Authority, Str. Bislim Bajgora nn, 40000 Mitrovica, with a Business registration no: 5200419-5 and Fiscal no: 601934442, represented by Ms. Mihone Kerolli Mustafa, College Director, was registered as an independent non-for-profit foundation in March 2018 with financial support of the European Union (Office in Kosovo) and EACEA (Education, Audiovisual and Culture Executive Agency, European Commission), while being operating under SPARK previously, since 2010.

The Contracting Authority intends to apply portion of the funds to eligible payments under the contract for which this Request for Proposals is being issued.

2. **IBC-M** invites offers to supply the following service: **Purchase of Goods: Video conferencing and computer equipment under Erasmus+ SMARTEL Project.**

#### 3. Minimum/Eligibility Requirements

- Offer should be submitted in English language only;
- Offer should provide full address and contact details of the bidder;
- Offer should provide bank account details of the bidder;
- Offer should have a number and must be dated;
- Offer should be stamped and signed by company director (or authorized person);
- Business Registration Certificate (copy) must be enclosed; and
- Fiscal number Certificate (copy) must be enclosed, if company possesses one.

#### 4. Goods/Services to be supplied

Purchase of video conferencing and computer equipment.

#### 5. Financial Offer

The financial offer should be submitted following the template given in Annex 2. All prices specified in tender shall be stated in Euro (EUR), **exclusive VAT** (based on Article 33, point 3, sub-point 3.1 of Kosovo Law No. 05/L-037) and EACEA VAT exempt certificate provided as a separate attachment to this RFP.

The financial offer must be submitted based on the template within annex 2 of this document. The template must be filled out and completed based on the instructions for each lot that each vendor is planning on applying for.

## 6. Award criteria

The bids will be evaluated by an IBC-M committee who will submit a recommendation to the director.

The contract will be awarded to the company whose tender has been determined to be substantially responsive and has been determined to have the most favorable offer, provided further that the tenderer is being qualified to perform the contract satisfactorily.

The most favorable offer will be determined based on the following point system:

- The lowest price / best value for money (60%)
- Delivery time (20%)
- Warranty (20%)

**IMPORTANT NOTE:** A **technical assessment**, as a separate part of the evaluation, will be performed by checking the Technical Specifications Compliance (Annex I).

## 7. Submission and deadline

The offers should be submitted electronically at the following email address: [tender@ibcmirovica.eu](mailto:tender@ibcmirovica.eu) not later than **11<sup>th</sup> of December 2022 at 15.00h** or to be handed over in person to the following address: IBC-M, Bislim Bajgora nn, 40 000 Mitrovica.

In a case that additional clarifications are needed, the questions might be sent to the same e-mail address as listed above, not later than **8<sup>th</sup> of December 2022 at 17.00h**.

## 8. Evaluation of the offers

The offers evaluation session will be held on **16<sup>th</sup> of December 2022 at 16:00h** by an evaluation Committee who will choose the most favorable offer.

## 9. Tender procedure

The next procurement procedure/s will be followed: Erasmus+ Programme Guide, **Three offers required under Equipment chapter of CBHE projects**. For more information please visit:

[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf)

Yours faithfully,

  
Mihone Keroli Mustafa  
IBC-M College Director

## ANNEX 1

### TECHNICAL SPECIFICATIONS

Lot 1			
Nr.	Item type	Amounts	Technical specifications
1	Projector	2	Native resolution: 1920 × 1080 or higher Native refresh rate: 50 Hz or higher Light source: laser Light output: 5000 lm or better Time until light output declines to 50%: 20000 hours or longer Max screen size: at least 5 m AV input connections: at least 2 × HDMI and DIGITAL LINK (video/network/serial control, HDBaseT compliant) AV output connections: audio out (3,5 mm stereo jack) Installation options: ceiling/floor, front/rear Availability of API document for IP projector control Possibility to control projector via IP (should use wired ethernet connection), Keystone correction: +/-25% or more (vertical and horizontal) Optical axis shift: at least +/-20% (horizontal) and +40% (vertical) For example, Panasonic PT-VMZ50, or better

