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## REQUEST FOR PROPOSALS

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

Mitrovica, 22<sup>nd</sup> of March 2023

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 **5<sup>th</sup> of April 2023 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 **3<sup>rd</sup> of April 2023 at 17.00h**.

## 8. Evaluation of the offers

The offers evaluation session will be held on **7<sup>th</sup> of April 2023 at 14:00h** by an evaluation Committee who will choose the most favorable offer. Participating vendors will be informed in due time.

## 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 Kerolli Mustafa  
IBC-M College Director



## ANNEX 1

### TECHNICAL SPECIFICATIONS

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
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

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 SMARTEL Project (618534-EPP-1-2020-1-XK-EPPKA2-  
 CBHE-JP)

			<p>Function for automatic selection of frequency should be included</p> <p>Audio output connections: 6,3 mm jack and 3-pin XLR</p> <p>Transmitter should allow adjustable gain setting</p> <p>Should include battery status indicator</p> <p>Operating range: at least 50 meters</p> <p>Microphones for spoken word application</p> <p>Should have cardioid polar pattern</p> <p>Frequency range: 60 Hz to 12000 Hz or better</p> <p>For example, Shure BLX1288/CVL, or better</p>
5	Microphone Stand	2	<p>Stand should have tripod base</p> <p>Closed length: 85 cm or less</p> <p>Maximum height: at least 140 cm</p> <p>Weight: 2,5 kg or less</p> <p>Attachment screw: 3/8"</p> <p>Twist lock system should be used for height adjustment</p> <p>For example, Hercules HCMS-432B, or better</p>
6	Audio cables	1	<p>At least 6x 10 m NL4 (Speakon) cable</p> <p>At least 6x 6 m NL4 (Speakon) cable</p>
7	Audio Mixer	1	<p>Physical control interface should be built-in in audio mixer (audio mixers which can be only remote controlled are not acceptable)</p> <p>Faders for audio level control of each audio input and for stereo outputs should be built-in in audio mixer</p> <p>Audio input connections: at least 4 × mono (XLR) with support for 48 V phantom power and 3 × stereo (jack 6,3 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)</p> <p>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</p> <p>Mute button for each audio input and for stereo outputs should be built-in in audio mixer</p> <p>Possibility to monitor audio levels for each audio input separately should be built-in in audio mixer</p> <p>For example, Yamaha MG10XUF, or better</p>

**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.