



Tender Dossier

Procurement of Goods:

Procurement of convertible laptops and wireless network equipment

Reference:

043-018

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SUBJECT OF THE TENDER

Subject: Procurement of Goods: Convertible laptops and Wireless network equipment

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

LOT 1: Convertible laptops

Quantity 10 pieces

Technical Specification, Annex I

LOT 2: Wireless network equipment

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	26 September 2018	
Deadline for clarification requests from the Contracting Authority	10 October 2018	By 17:00 Central European Time
Last date on which clarifications are issued by the Contracting Authority	17 October 2018	By 17:00 Central European Time
Deadline for submission of bids	25 October 2018	By 12:00 Central European Time
Tender opening session	25 October 2018	15:00 Central European Time

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 and Technical Requirements:
 - Copy of the Company ID – Registration Form.
 - MAF (Manufacturer Authorisation Form) provided by the manufacturer or regional/country branch office.
 - At least two Letters of Recommendation, from the purchasers, about successful delivery of equipment / implementation of the contract of the similar size;
 - 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 (2016-2017).

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 10 October 2018 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: **25 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. 043-018**
- Words "Not to be opened before the opening-evaluation session";

- Name of the bidder.

1.9 TENDER OPENING SESSION

Tenders will be opened **on 25 October 2018 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 and Technical requirements requirements	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****Convertible laptops****Quantity 10 pieces**

Description	RCC Minimum requirement	Bidder's check-list offer *¹
Form factor	Convertible Laptop	
Operating System	Microsoft Windows 10 Pro 64-bit preinstalled from the manufacturer	
Display	13.3" FHD (1920x1080) IPS Multi-Touch Display	
Web camera	720p HD, 1.0MP resolution, fixed focus, with integrated microphone	
Audio	HD audio, speakers with Dolby certification, min2.5W x 2, dual array microphone (support Cortana), audio combo jack	
Processor	Min Intel generation 8, Min Intel Core i5-8250U (1.60-3.40GHz Turbo/6MB Cache)	
RAM	Min 16GB 2400MHz DDR4	
HDD	Min 512GB 2.5" SSD, M.2 SSD / PCIe 3.0 x 4	
Ports	USB 3.1 Gen 1 x 1 (Always On Charging), audio combo jack, USB 3.1 Type-C Gen 1 (with the functions of Thunderbolt 3), USB 3.1 Type-C Gen 1 (with the functions of Thunderbolt 3 and power delivery)	
Graphic	Min Intel UHD Graphics 620 in processor only; support external digital monitor;	
Network	LAN: None WLAN: 11ac wireless, Wi-Fi + Bluetooth 4.1 combo adapter, 2x2, M.2 card Bluetooth: Bluetooth 4.1 wireless,	

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

	integrated in Wi-Fi + Bluetooth combo adapter	
Power	External 65-watt slim tip AC adapter	
Security	Security: Supervisor password, power-on password Security chip: Firmware TPM 2.0 integrated in chipset Fingerprint reader: Touch style fingerprint reader on the palm rest	
Battery	Li-polymer, 4-cell (48Wh) battery, up to 11 hrs	
Keyboard	Keyboard with backlight – ENG layout	
Mouse	External Wireless USB Mouse	
Case/Bag	Topload case	
Warranty	Min 3 years on site, including work and parts, provided directly by the manufacturer.	

LOT II

Wireless network equipment (access points, 10-port Gigabit POE managed switch)

