REQUEST FOR PROPOSALS

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

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

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.

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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@ibcmitrovica.eu not later than **5th 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 **3rd of April 2023 at 17.00h**.

8. Evaluation of the offers

The offers evaluation session will be held on **7th 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

Yours faithfully,

_____
Mihone Kerolli Mustafa
IBC-M College Director

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ANNEX 1

TECHNICAL SPECIFICATIONS

Lot 3			
Nr.	Item type	Amounts	Technical specifications
1	Controller for devices	2	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
2	Software for screen mirroring	2	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
3	Computer display	2	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/m² 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
4	Desktop computer	2	Type: desktop or nettop CPU: Intel Core i7-10700 or better 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 RAM: 16 GB (dual channel - 2 × 8 GB) DDR4 3200 MHz or better Hard drive: 512 GB NVMe SSD or better 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

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6			ethernet port (10/100/1000 Mbps duplex) OS: Windows 10 Pro, 64-bit or better Wired mouse and wired keyboard should be included For example, HP Z2 G5 Mini, or better
5	AIO computer with keyboard and mouse	1	Type: all-in-one (AIO) CPU: Intel Core i5-10500T or better GPU: Intel UHD Graphics 630 or better, support for connecting at least 1 additional display RAM: 8 GB DDR4 2666 MHz or better Hard drive: 256 GB NVMe SSD or better 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) OS: Windows 10, 64-bit or better Wired mouse and wired keyboard should be included Display diagonal: 23,5" – 27" Display aspect ratio: 16:9 Display panel type: IPS Display coating: anti-glare Display native resolution: 1920 × 1080 or higher Display brightness: at least 250 cd/m² For example, HP ProOne 440 G6, or better
6	Laptop computer	3	Type: laptop CPU/GPU: 8 core CPU and 7 core GPU or better RAM: 16 GB or better Hard drive: 256 GB SSD or better 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) 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) OS: macOS Monterey or better Display diagonal: 13"-15" Display aspect ratio: 16:9 or 16:10 Display native resolution: 1920 × 1080 or higher Display brightness: at least 400 cd/m² US keyboard leyout 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

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			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

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.