



Tender Dossier

**Procurement of Goods:
Desktop Computers AiO (All-in-One) and Multifunctional machine
(printer/scanner/copier)**

Reference:
035-047

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SUBJECT OF THE TENDER

Subject: Procurement of Goods:

Desktop Computers AiO (All-in-One)

Multifunctional machine and printer/scanner/copier)

The purpose of this procurement is the supply, delivery, assembly and installation of the equipment divided into two LOTS.

LOT 1: Desktop Computers AiO (All-in-One)

Quantity 33 pieces

Technical Specification, Annex I

LOT 2: Multifunctional machine (printer/scanner/copier)

Quantity 1 piece

Technical Specification, Annex I

Tenderers must offer the whole of quantity or quantities of goods indicated for each tender LOT/LOTS.

Bidders may submit proposals either for ONE or TWO LOTS.

1.1 TIMETABLE

ACTION	DATE	TIME
Publication of the Tender	22 September 2017	
Deadline for clarification requests from the Contracting Authority	2 October 2017	By 17:00 Central European Time
Last date on which clarifications are issued by the Contracting Authority	6 October 2017	By 17:00 Central European Time
Deadline for submission of bids	13 October 2017	By 12:00 Central European Time

Tender opening session	13 October 2017	15:00 European Time	Central
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1.2 PARTICIPATION

Participation in this tender procedure is open to authorised legal entities/IT companies with **substantial experience** in selling, distributing, installing and maintaining the requested equipment.

1.3 CONTENTS OF BIDS

The bids, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in English.

Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpretation of the tender, the language of the procedure will prevail.

1.4 TECHNICAL OFFER

The Technical Offer must include the following documents:

- a) Administrative requirements:
- Copy of the Company ID – Registration Form.
 - MAF (Manufacturer Authorisation Form) provided by the manufacturer or regional/country branch office. **This is relevant only for LOT 1 only.**
 - Certificate of partner status – that the bidder is authorised partner for maintenance of the equipment. The bidder shall, submit a statement to the manufacturer of the equipment offered, addressed to the Regional Cooperation Council Secretariat, that he is authorized to sell and service the equipment offered in the guarantee and without guarantee period; The bidder is required to provide copies of the certificate of service technicians, at least three persons, certified to service the equipment offered. **This is relevant for LOT 2 only.**
 - Technical Specification (Annex I)–the table column bidders checklist offer to be filled in by the bidder
 - Service Tender Submission Form (Annex II).
 - Budget Proposal (Annex III).
 - Reference list for the past 5 years with similar contracts.
 - A copy of balance sheets-profit and loss accounts for past 2 years (2015-2016).

- b) Installation timeline –This is relevant for **LOT 2 only**
The bidder should indicate time necessary for installation of the Multifunctional machine (printer/scanner/copier).

1.5 FINANCIAL OFFER

The Financial Offer must be presented in BAM currency and must have a price breakdown as presented in Annex III Budget Proposal.

NOTE: According to the BiH Indirect Taxation Authority Instruction, and in line with the status of international organisation, the Regional Cooperation Council Secretariat is entitled to VAT refund and is not liable to paying customs duties in Bosnia and Herzegovina.

1.6 PERIOD DURING WHICH BIDS ARE BINDING

Bidders are bound by their bids for 90 days after the expiry of deadline for the submission of bids. In exceptional cases, before the period of validity expires, the Contracting Authority may ask the bidders to extend the period for a specific number of days, which may not exceed 20 days.

1.7 ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF BIDS

Bidders may submit questions in writing to the following contact: ProcurementforRCC@rcc.int until 2 October 2017 by 17:00 Central European Time.

No informative meeting is foreseen.

No site visit is foreseen.

1.8 SUBMISSION OF BIDS

If you are interested, you are requested to submit your bid no later than: **13 October by 12.00** Central European Time either by:

- a) Bids must be submitted via mail providing **the bid is received by the above date and time at the RCC premises.**
- b) Bids may be hand delivered directly to the RCC premises by the above date and time.

