



TENDER SPECIFICATIONS

IT hardware equipment

1. Introduction

The contracting authority, the SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER (SELEC), located in Bucharest 13 September Avenue, No. 1-5, Palace of Parliament, 10th Floor, 050711, ROMANIA, Phone: +40 21 303 6009, Fax: +40 21 303 6077, has the intention to conclude a supply contract for the purchase of the IT hardware equipment specified in the Technical Form (attached).

The tender procedure will be concluded with the signing of a contract. The contract creates a direct obligation on the contracting parts at the time of its signature.

The procedure is part of the implementation of the project SIRAS – Strengthening the Fight against Firearms Trafficking in Southeastern Europe.

2. Subject of the Contract

The objective of the tender is to conclude a supply contract for the purchase of the IT hardware equipment specified in the Technical Form (36 laptops, 1 server, networking and electrical equipment, network attached storage), through a tender procedure with the characteristics indicated below at point 4.

3. Technical Specifications and Standards :

The technical requirements specified in the Technical Form (attached) are considered as the minimum technical specifications of the equipment required. If these minimum criteria are not met the offer will have to be disqualified.

The Bids in which the conformity of products is filled in with "YES" answers only, without indicating the meeting of the minimum requirements according to the manufacturer's equipment catalogue, will be considered non-compliant.

For the delivery, installation, configuration, testing, training and commissioning of the equipment provided, the Bidder will consider:

- a) the technical requirements attached (Technical Form);
- b) compliance of the equipment with the European Community's or the Romanian standards. Other standards that may be equivalent or better will be accepted provided that equivalence is proven.

The technical specifications including a mention of a certain origin, source, manufacturing, special process, manufacturing mark or trademark, patent, manufacturing license etc. are only provided in order to easily identify the type of product and do not entail favouring or eliminating certain economic agents or certain products. Such specifications will only be interpreted as "... or equivalent".

3.1 Warranty and service conditions during the warranty period

For each product described above, the warranty period will be mentioned, with a time limit for troubleshooting.

It is required that the defective equipment is tested at the Beneficiary's premises and taken over by the Provider for troubleshooting if the failure cannot be remedied at the Beneficiary's premises, with the exception of the HDDs.

a) **Commercial Warranty.** The Provider will grant a minimum warranty period of 24 months. The Provider will supply the terms and conditions of the guarantee for each range of equipment.

b) **Intervention time.** The response time for a request related to a failure will not exceed 24 hours, with direct telephone access of 8 hours/day, 5 days/week to the Provider of equipment, for reporting and investigating the hardware and software issues of the systems, including access to its equipment knowledge base. For each product category, the warranty conditions will also specify the maximum time allowed for fixing the reported issues, after an investigation is carried out.

HDDs that will experience hardware failures during the warranty period will be replaced with other HDDs (with identical or higher performance) without being returned to the Provider (regardless of the nature of the defect). Both HDDs (replacing and replaced HDDs) will remain the property of the Beneficiary.

Assurance of warranty must be given in writing by the manufacturer or by its representative office in Romania through a statement on its own responsibility, to the Contracting Authority.

3.2 Certification of the products (to be provided upon delivery of the equipment)

The Bidder must possess materials reflecting the main scope of activity in accordance with the profile of the proposed purchase. The Bidder must also present documents related to conditions of certifying the quality for the producer and for its own activity of planning / implementation.

In addition, the Bidder shall provide:

1. a statement on its own responsibility, with due respect to the provisions of art. 326 of the Criminal Code of Romania, certifying the conformity of the provided products with the requirements included in the Technical Specifications.
2. a proof of origin for the offered equipment (place of manufacturing).
3. ISO 9001 certification for the manufacturer is required.

4. Provision of the Products

4.1 Delivery

The products will be transported and delivered to the place of delivery, SELEC Headquarters – 13th September Avenue No. 1-5, Palace of the Parliament, 10th Floor, 050711, Bucharest, Romania.

The equipment will be delivered by the Provider in the tendered quantity, in accordance with the provisions below.

The delivery period of the above mentioned equipment is up to 30 calendar days from the date of entry into force of the contract.

The delivery must be accompanied by the following documents, as appropriate:

- a) invoice;
- b) a statement accompanying the goods;
- c) quality certificate issued by the manufacturer;
- d) support CDs/DVDs and serial number of licenses;
- e) the warranty certificate.

4.2 Installation

The installation, configuration, testing and commissioning of all of the delivered equipment (as per the needs of the users) will be done by staff that is duly qualified or authorized by the Bidder.

The software (all in English version) and hardware will be installed for the Beneficiary's use on all laptops, server and NAS (all the equipment purchased), in order for the equipment to be online (the licenses provided to the Beneficiary will also be installed and updated from the manufacturer's website – Windows, Office, antivirus and other).

