



Tender Specifications

1. Title of contract

Purchase of ICT equipment for the Delegation of the European Union to Bosnia and Herzegovina.
Ref DELBIHS/SUP/VSL G2.9/2013/5

2. Title, purpose and context of the procurement

The present Invitation to Tender is made by the Delegation of the European Union to Bosnia and Herzegovina, referred to hereafter as Delegation. It covers the delivery of ICT equipment to the Delegation.

3. Subject of the contract and technical specifications

Maximum delivery time for all lots has to be included in the offer. Delivery time longer than 30 calendar days is not acceptable.

Lot 1

1. Network laser printer or Printers using LED technology (B/W - A4 size)

Quantity: 10 pcs.

Minimum technical requirements:

- Print Speed: min. 25 ppm;
- Resolution (max value): min 1200 DPI;
- Internal memory: min. 64 MB;
- Paper tray input capacity: min. 600 A4 sheets;
- Monthly Volume: min. 65,000 pages;
- Automatic Duplex printing;
- Connectivity standards: USB and Network card for Ethernet 10/100Base-TX networks with automatic connectivity switching;
- Drivers available for Windows XP, Windows 7 64-bit, Windows 2003 Server and Windows 2008 Server 64-bit;
- Warranty period: min. 2 years upon delivery.

Lot 2

1. Local laser printer (B/W - A4 size)

Quantity 1 pcs.

Minimum technical requirements:

- Print Speed: min 10 ppm;
- Resolution (max value): min 1200 DPI;
- Internal memory: min. 8 MB;

- Paper tray input capacity: min. 250 A4 sheets;
- Monthly Volume: min. 15,000 pages;
- Automatic Duplex printing;
- Connectivity standards: USB
- Drivers available for Windows XP, Windows 7 64-bit, Windows 2003 Server and Windows 2008 Server 64-bit
- Warranty period: min. 2 years upon delivery.

Lot 3

1. UPS's for workstations

<i>Quantity</i>	<i>85 pcs.</i>
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Minimum technical requirements:

- min 500VA not rackmounted
- Warranty period: min. 1 year upon delivery.

2. USB Memory Stick

<i>Quantity</i>	<i>50 pcs.</i>
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Minimum technical requirements:

- min 8 GB
- Warranty period: min. 1 year upon delivery.

4. Criteria

Exclusion criteria

Candidates and tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situations referred to in Article 106 and 107 of the Financial Regulation. Candidates and tenderers must use "Declaration of Honour on Exclusion Criteria and Absence of Conflict of Interest", given in the attachment.

If the contracting authority has doubts about whether the tenderer to whom the contract is to be awarded is in one of the situations leading to exclusion, it may require the tenderer to provide the evidence referred to in Article 143 of the Rules of Application. Candidates and tenderers are not, however, obliged to include evidence in the tender at this stage.

Financial Regulation and Rules of Application applicable to the general budget of the European Communities available at

http://ec.europa.eu/budget/documents/financial_regulation_en.htm?submenuheader=2#table-1_1.

Selection criteria

- (a) Details of Tenderer's contractual relationship with the manufacturer of offered equipment (authorised dealer, distributor etc.).

If a tenderer is not in a contractual relationship with the producer of offered equipment, written authorisation from the producer or authorised distributor, with reference to this tender, has to be included in the tender.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

Award criteria

Lot 1:

Automatic award: the contract is awarded to the lowest bid that satisfies the above minimum technical requirements.

Tenders have to include the cost of all required printer specific consumables per page (toner, image drum, photo conductor, etc.). Estimated price of consumables for 100,000 pages per printer (1,000,000 pages in total) will be included in the evaluation.

Subject of the contract is purchase of ICT equipment as listed in part 3 *Subject of the contract and technical specifications*. However, lowest bid for the purpose of contract award will be selected following evaluation that includes estimated price of consumables during planned printer lifetime (5 years). Consumables will not be purchased as a result of this procurement procedure.

Following table must be used for financial offers:

Financial offer, Item 1			
<i>Price of the offer (w/o VAT)</i>			
Offered model	Price/pcs (BAM)	Quantity(pcs)	Total price (BAM)
		10	
PRICE OF EQUIPMENT (A)			
Subject of the contract in a case of award			
<i>Running Costs for 5 years (w/o VAT)</i>			
Consumable	Price/pcs (BAM)	Volume/pcs (pages)	Price (BAM) for 1,000,000 pages
1.			
2.			
3.			
4.			
PRICE OF CONSUMABLES (B)			
NOT Subject of the contract in a case of award			
TOTAL PRICE TO BE USED FOR AWARD CRITERIA (A) + (B)			

Lot 2:

Automatic award: the contract is awarded to the lowest bid that satisfies the above minimum technical requirements.

Tenders have to include the cost of all required printer specific consumables per page (toner, image drum, photo conductor, etc.). Estimated price of consumables for 25,000 pages per printer (25,000 pages in total) will be included in the evaluation.

Subject of the contract is purchase of ICT equipment as listed in part 3 *Subject of the contract and technical specifications*. However, lowest bid for the purpose of contract award will be selected following evaluation that includes estimated price of consumables during planned printer lifetime (5 years). Consumables will not be purchased as a result of this procurement procedure.

Following table must be used for financial offers:

Financial offer, Item 2			
<i>Price of the offer (w/o VAT)</i>			
Offered model	Price/pcs (BAM)	Quantity(pcs)	Total price (BAM)
		1	
PRICE OF EQUIPMENT (A) Subject of the contract in a case of award			
<i>Running Costs for 5 years (w/o VAT)</i>			
Consumable	Price/pcs (BAM)	Volume/pcs (pages)	Price (BAM) for 25,000 pages
1.			
2.			
3.			
4.			
PRICE OF CONSUMABLES (B) NOT Subject of the contract in a case of award			
TOTAL PRICE TO BE USED FOR AWARD CRITERIA (A) + (B)			

Lot 3:

Automatic award: the contract is awarded to the lowest bid that satisfies the above minimum technical requirements.

5. Price

Tenderer should clearly state if a discount will be offered in a case if more then one Lot is awarded to that Tenderer.

Prices have to be fixed and not subject to any revision apart from the discount from the previous paragraph.

Prices have to be all-inclusive and expressed in BAM, including delivery to our location (Skenderija 3a, Sarajevo).

The Delegation of the European Union is subject to the refund of the VAT by the Indirect Taxation Office of Bosnia and Herzegovina, under the Article 29 of the Law on Value Added Tax. Consequently, prices in the tender have to be without VAT.

6. Terms of payment

There is no possibility for any advance payment. Payment is possible only upon delivery.

7. Other

The tenderers must include complete technical specifications and descriptions of the proposed equipment, giving prominence to the minimum technical requirements.

The tenders can be for one or more Lots. The whole quantity per lot has to be included. Offers for part of the lot will not be taken into consideration.