

## REQUEST FOR PROPOSALS

### Purchase of Goods: Equipment under Erasmus+ ProBLEMS Project

Mitrovica, 27 March 2024

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, 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).

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+ ProBLEMS Project - Development and Implementation of Metacognitive Problem-Based Modules in Blended Learning Courses in Medical Sciences, Project ID: 101082790.**

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

An IBC-M committee will evaluate the bids and 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 the most favourable offer, provided further that the tenderer is qualified to fulfil the contract satisfactorily.

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

- The lowest price / best value for money (30%)
- Technical proposal (50%)
- Delivery time — speed and efficiency (20%)

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

## 7. Submission and deadline

The offer should be submitted electronically, **zipped, password encrypted** to the following email address: [tenderfeibcmirovica.eu](mailto:tenderfeibcmirovica.eu) not later than **Friday 05 April 2024 at 16.00h** or to be handed over in person, in a sealed envelope, to the following address: IBC-M, Riverside campus, Bislim Bajgora nn, 40 000 Mitrovica.

**Upon the deadline expiration**, the bidders will be asked **to send the passwords of their encrypted offers** so that the Evaluation Committee can assess the best-received offer.

If additional clarifications are needed, the questions might be sent to the same email address listed above no later than **Wednesday, 03 April 2024. at 17.00h.**

## 8. Grounds for disqualification

A company may be excluded from the evaluation and the award of a contract in the following cases:

1. is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is subject of an injunction against running a business by the court;
2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors or of any other similar proceedings;
3. has been convicted of an offence concerning its professional conduct by a court;
4. has been found guilty of grave professional misconduct;
5. has not fulfilled obligations relating to payments of taxes or social security contributions.

## 9. Evaluation of the offers

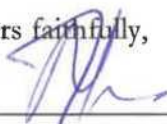
The offers evaluation session will be held on **Monday, 8 April 2024, at 14:00h** by an evaluation Committee that will choose the most favourable offer. Participating vendors will be informed in due time.

## 10. 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-programmie-guide\\_v3\\_en.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/2021-erasmusplus-programmie-guide_v3_en.pdf)

Yours faithfully,

  
Mihone Kerolli Mustafa, PhD – Rector



## ANNEX 1

## TECHNICAL SPECIFICATIONS

Hardware			
Nr.	Item type	Amount	Technical specifications
I	Laptop computer	1	2.8K OLED Touch, i7-1360P, 16GB, 1TB SSD, Win 11 Pro or better
II	Laptop computers	3	i5 -1340P or better, 1TB SSD, 16GB LPDDR5 5200MHz, WUXGA OLED Touch, Combo Audio Jack, 1x USB 3.2 Gen 2 Type-A, 2x USB 3.2 Gen 2 Type-C support display/power delivery, Micro SD card reader, 75WHrs, 2S2P, 4-cell Li-ion, Win 11 Home/Pro OS, or better
III	All-in-one desktop computers	11	Desktop Computer AIO, Display 27", Full HD or better, Intel Core i7-1260P or better, 16GB RAM DDR 4 or more, 512GB SSD or more, 1x 3.5mm, Windows 11 Home/Pro
IV	Audio/Video Conferencing system	1	Ultra HD 4K/1080p/720p, 3 Microphones, Adjustable Speakers, Wide Field of View 120°, or equivalent, PC/Mac/Laptop/Macbook/Tablet, or better
V	Expansion Microphone for Audio/Video conferencing	1	Plug-and-play, Indicator Lights, Microphone Type Mono, Wideband, Noise Canceling, PC/Mac/Laptop/Macbook/Tablet, or better
VI	TV set	1	75", HD 4K HDR Smart TV, 4K Ultra HD 3840 x 2160 or better
VII	Smartboard	1	75", Interactive Touch screen, 20 touch points, Flat Panel, Android 12 OS, RAM 4GB, ROM 32GB 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.

## ANNEX 2

## FINANCIAL OFFER

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

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

Nr.	Item	Warranty duration	Amount	Total Value (EUR)
I				
II				
III				
IV				
V				
VI				
VII				
			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.