The RCC address:

Regional Cooperation Council Secretariat

Attention to: Administrative Unit

Trg Bosne i Hercegovine 1/V

Building of the Friendship between Greece and Bosnia and Herzegovina

71 000 Sarajevo

Bosnia and Herzegovina

Late delivery will lead to the exclusion from the tendering procedure for this contract.

Bids must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing 2 separate, sealed envelopes, one bearing the words "**Envelope A - Technical Offer**" and the other "**Envelope B - Financial Offer**".

Any infringement of these rules (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rules and will lead to rejection of the bid.

The outer envelope should carry the following information:

- Address for submission of bids indicated above;
- Reference code of the tender procedure to which the bidder is responding: **Tender No. 035-017**
- Words "Not to be opened before the opening-evaluation session";
- Name of the bidder.

1.9 TENDER OPENING SESSION

Tenders will be opened **on 13 October at 15.00 Central European Time**. Bidders wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure no later than 2 working days before the tender opening date by e-mail: rcc@rcc.int.

Only 2 representatives per a bidder may attend. The names of the persons attending the opening of the tenders must be given in the notification. Bidders failing to give notification will automatically be refused access to the opening.

1.10 WITHDRAWAL OF BIDS

Bidders may alter or withdraw their bids by written notification prior to the deadline for submission of bids. No bid may be altered after this deadline.

1.11 COSTS FOR PREPARING BIDS

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed experts were interviewed, all cost shall be borne by the bidder.

1.12 EVALUATION OF TECHNICAL OFFERS

The quality of each technical offer will be evaluated in accordance with the requirements as follows:

Evaluation of Administrative and Technical Compliance:

LOT 1

EVALUATION GRID	Maximum score	Weight
A. Technical Offer (A.1+A.2)	100	0.7
A1. Technical Specification; Compliance with the technical specification as specified in Annex I , including warranty and delivery period	60	
A.2. Professional capacity, track record, references: Compliance with requested documentation in the Section 1.4 Administrative requirements	40	
B. Financial Proposal/ cheapest price has maximum score	100	0.3

LOT 2

EVALUATION GRID	Maximum score	Weight
A. Technical Offer (A.1+A.2+A.3)	100	0.7
A1. Technical Specification; Compliance with the technical specification as specified in Annex I , including warranty and delivery period	60	
A.2. Professional capacity, track record, references: Compliance with requested documentation in the Section 1.4 Administrative requirements MAF, Personnel and technicians (at least three qualified support persons), evidence of other contracts of the size comparable with that of this tender; reference list for the past five years, balance sheets	40	
B. Financial Proposal/ cheapest price has maximum score	100	0.3

Score for offer X = A: [Total quality score (out of 100) of offer X/100]*70

B: [Cheapest price/price of offer X]*30

1.13 EVALUATION OF FINANCIAL OFFERS

Evaluation of the price list as per Budget Proposal (Annex III) will be applied.

Any arithmetical errors are corrected without penalty to the bidder such that, where there is a discrepancy between a fee rate and the total amount derived from the multiplication of the fee rate by the corresponding number of working days, the fee rate as quoted shall prevail, unless in the opinion of the Evaluation Committee there is an obvious error in the fee rate, in which event the total amount as quoted shall prevail and the fee rate shall be corrected.

1.14 SELECTION OF THE MOST FAVOURABLE BIDDER

Selection of the most favourable bidder will be internal, in accordance with defined award criteria and the RCC's procedures.

The best value for money is established by weighing quality of the technical offer against price offer on 70/30 basis.

The contract will be awarded to the most cost effective financial offer which is also the highest qualified bidder based on the technical offer.

1.15 GROUNDS FOR EXCLUSION

Grounds for Exclusion

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information.

1.16 ADMINISTRATIVE AND FINANCIAL PENALTIES

Without prejudice to the application of penalties laid down in the contract, candidates or bidders and contractors who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure will be excluded from the award of all contracts and grants financed by the RCC for a maximum of 2 years from the time when the infringement is established as confirmed after an adversarial procedure with the contractor.

