

# **Request for proposals for supply and installation of computer equipment and software**

## **OFFICE OF THE HIGH REPRESENTATIVE**

Emerika Bluma 1, 71000 Sarajevo  
Tel: 387 33 283500 Fax: 387 33 283501

### **REQUEST FOR PROPOSALS FOR SUPPLY AND INSTALLATION OF COMPUTER EQUIPMENT AND SOFTWARE**

The OHR is requesting proposals from qualified professional company for supply, installation, commissioning and after-sales service of the following computer equipment, network equipment and software for Office of the High Representative in Sarajevo:

**LOT 1:** Active Network Equipment

**LOT 2:** Workstations

**LOT 3:** Microsoft software licenses

**LOT 4:** Other software licenses

**LOT 5:** Servers, storage virtualisation and backup

The tender information is given in the following order:

- **Background**
- **Proposal Submission Conditions**
- **Selection and Award**
- **Proposal Submission and Deadline**
- **Statement of Work**

#### **I - Background**

The current OHR IT system is based on IBM BladeCenter E Chassis (5 X HS22 Blade Servers) and System Storage DS3400. VMware ESX 4.0 is installed for virtualization, most of the servers running Windows Server 2003, mail servers running Microsoft Exchange Server 2003, Microsoft SQL Server 2008 for data access and Intranet, and most of the workstations are running on Microsoft Windows XP. The system is in use since 2009 and should be replaced with new system.

#### **II - Proposal Submission Conditions**

The proposal must be in English, and include one original and one copy.

Tenderer may submit proposals for one or all of the Tender sections (LOT). Under no circumstances must tenders for part of lot be taken into consideration. Separate contracts will be signed for each lot. If tenderer is awarded for more than one lot, a single contract may be concluded covering all those lots.

**Proposals shall contain the following information for each LOT:**

- **Name and address of the company**, contact phone number, e-mail and name of the contact person.
- **Detailed description of offered equipment and/or software.**
- **Delivery and installation time.**
- **Detailed warranty time and condition.**

- **Balance sheet** for the last accounting period.
- **Detailed break down of costs and terms of payment in KM or EUR, excluding VAT.**  
Please note that should you request an advance payment you will need to provide irrevocable advance bank guarantee.
- The proposal must be valid for acceptance for 90 days, and the price fixed for the duration of the contract.
- OHR will pay VAT in accordance with the Law on VAT.

### **III - Selection and Award**

The Evaluation Committee will rule on technical admissibility of each tender, classifying it as technically compliant or technically non-compliant. The minimum technical qualification as stated in Statement of Work will be evaluated at this stage.

The sole award criterion for technically compliant tenders will be price.

OHR will not bear any costs of bidders related the preparation of tender.

### **IV - Proposal Submission and Deadline:**

Technical and financial offers shall be placed in separate sealed envelopes clearly marked **Technical offer** and **Financial offer**. Both envelopes shall be placed together in the sealed envelope, clearly marked "REQUEST FOR PROPOSALS – COMPUTER EQUIPMENT " and delivered **NO LATER than 12th June 2014 by 12:00 hours to the following address:**

OHR  
Head of Logistics  
Emerika Bluma 1  
71000 Sarajevo,  
Bosnia and Herzegovina

### **Questions:**

We believe you have all the information necessary to prepare your proposal, but any questions or requirements for clarification, should be in writing **only to** the Head of Logistics on e-mail: [tender@ohr.int](mailto:tender@ohr.int), and not to other officers of OHR. It is in all bidders interest to register their intention to bid so that everyone may receive answers to any questions put by other bidders. Please address this registration to e-mail: [tender@ohr.int](mailto:tender@ohr.int) by **04th June 2014**.

### **V Statement of Work**

LOT 1 (Active Network Equipment – MS Word document)

LOT 2 (Workstations – MS Word document)

LOT 3 (Microsoft software licenses – MS Word document)

LOT 4 (Other software licenses – MS Word document)

LOT 5 (Servers, storage virtualisation and backup – MS Word document)