

Annex 1: Terms of Reference

Contract Title:	Audio, Video, Multimedia and Presentation Equipment, Supplies and Service
Program:	KCSF

BACKGROUND

The Kosovar Civil Society Foundation (KCSF) is a leading organization in supporting civic initiatives in Kosovo since 1998. KCSF provides funding to civil society through advanced re-granting mechanisms and systems, builds capacity and knowledge for the sector through the KCSF Center, as well as protects and promotes civic space and the environment for civil society activism in Kosovo and beyond, through policy research, advocacy and mobilization of the sector. KCSF believes that a strong civil society with real involvement of citizens in its work is a key element for inclusive, transparent, and accountable governance, which contributes to the transformation of Kosovo into a democratic society with a perspective of European integration and an advanced socio-economic situation.

SCOPE OF WORK

The aim of this procurement is to supply with Audio, Video, Multimedia and Presentation Equipment. Supply with Audio, Video, Multimedia and Presentation Equipment as per technical data sheet.

MAIN OUTPUTS/DELIVERABLES.

Multimedia devices, which is offered by the tenderer, shall be only of reliable brand.

LOT 1: AUDIO EQUIPMENT: WI-FI MICROPHONES (ONE KIT WITH TWO MICS), AUDIO RECORDER

1. WI-FI MICROPHONES (ONE KIT WITH TWO MICS) - UWMIC9S KIT2 Wireless Microphone

Wireless microphone 2 transmitters bodypack with microphone

- 2.AUDIO RECORDER - 4GB MP3 Digital Voice IC Recorder

Digital audio recorder/ voice recorder

LOT 2: COMPUTER / LAPTOP

1. LAPTOP US BRAND: 15 G15 (5521) SPECIAL EDITION, 16 ", INTEL CORE i7-10870H, 32GB RAM, 512GB SSD, NVIDIA GEFORCE RTX 3060

LOT 3: PHOTOGRAPHIC EQUIPMENT: DIGITAL CAMERA, CAMERA TRIPOD, CAMERA BATTERY, SD CARD, LIGHTS

1. DIGITAL CAMERA: EOS R Specs Imaging:

Digital Camera Full Frame able to take photos and 4K Video included Lens with fixed Aperture

2. CAMERA TRIPOT - 500AM Video Set

Video tripod with fluid head

Release: Yes; Spreader: mid level - fixed arm length; Accessory Compatibility: 500HLV;

3. CAMERA BATTERY - LP-E6NH Battery

Battery for camera

4. SD CARD - SanDisk 128GB Extreme PRO SDX

SD card able to write 4K videos

5. LIGHTS - APUTURE LED VIDEO LIGHT LS 1/2W

Led lights daylight 5500K remote dimming dmx control

Product on offer shall carry a free replacement guarantee period of a minimum 30 days in case the supplied product is found to be carrying a manufacturing defect or is a malfunctioning unit.

There should be a service centre of the offer product in Kosovo.

QUALIFICATION REQUIREMENTS

KCSF will entrust this assignment to Company. A selection committee from KCSF will make the assessment and selection. Companies are free to provide their bid according to KCSF premises. Companies reserve the rights to apply one for one LOT or more.

Declaration on honour on exclusion criteria and absence of conflict of interest

All tenderers shall provide a Declaration on honour on exclusion criteria and absence of conflict of interest (see Annex 2), duly signed and dated by an authorized representative of company, stating that they are not in one of the situations of exclusion listed in the Annex 2.

Technical Offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the quality award criteria. Offers deviating from the requirements or not covering all requirements will be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Financial Offer

The price for financial offer must be quoted in euro. Prices must be quoted free of all duties, taxes, and other charges, including VAT, as the KCSF funds are exempt from such charges. Supplies will be provided on fixed unit prices, for each item and total tender price of the goods it proposes to supply under the contract.

Brochures/catalogue/photos

Should be attached to the offer.

TERMS AND CONDITIONS

Offers received after the date for receipt of bids set out in the request for proposal or not strictly in accordance with these instructions, may, at the sole discretion of KCSF, be disregarded and returned. KCSF reserve the rights to reject any or all accepted bids or request for further explanation from the tenderers. No Bid nor any part of it shall be deemed to have been accepted unless such acceptance shall have been notified to the tenderers in writing by KCSF.

Notification of Award or Work Order

KCSF will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. After selection of the Successful Tenderer and after obtaining internal approvals and prior to expiration of the period of Tender validity, KCSF will send Notification of Award or Purchase Order to the selected Tenderer. Upon the successful tender accepting the Work Order KCSF will promptly notify each unsuccessful Bidder.

Price

Price shall remain fixed as per the Financial Bid accepted by KCSF. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the cost / price shall be entertained.

Terms of payment

KCSF shall pay the price to the winning bidder as soon as practicable on receipt of invoice subject to:

- the price being in accordance with contract
- the goods being received and accepted by the KCSF as satisfying the Contract document
- goods and services excluded of VAT and other applicable indirect taxes.

Delivery

While the immediate supply of equipment is the most preferred option, depending on the stock availability from the successful bidder, KCSF reserves the right to negotiate a phased delivery as follows:

1) latest by **12.08.2022**;

All goods order shall be delivered with proper packing in within mutually agreed days as per delivery timeframe offer. All goods shall delivered at KCSF premises.

All elements of the goods or services delivered by the winning bidder shall be at the risk of the winning bidder and no liability to pay for them shall arise until that element of the goods or service are approved by KCSF and delivery is accepted in writing or by counter-signature.

Should the supplier be at fault in the completion of a service or delivery as specified, upon return of any such element of the goods which are not acceptable to KCSF the winning bidder shall reimburse KCSF for:

- any amounts paid by KCSF on account of the price of the returned elements of the goods ; and
- any costs incurred by KCSF in connection with the delivery or return of the relevant element of the returned goods.

Acceptance of goods

All goods are accepted subject to check and inspection, and KCSF reserves the right to return any faulty or unsuitable item(s) and withhold payment.

Other terms

KCSF reserve the rights to terminate or modify this request for proposal and re-issue the request for proposal. Before award, KCSF can request from the tenderers to provide additional information or ask for a quick interview for helping of the evaluation process.