

# **REQUEST FOR BIDS FOR SUPPLY OF MICROSOFT SOFTWARE LICENCES**

Tender Procedure: Local Open Tender

The tender information is given in the following order:

- I) Background**
- II) Bids Submission Conditions**
- III) Selection and Award**
- IV) Bids Submission and Deadline**
- V) Technical specification**

## **I) Background**

The OHR is requesting bids from authorized and qualified companies for supply of Microsoft software licenses for the Office of the High Representative, CSP.

## **II – Proposal Submission Conditions**

**Proposal shall contain the following information:**

- 1. Name and address of the company, contact phone number, e-mail and name of the contact person.**
- 2. References:** List and description of similar projects in the last three (3) years, with references and contacts. The value of at least one project should be a minimum of 20,000.00 EUR.
- 3. Detailed description of offered software.**
- 4. Delivery time.**
- 5. Financial Offer:**
  - **Detailed breakdown of costs per item**

▪ **Total price and terms of payment in KM, excluding VAT.**

Please note that OHR standard payment terms are by bank transfer 30 days upon delivery and receipt of an invoice. Please note that should you request an advance payment you will need to provide irrevocable advance bank guarantee.

6. The proposal must be valid for acceptance for 30

OHR will pay VAT in accordance with the Law on VAT.

**III – Selection and Award**

The OHR Evaluation Committee will rule on technical admissibility of each tender, classifying it as technically compliant or technically non-compliant.

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 – Bid Submission and Deadline**

Bids should be delivered in sealed envelope with the name and contact information of the bidder, clearly marked “REQUEST FOR BIDS – MICROSOFT SOFTWARE LICENCES” **to the following address:**

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

Delivery deadline is NO LATER than **12 June 2024 by 17:00 hours.**

**V – Technical specification**

Delivery of the following Microsoft software licenses. No

installation required.

No.	Code	Description	Quantity
1	CFQ7TTC0LFLX:0001	Microsoft 365 E3 – 1 year	37
2	CFQ7TTC0LFLZ:0002	Microsoft 365 E5 – 1 year	80
3	DG7GMGF0D5VX:0004	Windows Server 2022 CAL – 1 User CAL – 1 year	117
4	DG7GMGF0D65N:0005	Windows Server 2022 Datacenter – 8 Core License Pack 1 Year	4
5	DG7GMGF0M80J:0002	SQL Server 2022 Standard Edition, Commercial	1
6	DG7GMGF0MF3T:0001	SQL Server 2022 – 1 Device CAL, Commercial	8

**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. Answers and clarifications will be posted on Tender page of OHR web site [www.ohr.int](http://www.ohr.int)

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