

Annex 1: Terms of Reference

Contract Title:	Supply with laptops and PC desktop
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 provide the necessary IT equipment for selected KCSF staff

PLACE OF PERFORMANCE

Musa Tolaj, Lam A, H1, Kat.12, nr. 65-1, Lakrishtë, Prishtinë, Kosovë

MAIN OUTPUTS/DELIVERABLES

LOT 1 – Desktop PC

Minimum requirements as below, or higher:

Brand Desktop PC Intel processor Core i3-10100 (6M, up to 4.3 GHz) -- (not refurbished),

1 piece

Ram Memory: 8 GB DDR4 2666,

Drive: 256GB SSD + 512 HDD

Optical Drive: DVD RW, Camera

Connection: Ethernet port rj45 +BT 4.2,

European appliances range of voltages 220 - 230 V /50 Hz

Keyboard and Mouse,

Without Monitor

Windows 10 pre-installed

Warranty: min 1 Year

LOT 2 – LapTop i5

Minimum requirements as below, or higher:

LapTop i5 (not refurbished), 2 pieces

Processor: Intel Core i5 up to 3.6GHz,

Display: 14" - 15.6" FHD (1920x1080),

Ram Memory: 8GB or (2x4GB) DDR4 SDRAM,

Drive: 512 GB SSD,

Graphics: UHD Graphics,, Wireless, Webcam, RJ45, 2cell, digital microphone integrated

European appliances range of voltages 220 - 230 V /50 Hz

preferred USB ports 3.1-2 p

Windows 10 pre-installed

Warranty: min 1 year

LOT 3 – LapTop i7

Minimum requirements as below, or higher:

LapTop i7 (not refurbished), 2 pieces

Processor: Intel core i7 up to 4.7GHz

Display: 14" - 15.6" FHD (1920x1080) AG,

Ram Memory: 16GB DDR4 2666MHz, digital microphone integrated

Disk: 512GB SSD, USB 2.0 & USB 3.1-2 p. preferred SD card reader

European appliances range of voltages 220 - 230 V /50 Hz

Windows 10 pre-installed

Warranty: min 1 year

If the contract authority has doubt related to product offered from the economic operator, contract authority has right to confirm that.

QUALIFICATION REQUIREMENTS

KCSF will entrust this assignment to Companies. A selection committee from KCSF will make the assessment and selection.

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 based on 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

If available, should be attached to the offer.

TERMS AND CONDITIONS

Offers received after the date for receipt of bids set out in the request for quotation 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(s) 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 delivery of all purchased laptops 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) All products latest by 14th of October 2022.

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

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 countersignature.

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.