Lot 2			
Nr.	Item type	Amounts	Technical specifications
1	HDMI-NDI encoder	2	Input AV connection: HDMI Loop-through of input AV connection should be built-in in encoder Output AV connections: at least NDI   HX or NDI   HX2 or NDI (version 4 or higher) Max input and output resolution: 1920 × 1080 or higher Max input and output frame rate: 50 fps or higher Loop-through of input AV connection and output AV connection should include at least 2-channel HDMI-embedded audio from input AV connection possibility to control encoder via IP (should use wired ethernet connection), Availability of API document for IP encoder control possibility to power encoder via network interface For example, Magewell Pro Convert HDMI Plus, or better

Purchase of Goods: Video conferencing and computer equipment under Erasmus+  
 SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-  
 CBHE-JP)

2	Headphones	2	Should be over ear and closed back Driver size: 40 mm or larger Frequency range: 20 Hz to 20000 Hz or better 3.5 mm stereo jack connector for audio input For example, Shure SRH 240A, or better
3	Loudspeaker	2	Two speakers, should be connected with cable, audio source is provided only to one speaker (one active and one passive loudspeaker pair) System: 2-way or more Dispersion angle (vertical and horizontal): 180 O Frequency response: 50 Hz – 20000 Hz or better Max SPL at 1 m: 100 dB or more Output power: 2 × 20W or higher Audio input connections: at least 3.5 mm stereo jack and stereo RCA/chinch Wall mount should be included For example, Biamp Apart OVO5P-BL, or better
4	Microphone receiver, handheld microphone with transmitter	2	Frequency range: needs to be checked locally that it is not in use by mobile network (for example, LTE) other common services or for TV broadcasting (for example, DVB-T) or for Wi-Fi or for receiver Should include 2 separate outputs At least 10 systems per frequency band Function for automatic selection of frequency should be included Audio output connections: 6,3 mm jack and 3-pin XLR Transmitter should allow adjustable gain setting Should include battery status indicator Operating range: at least 50 meters Microphones for spoken word application Should have cardioid polar pattern Frequency range: 60 Hz to 12000 Hz or better For example, Shure BLX1288/CVL, or better
5	Microphone Stand	2	Stand should have tripod base Closed length: 85 cm or less Maximum height: at least 140 cm Weight: 2,5 kg or less Attachment screw: 3/8" Twist lock system should be used for height adjustment For example, Hercules HCMS-432B, or better
6	Audio cables	1	At least 6x 10 m NL4 (Speakon) cable At least 6x 6 m NL4 (Speakon) cable
7	Audio Mixer	1	Physical control interface should be built-in in audio mixer (audio mixers which can be only remote controlled are not acceptable) Faders for audio level control of each audio input and for stereo outputs should be built-in in audio mixer Audio input connections: at least 4 × mono (XLR) with support for 48 V phantom power and 3 × stereo (jack 6,3

Purchase of Goods: Video conferencing and computer equipment under Erasmus+ SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-CBHE-JP)

			<p>mm pair),                  2 × stereo (chinch pair, can be shared with stereo - jack 6,3 mm pair inputs) and 2 × audio input via USB                  (can be shared with stereo - jack 6,3 mm pair inputs)                  Audio output connections: at least 2 × stereo (1 × XLR pair and 1 × jack 6,3 mm pair) and 1 × stereo monitor (XLR pair or jack 6,3 mm pair) and 1 × headphones (jack 6,3 mm) and 1 × AUX send (jack 6,3 mm) and                  2 × audio output via USB effects (at least delay and echo) should be built-in in audio mixer                  Mute button for each audio input and for stereo outputs should be built-in in audio mixer                  Possibility to monitor audio levels for each audio input separately should be built-in in audio mixer                  For example, Yamaha MG10XUF, or better</p>
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Lot 3			
Nr.	Item type	Amounts	Technical specifications
1	Controller for devices	2	<p>Controller with at least 30 customizable keys                      Support for usage with Bitfocus Companion software                      Power and communication interface: USB                      Table stand should be included                      For example, Elgato Stream Deck XL, or better</p>
2	Software for screen mirroring	2	<p>Supported screen mirroring protocols: AirPlay, Chromecast, Miracast                      Supported computer OS for software installation: at least Microsoft Windows 10                      Max input resolution: 1920 × 1080 or higher                      Max input refresh rate: 50 Hz or higher                      Support for screen mirroring of multiple clients at the same time with different layouts                      Support for display orientation detection                      Support for password protection of screen mirroring                      For example, AirServer Connect 4K UHD for Windows 10 Desktop Edition - Education License</p>
3	Computer display	2	<p>Display diagonal: 23,5" – 27"                      Display aspect ratio: 16:9                      Panel type: IPS                      Coating: anti-glare                      Native resolution: 1920 × 1080 or higher                      Native refresh rate: 50 Hz or higher                      Brightness: at least 250 cd/m<sup>2</sup>                      USB 3.2 hub built-in in display                      AV input connections: at least HDMI and DisplayPort                      Possibility to adjust elevation, pivot, tilt, and swivel                      For example, Dell P2422H, or better</p>
4	Desktop computer	2	<p>Type: desktop or nettop                      CPU: Intel Core i7-10700 or better</p>

