



## REQUEST FOR PROPOSALS

**Purchase of Goods: Equipment under ERASMUS-EDU-2022-CBHE-STRAND-1**

Mitrovica, 29<sup>th</sup> of February 2024

Dear Sir/Madame,

- 1. International Public 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, Rector, 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), and as of July 2023 established with the Decision of the Assembly of the Republic of Kosovo No. 08-V-578 dated 10.07.2023, ratifying the decision of the Government of the Republic of Kosovo, No. 21/136, dated 22.03.2023, for the establishment of the International Business Public College Mitrovica as a higher education institution.

The Contracting Authority intends to apply a 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: Equipment under Erasmus+ ERASMUS-EDU-2022-CBHE-STRAND-1 - MAGNET (Managerial and Governance Enhancement through Teaching), Project ID: 101083006.**

### **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**

Goods/Equipment as listed under Annex 1.

### **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 **14<sup>th</sup> of March 2024 at 16.00h** or to be handed over in person to the following address: IBC-M, Bislim Bajgora nn, 40 000 Mitrovica.

In case that additional clarifications are needed, the questions might be sent to the same e-mail address as listed above, not later than **12<sup>th</sup> of March 2024 at 17.00h**.

## 8. Evaluation of the offers

The offers evaluation session will be held on **18<sup>th</sup> of March 2024 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://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/2021-erasmusplus-programme-guide\\_v3\\_en.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/2021-erasmusplus-programme-guide_v3_en.pdf)

Yours faithfully,

Mihone Kerolli Mustafa – Rector



## ANNEX 1

### TECHNICAL SPECIFICATIONS

LOT 1						
Equipment		Specifications	Unit	Amount	Price without VAT	Total
1	Laptop	T14 i G4 14", i7-1355U, 32GB, 1TB SSD M.2, Intel Iris Xe, W11P or better	piece	1	€	€
2	Laptop	14"FHD, i5-1235U, 16GB, 512GB SSD M.2, Intel Iris Xe, W11H or better	piece	1	€	€
<b>Total</b>						€
LOT 2						
Equipment		Specifications	Unit	Amount	Price without VAT	Total
1	All-in-One computer	24IAH7 23.8", i5-12500H, 8GB, 512GB SSD M.2, Intel Iris Xe, W11H or better	piece	2	€	€
<b>Total</b>						€

**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

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.