1.17 CONFIDENTIALITY

The entire evaluation procedure is confidential, subject to the Contracting Authority's policy on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only.

1.18 SIGNATURE OF CONTRACT(S)

Notification of award: the successful bidder will be informed in writing that their tender has been accepted.

Signature of contract: Within 7 days from the receipt of the contract already signed by the Contracting Authority, the selected bidder shall sign and date the contract and return it to the Contracting Authority. Other candidates will be informed that their bids were not accepted by means of a standard letter.

The selected bidder will be awarded with contract for supply covering the entire period.

1.19 INFORMATION OF SELECTION OF THE MOST FAVOURABLE BIDDER

The RCC Secretariat shall inform candidates and tenderers of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation for unsuccessful tenderers shall be sent within 15 days after the contract is signed with the awarded tenderer.

The candidates and tenderers wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the E-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

1.20 APPEALS PROCEDURE

Candidate or bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the E-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat

Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

1.21 CANCELLATION OF THE TENDER PROCEDURE

In the event of cancellation of the tender procedure, bidders will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur where: the tender procedure has been unsuccessful, i.e. no qualitatively or financially worthwhile bid has been received or there is no response at all; the economic or technical data of the project have been fundamentally altered; exceptional circumstances or force majeure render normal performance of the contract impossible; all technically compliant bids exceed the financial resources available; there have been irregularities in the procedure, in particular where these have prevented fair competition.

ANNEX I TECHNICAL SPECIFICATION PER EACH LOT:

LOT 1

Desktop Computers AiO (All-in-One) specification

Quantity 33 pieces

Description	RCC Minimum requirement	Bidder's check-list offer *1
Form factor:	All in One desktop pc with stand Internal drive bays: 1x 2.5" External Drive bays: 1x ODD	
Operating System	Microsoft Windows 10 Pro 64-bit preinstalled from the manufacturer	
Display	Min (20") widescreen anti-glare non touch LCD with stand	
Web camera	Webcam with integrated microphone	
Chipset	Intel H270 or better	
Processor	Min Intel generation 7	
RAM	Min 8GB DDR4-2133 SODIMM (1x8GB)	
HDD	Min 256GB SATA 2.5" SSD	
Expansion slots	Min 2x M.2, 1x SD 3 media card reader	
Optical devices	Embedded slim DVD writer	
VGA	Integrated Intel HD Graphics	
Ports	On the side: Min 2X USB 3.0/3.1, 1X headphone/1X microphone combo Back: 2X USB 3.0/3.1, 2X USB 2.0, 1X DisplayPort 1.2, 1X RJ-45; optionally: 1X serial port, 2X PS/2 (keyboard/mouse)	
Network	LAN: RJ45 GbE WLAN: Wireless M.2 card optional	
Power	Active „Power Factor Correction“ (active PFC) (external)	
Security	Min Drive lock; Power- onpassword(viaBIOS); Setup	

¹ Bidder should fill in and specify all offered components in this column

	password(viaBIOS); Trusted Platform ModuleTPM 2.0);SATA 0,1 port disablement(viaBIOS); Serial,USB enable/disable(viaBIOS)	
Peripheral devices	ENG layout Optical scroll mouse	
Warranty	Min 3 years on site, including work and parts, provided directly by the manufacturer with the possibility of checking on the official website of the manufacturer according to the serial number	
Delivery Period	The latest by 1 December 2017	

LOT II

Quantity 1 piece

Multifunctional machine (printer/scanner/copier) technical specification

Description	RCC Minimum requirements	Bidder's check-list offer *2
Machine Type	Monochrome Laser Multifunctional Printer	
Core functions	Print, Scan, Copy, Send, Store and Optional Fax	
Print Speed/Copy	min.55 ppm (A4), min. 32 ppm (A3)	
First-Copy-Out Time	max. 3.3 sec	
Print Resolution	1200 x 1200 dpi, 600 x 600 dpi	
Double Sided Printing	Automatic (Standard)	
DADF(Duplex Automatic Document Feeder)	Duplex Automatic Document Feeder capacity min. 300 sheet with 1-Pass duplex colour scan	
Supported media sizes	A3, A4, A4R, A5R, B5, B5R	
Supported media weights	52 - 256 g/m ²	
Paper Input	min. 4,200 sheets (2 x 1,500-sheet	