For this purpose, an image will be made for each type of computer, in which not only the tendered software will be installed, but also the licenses made available by the Beneficiary or from the update website (antivirus, Office etc.).

The networking and structured cabling also needs to be connected according to the specifications included in the section Networking and Electrical Equipment.

4.3 Reception

The delivery time for the products is of maximum 30 calendar days from the date of entry into force of the contract. Delivery and reception will take place during working hours: Monday to Friday between 09:00-17:00.

Qualitative and quantitative reception will take place in the presence of both parties and shall be certified through a protocol of delivery and acceptance signed by both parties.

The equipment delivered will be new. Remanufactured equipment and / or items that have been previously used are not acceptable.

The Provider has the obligation to deliver products complying with the technical requirements provided in the specifications. If certain products are not qualitatively or quantitatively compliant, the Contracting Authority has the right to reject such products and the Bidder has the obligation to replace the refused products or to fill the gaps within 5 working days.

5. Payments and Standard Contract

5.1. Payments

The payment for the equipment will be made in EUR or in RON (the RON equivalent of the quoted EUR price, at the Romanian National Bank's rate corresponding to the date of

the invoice), by bank transfer to the bank account designated in the contract. The payment will be made within 30 days from the invoice date (see paragraph 4.3).

5.2. Contract

The tender procedure will be concluded with the signature of a contract, duly signed and dated by both parties.

6. Costs for the Bid

Costs incurred in preparing and submitting Bids are borne by the Bidders and cannot be reimbursed by SELEC.

7. Presentation of Bids

With a view to presenting a Bid, a site visits might be needed in order for the prospective Bidder to perform the necessary evaluation. Such visits are permitted and shall take place based on a prior request sent by e-mail at the address: msotirescu@selec.org.

Bids must be submitted in electronic format by using the Technical Form and the Financial Form attached, taking into account the following:

7.1 Prices must be:

- quoted in EUR (VAT not included);
- in case of several models of the same product being offered, the Bidder should provide separate financial offers;
- calculated free of all duties and taxes (SELEC is exempt from all taxes and duties, including VAT, as being a diplomatic mission).
- inclusive of all costs (i.e. customs clearance, preparation, pre-delivery inspection costs, delivery charges, Certificate of Conformity, manual and service log-book, installation of any related equipment and all other charges).

7.2 The Bidder must:

- clearly indicate all the details included in the Technical Form and in the Financial Form;
- provide all the required accompanying documents upon the submission of the Bid, within the specified deadline.

7.3. The Bid documents must be signed and dated by the representative of the Bidder.

7.4. The forms to be filled in by the Bidder may not be altered in any way.

7.5 Submission of a Bid implies that the Bidder:

- accepts all the terms and conditions included in the Tender Specifications;
- waives its own terms and conditions.

Period of validity of the Bid: 30 days from the deadline for submission of Bids.

Documents to be submitted:

- a) the filled in Financial Form, as enclosed. Changes to the Financial Form are not permitted;
- b) the filled in Technical Form, as enclosed. Changes to the Technical Offer Form are not permitted;

- c) the documents referred to in art. 8.2.

If the documentation listed above is incomplete and the missing pieces are not supplied within the specified deadline, the Bid will be considered non-compliant with the requirements and will be rejected.

8. Award Criteria and Evaluation of the Bids

8.1 The Bidders must comply with the following minimum requirements:

- a. possess materials reflecting the main scope of activity in accordance with the profile of the proposed project;
- b. present documents related to conditions of certifying the quality for the producer and for their own activity of planning / implementation;
- c. have an annual minimal turnover which supports the financial sustainability of the project;
- d. remain free of debts towards the state fiscal authorities for previous fiscal years;
- e. comply with the technical requirements of delivery, installation and guarantee provided for in the tender documents.

8.2 The Bidders must include the following documents for the appraisal of their financial and economic standing, technical and professional competences:

- a) Bidders' information: name of the service provider, legal status, official address, telephone number, telex and fax numbers, names and functions of the members of the management or the person authorized to sign and to represent the service provider;
- b) Certificates proving legal constitution and registration of the company in Romania (CIF and annexes);
- c) Certificates issued by the authorized bodies or declarations certifying the payment of taxes and social security contributions / local taxes (ANAF and DITL).

The selection shall be based on the technical compatibility and the best price.

The estimated value of the contract for the mentioned equipment is EUR 49,200 (without VAT), as follows:

- laptops – EUR 43,200
- server – EUR 2,000
- networking and electrical equipment – EUR 2,000
- network attached storage – EUR 2,000.

The financial and technical offers, in English, shall be sent to SELEC no later than **24 June 2018**, at the e-mail address: msotirescu@selec.org

For more information about this tender please feel free to contact Ms. Monica Sotirescu, tel.: + 40 21 303 6013, e-mail: msotirescu@selec.org.

All data collected for the purpose of the selection procedure shall only be used within this specific context and shall not be further disclosed.