REQUEST FOR BIDS FOR SUPPLY OF COMPUTER EQUIPMENT

The Tender information is given in the following order:

I) Subject of the Tender
II) Background
III) Technical specification
IV) Bids Submission Conditions
V) Bids Submission and Deadline
VI) Selection and Award

I – Subject of the Tender

1. **Tender Title:** Supply of Computer Equipment

2. **Tender Procedure:** Local Open (BiH)

3. **Type of Contract:** Supply

4. **Tender Closing Date: 26 April 2024 by 17:00 hours.**

5. **Communication:**
   The tender is available for unrestricted and full direct access at https://www.ohr.int/ohr-tenders/ Any questions or requirements for clarification, should be sent exclusively to the e-mail address tender@ohr.int, not to any other e-mail address or OHR officials.

II – Background

The Office of the High Representative (OHR) in Sarajevo invites companies to submit their best bid for supply of brand-new computer equipment: laptops, docking stations and monitors to OHR Sarajevo. The detailed description and quantities required are given in the Section III of the tender dossier.

III – Technical Specification

Technical Specification describes the **minimum** requirements for the requested equipment.

No.	Item	Qty	Technical Specification
1	**Laptop**	**50 pcs**	**Business line laptop made by renowned manufacturer** Minimum CPU Intel i5, 13th generation or AMD Ryzen 5, 7xxx series RAM – Min. 16GB Storage SSD Min. 256 GB Screen Size Min. 15’’ Full HD Windows 11 Pro US keyboard Hardware authentication (smart card, fingerprint or face ID) Min. 1x USB 3, 1x USB-C, 1x Ethernet port WLAN All parts need to be certified by the manufacturer. Laptop bag
2	**Docking Station**	**50 pcs**	**Docking Station of renowned manufacturer** USB-Ports: Min. 1x USB-C, Min. 3x USB 3, Min. 1x USB 2 Video-Ports: Min. 1x HDMI, Min. 1x DP Ethernet: Min. 1x Gigabit Ethernet Audio Ports: Min.1x Stereo/Mic Combo Port Physical Security: 1x Security Lock Slot

3	**Monitor**	**50 pcs**	**Monitor of renowned manufacturer** Min. 24”, Full HD 1920 x 1080p, Min. 100 Hz Min. 1x HDMI or 1x DP

IV – Bids Submission Conditions

The Bid must be in **English or local language B/S/C**.

Bids shall contain the following:

1. **PROFESSIONAL CAPACITY**
    1. **Administrative information**
       The cover page should include **the name and address of the company**, contact phone number, e-mail, the name of a contact person.
    2. Copy of **VAT registration** number.
    3. **References**:
        1. The tenderer should provide a **list of major contracts for the last three years (2020-2023)** as proof of at least three years’ experience in selling similar items (i.e. IT equipment).
        2. At least **one contract** must **be** similar to this one in scope and size delivered in the last year.
    4. Information on **authorized service places in Bosnia and Herzegovina.**

2. **TECHNICAL BID**
   Only technical bids which meet all the technical requirements listed will be considered compliant and will be evaluated. Technical bid should include the following:

1. **Detailed description** of offered equipment with reference to the Technical Specification[1]. Incomplete offers, e.g. offers that do not include all items will not be considered.

2. **Delivery time**. The tenderer should state delivery time in days.
3. **Delivery place:** Sarajevo, BiH
4. **Warranty time and condition.** Minimum warranty twelve (12) months. The tenderer may offer a longer warrantee period, but without any extra cost.

1. **FINANCIAL BID**
   The financial bid must be duly signed and dated and shall include:

    1. **Unit price and total price in convertible marks (KM), excluding customs duties and VAT.**
       The price shall include all costs related to the supply of equipment, including delivery costs, warranty costs, office costs and any other cost relating to the performance of the contract.
       The OHR is exempt from payment of import duties. OHR will provide the necessary documents on exemptions (customs and VAT).
    2. **Payment terms**
       OHR standard payment terms are 30 days by bank transfer upon delivery and receipt of invoice. Tenderer may propose other payment terms. Please note that should you request an advance payment you will need to provide an irrevocable advance bank guarantee.
    3. **Validity of bid**
       The bid must be valid for acceptance for **30 days**, and the price fixed for the duration of the contract.

V – Bids Submission and Deadline:

1. Bids, Technical and Financial offers, shall be placed and delivered in **sealed envelope with tenderer’s information and clearly marked**

“TENDER – COMPUTER EQUIPMENT”.

2. Bids should be delivered to the following address:

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

3. Bids should be delivered **NO LATER than 26 April 2024 by 17:00 hours.**

VI – Selection and Award

1. Tenders are opened and evaluated by duly designated OHR Evaluation Committee.
2. Technical Evaluation
   The Evaluation Committee will rule on professional and technical admissibility of each tender, classifying it as technically compliant or technically non-compliant.
3. Financial evaluation
   The award criterion during the financial evaluation is the lowest price.
4. **Final Award**
   The Contract will be awarded to the tenderer submitting the least expensive, technically compliant tender.
5. OHR reserves the right to end the Tender without awarding the contract.

OHR will not bear any costs of bidders related to the preparation of their proposals.

– END –

[1] See Section III – Technical Specification