

# **INVITATION TO BID: For supply computer equipment**

**Deadline for submission of offers: Friday 07 February 2003.**

## **1. Subject of Tender**

- 1.1. Award of contract to one or more suppliers for supply of computer equipment for Office of the High Representative.
- 1.2. All awards will be made in complete lots as listed below.
- 1.3. Bidders may quote for any number of lots.
- 1.4. The equipment offered must be to the following minimum specification:

### **LOT 1: Laptop computer**

No.	Equipment	Quantity
1	BRAND NAME LAPTOP COMPUTER 15" LCD TFT Processor 2.0 GHz 400 MHz system bus 256 MB DDR RAM 40GB HDD 3,5" FDD 1,44 MB 24x DVD/CD-RW drive 56 Kbps v.92 modem and 10/100 Ethernet LAN 32 MB graphic card Microsoft Windows 2000 professional bag for laptop port replicator/docking station 2 button wheel optical USB mouse external US keyboard weight (without peripherals) not to exceed 3.5 kg	18

### **LOT 2: Monitors**

No.	Equipment	Qty
1	17" LCD TFT, SXGA resolution	18

## **2. Delivery of bids**

- 2.1 Suppliers can submit offers for each of the Tender sections (LOT).
- 2.2 Offers must include the following:
  - Name and address of supplier, contact phone number and name of the contact person
  - Detailed description of offered equipment
  - Catalogues with clearly marked equipment that is offered
  - All information about prices and payment terms
  - Equipment delivery cost to OHR Sarajevo, if not included in the price
  - Delivery time
  - Guarantees terms
  - Company reference list
  - Statement of bidder confirming that they have sufficient funds for successful completion of this

contract.

Incomplete offers (part of any Lot) will not be considered.

2.3. OHR, as diplomatic organization, is exempt from payment of all taxes and duties and all prices quoted should exclude such charges.

2.4. Prices must be in KM (Convertible Marks) or EURO. OHR payment terms are bank transfer within 30 days from the date of delivery.

2.5. Contract concluded with OHR will include conditions and deadlines stated in your offer, and will be attached to the Contract and considered legally binding for the duration of the Contract.

2.6. Deadline for submission of offers is **Friday 07 February 2003 by 17:00 hours.**

2.7. OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders in process of preparation of offer.

2.7. Award of contract will be made based on price, quality of offered equipment, delivery time or any combination of those elements.

2.8. By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

2.9. All offers must be submitted in sealed envelope marked "Tender for computer equipment" to the following address, latest by Friday 07 February 2003 by 17:00 hours:

***Head of Procurement***

***OHR Sarajevo***

***Emerika Bluma 1***

***71000 Sarajevo, BiH***