Description	RCC Minimum requirements	Bidder's check-list offer *²
Form factor	Indoor solution	
Type	Access points (4+1 pcs); Cluster working supported;	
Software	It is necessary that the device has the ability to use two types of software: 1. Software-based image that enables management (administration and configuration) from one control central Wi-Fi controller device (such software image should be the default option on all 4 wireless APs offered); 2. A software image that allows the device to be a wireless management device (to control, configure, and administer) for up to 50 other APs that have image software from point 1 (such software image should be the default option on a single wireless AP offered).	
Authentication and security	Advanced Encryption Standard (AES) for Wi-Fi Protected Access 2 (WPA2); 802.1X, RADIUS authentication, authorization, and accounting (AAA); 802.11r; 802.11i;	
Maximum clients	Maximum number of associated wireless clients: 150 per Wi-Fi radio, in total 350 clients per access point	
802.11ac	2x2 single-user/multiuser MIMO with two spatial streams; 20-, 40- and 80-MHz channels; PHY data rates up to 866.7 Mbps (80 MHz on 5 GHz); 802.11 Dynamic Frequency Selection (DFS); Cyclic shift diversity (CSD) support;	
Integrated antennas	2.4 GHz, gain 2 dBi 5 GHz, gain 4 dBi	
Bluetooth	Min Integrated Bluetooth 4.1 (including BLE) radio; Maximum transmit power: 4 dBm; Antenna gain: 2 dBi;	

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

System parameters	1 GB DRAM; 256 MB of Flash memory; 710 MHz quad core;	
Interfaces	Minimum 1 x 10/100/1000BASE-T autosensing (RJ-45), Power over Ethernet (PoE) and Management console port (RJ-45)	
Power	802.3af/at Ethernet switch; Optional power injectors;	
Warranty	Min 1 year on site, access to official updates and patches, including work and parts, provided directly by the manufacturer.	
Type	10-port Gigabit POE managed switch (1 pc)	
Switching capacity and forwarding rate	14.88 mpps; 20 Gbps	
Ports	Total System Ports: 10 RJ-45 Ports: 8 Gigabit Ethernet PoE Combo Ports (RJ-45 + SFP): 2 Gigabit Ethernet combo	
System parameters	256 MB of Flash memory 512 MB of CPU memory	
VLAN	Support for up to 4096 VLANs simultaneously; Port-based and 802.1Q tag-based VLANs; MAC-based VLAN; Management VLAN; Private VLAN Edge (PVE), also known as protected ports, with multiple uplinks; Guest VLAN; Unauthenticated VLAN; Dynamic VLAN assignment via RADIUS server along with 802.1x client authentication; CPE VLAN;	
Voice VLAN	Voice traffic is automatically assigned to a voice-specific VLAN and treated with appropriate levels of QoS; Auto voice capabilities deliver network wide zero-touch deployment of voice endpoints and call control devices;	
MAC table	Up to 16K (16384) MAC addresses	
Layer 3	Wirespeed routing of IPv4 packets; Up to 1000 static routes and up to 128 IP interfaces; Configuration of Layer 3 interface on physical port, LAG, VLAN interface, or loopback interface; DHCP Server;	
Security	Secure Shell (SSH) Protocol;	

	Secure Sockets Layer (SSL); 802.1X: RADIUS authentication; Web based authentication provides network admission control through web browser to any host devices and operating systems; Supports RADIUS and TACACS authentication; Denial-Of-Service (DOS) attack prevention; Support for up to 512 rules of ACLs; Storm control;	
Management	Web user interface; Smart Network Application; SNMP;	
Quality of Service	Priority levels: 8 hardware queues; Class of service: CoS; Rate limiting;	
Supported standards	IEEE 802.3 10BASE-T Ethernet, IEEE 802.3u 100BASE-TX Fast Ethernet, IEEE 802.3ab 1000BASE-T Gigabit Ethernet, IEEE 802.3ad LACP, IEEE 802.3z Gigabit Ethernet, IEEE 802.3x Flow Control, IEEE 802.1D (STP, GARP, and GVRP), IEEE 802.1Q/p VLAN, IEEE 802.1w RSTP, IEEE 802.1s Multiple STP, IEEE 802.1X Port Access Authentication, IEEE 802.3af, IEEE 802.3at and RFC Standards.	
Warranty	Min 1 year on site, access to official updates and patches, including work and parts, provided directly by the manufacturer.	

ANNEX II: SERVICE TENDER SUBMISSION FORM

REF: 043-018

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 and Surname	
Company	
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.

Authorized person	
Signature	
Date	

ANNEX III: BUDGET PROPOSAL

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

LOT 1

Total price for 10 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: 043-018