

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 under Open Value Subscription.

The Microsoft Open Value Subscription should be for a period of three years, **1 July 2023 – 30 June 2026, with annual payments.**

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 **23 June 2023 by 17:00**

hours.

V – Technical specification

Delivery of the following Microsoft software licenses. No installation required.

No.	Code	Description	Quantity
1	W06-01526	Core CAL ALng LSA OLV D 1Y Platform UCAL	125
2	KV3-00347	Win Enterprise Device ALng Upgrade SA OLV D 1Y Platform	125
3	Q5Y-00032	0365 E3 Open ALng Sub OLV D 1M Each Platform	125
4	9EA-00542	Win Server DC Core ALng LSA OLV 16L D 1Y AP	2
5	9EM-00444	Win Server Standard Core ALng LSA OLV 16L D 1Y AP	1
6	228-07279	SQL Server Standard ALng LSA OLV D 1Y AP	1
7	312-03719	Exchange Server Standard ALng LSA OLV D 1Y AP	1
8	359-04628	SQL CAL ALng LSA OLV D 1Y AP Device CAL	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 and not to other officers of OHR. Answers and clarifications will be posted on Tender page of OHR web site www.ohr.int

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