² Bidder should fill in and specify all offered components in this column

	cassettes + 2 x 550-sheet cassettes (80gsm) + 100-sheet multi-purpose tray (80gsm))	
Paper Output	External finisher with min. 3 trays, Staple Position: Corner, Double min. 65 sheets for staple capacity , total finisher capacity min. 3500 sheets (A4, 80 g/m ²)	
ECO Staple	Staple min. 4 sheets without staple cartridge	
Scan type	Colour flatbed scan unit with min.300-sheet duplex automatic document feeder (1-Pass duplex Colour scan)	
Scan Speed Single, A4, 300 dpi	Min. 120/120 ipm (bw/color)	
Scan Speed Single, A4, 600 dpi	Min. 120/60 ipm (bw/color)	
Scan Speed Double, A4, 300 dpi	Min.240/220 ipm (bw/color)	
Scan Speed Double, A4, 600 dpi	Min. 150/60 ipm (bw/color)	
Scan Destination	E-Mail, Internet FAX (SMTP), SMB, FTP, WebDAV, USB	
Page description languages	PCL5e, PCL6, Optional: Adobe PostScript 3	
Send File Format	TIFF, JPEG, Searchable PDF, PDF compact, Optimise for Web, PDF A/1-b, XPS (Compact, Searchable), Office Open XML (PowerPoint, Word)	
Communication protocol	TCP/IP (LPD, Port 9100, WSD, IPP, IPPS, SMB, FTP), IPX/SPX (NDS, Bindery), AppleTalk, IPv4/IPv6 support	
Interface Connection	10Base-T/100Base-TX/1000Base-T, Wireless LAN (IEEE 802.11 b/g/n), USB 2.0 (Host) x2, USB 3.0 (Host) x1, USB 2.0 (Device) x1, Optional: NFC	
Processor	Dual custom processor, min. 1.75 GHz	
Memory	Min. 3 GB	

Hard Disk drive	Min. 250 GB upgradable to 1TB	
Security	<p>User Authentication, Department ID, Authentication, Access Management System, Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption, P/Mac Address Filtering, IPSEC, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP, Secure Print, Encrypted PDF</p> <p>Optional: Encrypted Secure Print, User and Device signatures, Secure Watermarks, Document Scan locking, Hard Disk Drive Mirroring, Hard Disk Drive removal</p>	
Walk-up motion sensor	wake the device from sleep mode to reduce the perceived waiting time	
Control Panel	Colour Touch panel min. 10 inches	
Drum lifetime	Min. 6 000 000 pages	
Toner yield	Min. 56 000 pages	
Monthly volume	Min. 230 000 pages	
Warranty	Min. 2 Years	
Delivery period	The latest by 1 December 2017	

ANNEX II: SERVICE TENDER SUBMISSION FORM

REF: 035-017

One signed original of this Tender Submission Form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of legal entity or entities submitting this tender
Full Company Name	

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the company] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of supplied documentation subject of this tender, which comprise our technical offer, and our financial offer.

This tender is subject to acceptance within the validity period stipulated in the instructions to tender.

Name	
Signature	
Date	

ANNEX III: BUDGET PROPOSAL

Note: Please use free format form for the Budget with the following elements:

LOT 1

Total price for 33 pieces without VAT	BAM
VAT	BAM.....
Custom duties	BAM.....

LOT 2

Total price without VAT	BAM.....
VAT	BAM.....
Custom duties	BAM.....

**ANNEX IV: GENERAL TERMS AND CONDITIONS FOR THE
PURCHASE OF GOODS FOR THE REGIONAL COOPERATION
COUNCIL SECRETARIAT**

REF: 035-017