

11.06.2024

Tender Dossier

Tender title: Supply with notebook and desktop equipment to RIT Kosovo (A.U.K)

Reference Number: **RITKOSOVOIT01/2024**

Tender requirements:

1. Short Company information
2. Offered Equipment/Service Specification
3. Quotation/Price
4. Eligibility and Evaluation Criteria
5. Offer submission and delivery deadline

Tender invitation:

Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third State. Participation is also open to international organizations. Participation of natural persons is directly governed by the specific instruments applicable to the program under which the framework contract is financed.

1. Company specification:

1. Copy of Business Registration Certificate/ VAT Certificate
2. An original or certified copy of court statement of the bidder's eligibility,
3. An original or certified copy of the tax administration that bidder has no outstanding tax debts.
4. A brief overview of your Company,
5. Other value-added options (to be addressed at the discretion of the vendor).

2. Equipment/Service Specification

RIT Kosovo (A.U.K) is looking for offers on notebook and desktop computer equipment. These equipment groups are specified in two lots below. Vendors may place their offerings for both or any of the lots. RIT Kosovo (A.U.K) also reserved the right to select both – or Lot 1 from one vendor and Lot 2 from another.

Offers should include the product parts list with vendor part number for Laptop/Desktop components.

Lot 1: Notebook computer (Quantity: 200)

Minimum system requirements	Preferred models	Latitude 5450 Laptop, HP EliteBook 640 G11 or Lenovo ThinkPad L14 Gen 5
Processor	Intel Core Ultra 5 125U	
Memory	32GB	
Storage	512 PCIe SSD	
Display	14.0" FHD	
Keyboard	English US backlit	
Battery	Best one available for the model	
Power	65W USB-C Power Adapter	
Carrying Case	Bag-Pack	
Warranty	3Yr	
Other	WLAN (2 x 2), Bluetooth, Camera	

Lot 2: Desktop computer (Quantity: 18)

System min. requirements	Preferred models	DELL OptiPlex 7420 AiO, HP EliteOne 840 G9 AiO or LENOVO ThinkCentre AiO M90a
Processor	Intel Core i7-14700	
Memory	32 GB: 2 x 16 GB	
Storage	1 TB	
Stand	Height Adjustable Stand	
Keyboard and mouse	English US keyboard	
Warranty	3 Yr	
Other	Camera with mic, Integrated speakers, Wi-Fi and Bluetooth capable	

RIT Kosovo's intention is to place one order per year for all notebook computers required in that year. Additional notebook computers will be ordered in case RIT Kosovo has a larger number of students enrolled or additional transfer students in winter/spring quarter.

3. Quotation/Price

- All offers must be provided with Value Added Tax (**VAT**).
- The Quotation shall remain valid for a minimum period of forty (40) calendar days, after the deadline for submission.
- MAF (Manufacturer's Authorization Form) signed document should be included to prove manufacturer cooperation with the vendor bidding in this tender.

4. Eligibility and Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Price competitiveness
- Specifications offered
- Delivery timeline
- Warranty, and after-sales service support

5. Offer submission and delivery deadline:

- All proposals must be submitted no later than June 21, 2024, 3 pm.

Instructions for Submission:

- Interested sellers should submit their proposals in a closed envelope, delivery to the RIT Kosovo (A.U.K) campus.
- Include the subject line: Supply with notebook and desktop equipment tender # RITKOSOVOIT01/2024”

Contact Information:

For inquiries or clarification regarding this RFO, please contact: procurement@auk.org.

Delivery of goods

The goods should be delivered directly to RIT Kosovo (A.U.K). Cost of delivery is included in the Price. The delivery period shall be as stated in the offer and not exceed forty (40) calendar days upon signing of the Purchase Order or Contract. Please note that in case of delivery failure, RIT Kosovo (A.U.K) will Charge a penalty of 1% of the total contract price for every day of delay or breach of the delivery schedule by the Supplier.

Important Dates:

- RFO Issued: June 11, 2024
- Submission Deadline: June 21, 2024, 3 pm.
- Proposal Review: RIT Kosovo (A.U.K) will review the proposals within 7 days.
- Equipment Delivery: 40 days after Award notification and contract signing.

RIT Kosovo (A.U.K) reserves the right to accept or reject any proposal and to request additional information or negotiations if necessary. This RFO does not commit RIT Kosovo (A.U.K) to enter any contract.

Thank you for considering our request. We look forward to receiving your competitive offers.

Sincerely,

Procurement Office

RIT Kosovo (A.U.K)