SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER - SELEC

ANNOUNCEMENT

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, is purchasing a new network printer, with the technical specifications as mentioned herein.
The procedure based on three offers is carried out in accordance with SELEC Financial Rules and Regulation.

2. Subject of the Purchase

The objective of this procedure is to purchase of a new network printer for SELEC infrastructure, through a procedure with the characteristics indicated in this document.

3. New network printer for SELEC infrastructure

The offer for the new network printer for SELEC infrastructure should contain at least the following technical requirements:

General Characteristics

- Multifunctional A3 color device; speed: minimum 25 ppm; copy/print/scan (fax optional)
- Single-pass automatic document feeder
- Paper input capacity: minimum 100 + 2x520 sheets + stand (required for placement); paper output capacity: minimum 500 sheets
- Print languages: PCL 5 and 6, XPS, PDF, TIFF, JPEG, HP-GL (PS3 optional)
- Includes starter toner cartridges (black and color)
- Interfaces: USB, Gigabit Ethernet/NFC (Wi-Fi optional)
- Maximum monthly volume: 100,000; scanning speed: minimum 70–80 ipm
- Print resolution: minimum 1200x2400 dpi
- Copy resolution: minimum 600x600 dpi

- Scan destinations: Scan to Home, USB, E-mail, network (SMB, FTP); scan formats: JPEG, TIFF, XPS, PDF, searchable PDF
- Warranty: minimum 24 months

4. Offer requirements

The technical requirements mentioned above are considered as the minimum required technical specifications. If these minimum criteria are not met the offer will be disqualified.
The commercial offer should contain the installation and configuration services.
If the equipment offered is in End of Sale status, the offer will be disqualified.
The Bidder should provide for all equipment offered documents or links to manufacturer' site which states the End of Sale date.
For the delivery, installation and commissioning of the equipment provided, the Bidder will consider the technical requirements above mentioned.

5. Warranty and service conditions during the warranty period

The Supplier shall 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.
- Warranty services include the finding of the defect and its repair according to the terms mentioned herein. 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.
- Following the repair, the supplier will reinstall and reconfigure the equipment at the beneficiary's premises.
- Providing the necessary tools, spare parts, devices, a/o for carrying out the intervention activities, without additional costs from the beneficiary.

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.

6. Supplying the Products

5.1 Delivery and reception

The delivery period of the above-mentioned equipment is up to 15 calendar days from the date of entry into force of the contract.

The product will be delivered during working hours: Monday to Friday between 09:00-17:00 at the SELEC Headquarters – 13th September Avenue No. 1-5, Palace of the Parliament, 10th Floor, 050711, Bucharest, Romania - entrance from Izvor side.

If the box containing the equipment is damaged, the Beneficiary has the right not to take them over.
Qualitative and quantitative reception will take place in the presence of both parties and shall be certified through a protocol of delivery 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. If the product is not qualitatively or quantitatively compliant, the Beneficiary has the right to reject such product and the Supplier has the obligation to replace the refused products or provide the missing equipment within 5 working days.

The delivery must be accompanied by the following certificates: authenticity, origin, quality, the warranty, and the invoice.

5.2 Installation and acceptance

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 Supplier, and shall be finalized by signing by both parties a protocol of acceptance.

6 The value of the contract

The estimated value of the contract for the above-mentioned equipment is maximum 4,000 EURO (without VAT).

The Three Offers 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 technical compatibility and / or the best price, according to this order.

The Bids must be submitted in electronic format considering the following:

7.1 Prices must be:

- quoted in EURO (VAT not included).
- 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 documentation in electronic format.
- 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 Submission of a Bid implies that the Bidder:

- accepts all the terms and conditions included herein.
- waives its own terms and conditions.

7.5 The Bids must include:

- the financial offer, in euro, in English, dated and stamped;
- the certificate of incorporation or similar document attesting the registration of the legal entity;
- the documents issued by the manufacturer containing the technical specifications for the products presented in the offer.

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: "New network printer for SELEC infrastructure. Email 1, Email 2." and specify the number of e-mail(s) that you've sent.
Please call within the deadline at +4021.303.6009 to confirm the receipt of your Bid by SELEC.

If the documentation is incomplete and any missing documents are not supplied within the deadline specified by the Beneficiary, the Bid will be considered non-compliant 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 purchase shall only be used within this specific context and shall not be further disclosed.

The documents of the Bid, in English, dated, signed and stamped, shall be sent to SELEC no later than 10.11.2026 (Bucharest time), at the e-mail address: secretariat@selec.org.

For more information about this acquisition please feel free to contact Ms. Anca Balanoiu, IT&C Expert, phone: +4021.303.6020, e-mail: abalanoiu@selec.org.