Purchase of Goods: Video conferencing and computer equipment under Erasmus+  
 SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-  
 CBHE-JP)

			<p>GPU: discrete, support for NVENC, support for connecting at least 4 displays simultaneously, or better at least 4 GB of GDDR5 RAM included, for example, NVIDIA Quadro P620</p> <p>RAM: 16 GB (dual channel - 2 × 8 GB) DDR4 3200 MHz or better</p> <p>Hard drive: 512 GB NVMe SSD or better</p> <p>I/O connections: at least headphone and microphone connector (can be combined), 4 × USB 3.2 ports or better (can be type A or C), RJ-45 ethernet port (10/100/1000 Mbps duplex)</p> <p>OS: Windows 10 Pro, 64-bit or better</p> <p>Wired mouse and wired keyboard should be included</p> <p>For example, HP Z2 G5 Mini, or better</p>
5	AIO computer with keyboard and mouse	1	<p>Type: all-in-one (AIO)</p> <p>CPU: Intel Core i5-10500T or better</p> <p>GPU: Intel UHD Graphics 630 or better, support for connecting at least 1 additional display</p> <p>RAM: 8 GB DDR4 2666 MHz or better</p> <p>Hard drive: 256 GB NVMe SSD or better</p> <p>I/O connections: at least headphone and microphone connector (can be combined), 2 × USB 3.2 ports or better (Can be type A or C), RJ-45 ethernet port (10/100/1000 Mbps duplex)</p> <p>OS: Windows 10, 64-bit or better</p> <p>Wired mouse and wired keyboard should be included</p> <p>Display diagonal: 23,5” – 27”</p> <p>Display aspect ratio: 16:9</p> <p>Display panel type: IPS</p> <p>Display coating: anti-glare</p> <p>Display native resolution: 1920 × 1080 or higher</p> <p>Display brightness: at least 250 cd/m<sup>2</sup></p> <p>For example, HP ProOne 440 G6, or better</p>
6	Laptop computer	3	<p>Type: laptop</p> <p>CPU/GPU: 8 core CPU and 7 core GPU or better</p> <p>RAM: 16 GB or better</p> <p>Hard drive: 256 GB SSD or better</p> <p>I/O connections: at least headphone and microphone connector (can be combined), 2 × USB 3.2 ports or better (can be type A or C)</p> <p>Wireless connectivity: at least support for Wi-Fi 6 (IEEE 802.11ax) standard or better and for older standards (IEEE 802.11a/b/g/n/ac)</p> <p>OS: macOS Monterey or better</p> <p>Display diagonal: 13”-15”</p> <p>Display aspect ratio: 16:9 or 16:10</p> <p>Display native resolution: 1920 × 1080 or higher</p> <p>Display brightness: at least 400 cd/m<sup>2</sup></p> <p>US keyboard layout</p>



Purchase of Goods: Video conferencing and computer equipment under Erasmus+ SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-CBHE-JP)

