



## **SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER - SELEC**

### **TENDER ANNOUNCEMENT IT HARDWARE (25 COMPUTERS)**

#### **1. Introduction**

The contracting authority, the SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER (SELEC), a law enforcement international organization based 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, wants to purchase a number of 25 computers, with the technical specifications as mentioned in the Technical Form (document attached).

The procedure is part of the implementation of the project FAIT – Fight Against Illegal Trade.

#### **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 (25 desktop computers), through a tender procedure with the characteristics indicated in this document and in the Technical Form enclosed.

#### **3. Technical Specifications and Standards**

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

It is requested to attach documents issued by the manufacturer containing the technical specifications for the products presented in the offer.

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

The Bids, in which the conformity of products is filled in with "YES/NO" answers only, without indicating the meeting of the minimum requirements according to the manufacturer's equipment catalogue, shall be considered non-compliant.

For the delivery, installation 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 and/or international standards. Other standards that may be equivalent or better will be accepted provided that equivalence is proven.

#### **4. Warranty and service conditions during the warranty period**

The Supplier will grant a minimum warranty period of 24 months.

In warranty period, the Supplier undertakes to provide the following services free of charge:

- Remedy of any manufacturing defect of the hardware products found by the Beneficiary, delivered according to the requirements of this document.
- 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 Supplier (regardless of the nature of the defect). Both HDDs (replacing and replaced HDDs) will remain the property of the Beneficiary.
- Warranty services include the finding of the defect and its repair according to the terms mentioned above. The finding of the defect will be made by specialized and authorized personnel of the Supplier. The remediation will be done at the beneficiary's headquarters, and in case of more serious defects the equipment will be transported by the Supplier to its headquarters.
- The warranty period increases with the downtime of the equipment.
- Following the repair, the supplier will reinstall and reconfigure the equipment at the beneficiary's premises / premises.
- Providing the necessary tools, spare parts, devices, a/o for carrying out the intervention activities, without additional costs from the beneficiary.

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

**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 Supplier of equipment, for reporting and investigating the hardware and software issues of the systems, including access to its equipment knowledge base.

Assurance of warranty must be given in writing by the manufacturer or by its national representative office.

## **5. Supplying the Products**

### 5.1 Delivery

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

The Supplier shall ensure the safe delivery in the tendered quantity, in accordance with the provisions above. If any of the boxes containing the computers are damaged, the Beneficiary has the right not to take them over.

The delivery period of the above-mentioned equipment is up to 60 calendar days from the date of entry into force of the contract.

The delivery must be accompanied by the above-mentioned certificates (authenticity, origin, quality), the warranty, the invoice, the support CDs/DVDs and licenses.

### 5.2 Installation

The installation, configuration, testing and commissioning of all of the equipment shall be done by the 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 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).

In addition, 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 (Windows, Office etc).

### 5.3 Reception

The delivery time for the products is maximum 60 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 at the SELEC Headquarters.

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 Supplier 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 Beneficiary has the right to reject such products and the Bidder has the obligation to replace the refused products or provide the missing equipment within 5 working days.

## **6 The value of the tender**

The estimated value of the contract for the above-mentioned equipment is maximum 28,500 USD (without VAT).

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

## **7 Award Criteria and Evaluation of the Bids**

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

The Bids must be submitted in electronic format by using the Compliance Matrix and the Financial Form (attached), considering the following:

7.1 Prices must be:

- quoted in USD (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).

7.2 The Bidder has:

- to send the filled-in Compliance Matrix related to the tender documentation in electronic format, including editable format. The Compliance Matrix should be filled with the detailed response of the bidder including the value offered in relation to the requirement, if the offer is conformed to the requirement and, where necessary, a reference to the File Name from the manufacturer's documentation attesting this conformity.
- to provide all the required accompanying documents, in English, within the specified deadline.

7.3 The Bid documents must be signed, stamped and dated by the legal 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.

7.6 The Bidders must comply with the following minimum requirements:

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

7.7 The Bids must include the Compliance Matrix, the Financial Form and all the documents mentioned therein, filled in English, dated, signed and stamped. The scanned documents shall not exceed 10 MB and will not be sent as an archive (our mail rejects documents with extensions like exe, zip, rar or similar).

If that is not possible, please send separate e-mails mentioning in the subject line: "Tender computers. Email 1, Email 2.." and specify the number of e-mails that you've sent.

*If the documentation is incomplete and any missing documents are not supplied within the deadline specified by the Beneficiary, the Bid shall be considered non-compliant with the requirements and will be rejected.*

### **Miscellaneous**

Any costs incurred in preparing and submitting Bids are the Bidders' responsibility and shall not be claimed to be reimbursed by SELEC.

All data related to this tender shall only be used within this specific context and shall not be further disclosed.

The Bids, in English, dated, signed and stamped, shall be sent to SELEC no later than **12 of March 2022** (Bucharest time), at the e-mail address: [secretariat@selec.org](mailto:secretariat@selec.org).

For more information about this tender and/or to confirm the receipt of your Bid, please contact SELEC Secretariat at phone number +4021.303.6009, or by mail at [secretariat@selec.org](mailto:secretariat@selec.org).