			For example, Apple 13,3" MacBook Air M2, 8-core CPU, 16GB RAM, 512GB SSD, or better
7	Wireless access point	2	Support for Wi-Fi 6 (IEEE 802.11ax) standard or better and for older standards (IEEE 802.11a/b/g/n/ac) Support for MIMO 4 × 4 at 2.4 GHz and 5 GHz Max throughput rate at 2.4 GHz: at least 500 Mbps Max throughput rate at 5 GHz: at least 2000 Mbps Support for at least 100 concurrent clients Possibility to power wireless access point via network interface Support for usage of software controller For example, Ubiquiti Access Point WiFi 6 Long-Range, or better
8	Network switch	2	Should be fully managed, layer 3 At least IGMP v2 should be supported Network interfaces: at least 24 × 10/100/1000 RJ45 ports and 1 × 1/10G SFP+ ethernet port, all with full switching capacity Support for PoE (IEEE 802.3af) and PoE+ (IEEE 802.3at) on all RJ45 network interfaces With total available PoE budget of at least 200 W, support for 60 W PoE++ (IEEE 802.3bt) on at least 2 RJ45 interfaces Support for usage of software controller Should have built-in power supply Support for 19" rack mounting For example, Ubiquiti Switch PRO 24 PoE, or better
9	Uninterruptible power supply (UPS)	1	Type: 19" rack single-phase UPS (meant only for the server above, if usage for other server room equipment is also planned, A more powerful UPS is needed) Apparent power: at least 3000 VA Real power: at least 2500 W Connections: at least 4 × IEC320 (10 A) Back-up time: at least 5 min at 75% load Possibility to add battery extensions for back-up time of at least 30 min at 75% load should be available Possibility to monitor and control UPS via USB should be built-in in UPS, option to add ethernet adapter to monitor and control UPS Via IP should be also available For example, Socomec Netys PR RT 3300 VA, or better

Purchase of Goods: Video conferencing and computer equipment under Erasmus+  
 SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-  
 CBHE-JP)

Lot 4			
Nr.	Item type	Amounts	Technical specifications
1	Projection Screen	2	Screen aspect ratio: 16:9 Screen width (projection area): 290 – 300 cm Possibility of ceiling or wall installation control of lifting and lowering via electric motor For example, Vega EL W 300, or better

Lot 5			
Nr.	Item type	Amounts	Technical specifications
1	TV Display	3	Display diagonal: 75” Display aspect ratio: 16:9 Native resolution: 3840 × 2160 or higher Native refresh rate: 50 Hz or higher Brightness: at least 250 cd/m <sup>2</sup> Dynamic range: HDR10 or better AV input connections: at least 2 × HDMI Installation option: at least VESA Possibility to control TV via IP (should use wired ethernet connection), availability of API document for IP TV control For example, Philips 4K 75PUS7906, or Samsung UE75AU7172U, or better
2	TV Display	1	Display diagonal: 50” Display aspect ratio: 16:9 Native resolution: 3840 × 2160 or higher Native refresh rate: 50 Hz or higher Brightness: at least 250 cd/m <sup>2</sup> Dynamic range: HDR10 or better AV input connections: at least 2 × HDMI Installation option: at least VESA Possibility to control TV via IP (should use wired ethernet connection), availability of API document for IP TV control For example, Philips 4K Philips 50PUS7906, or Samsung UE50AU7172U, or better

**IMPORTANT NOTE:** Tenderers are required to send their offers **meeting the minimum technical specifications** prescribed in the table above. A **technical assessment**, as a separate part of the evaluation, will be performed by checking the Technical Specifications Compliance.





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## ANNEX 2

### FINANCIAL OFFER (Per Lot)

OFFER NO: \_\_\_\_\_

LOT NO: \_\_\_\_\_

Nr.	Item	Warranty duration	Amount	Total Value (EUR)
1				
2				
3				
4				
5				
6				
7				
			Delivery Time Calendar days:	
			VAT	0.00
			TOTAL	

DATE: \_\_\_\_\_

SIGN AND STAMP: \_\_\_\_\_

**NOTE:** Bidders are allowed to send their own financial offer format containing all these elements: offer number, date, sign/stamp, delivery time in calendar days, warranty and price exclusive VAT.