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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority:** Regional Office for Cross-border Cooperation Timisoara  **Title of the tender:** **Furniture, IT and office equipment**  **Reference number 804/SC/2020**  **Date of launching:** 17/06/2020 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

* Provision of supplies as indicated in the technical information in the point 2 of this information: **Furniture, IT and office equipment**;

Deadline for submission of the tenders:

The deadline for submission of tenders is **26.06.2020 at 11:00 o’clock[[1]](#footnote-2)**. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum **7 days** from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

\*\* - The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.

Currency

Tenders must be presented in **Euro**, including **VAT**.

In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be **InforEuro** exchange rate for the month **when the tender is launched**

Award criteria:

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

In case that one offer is received, the Contracting Authority shall check whether the offer is administratively and technically compliant with the requirements set by this tender documentation and financial offer is within the available budget.

Variant solutions will not be taken into consideration.

Award notification

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme website. The estimated time of communication publishing of results to the tenderers is **5 days** from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the “Part B: Format of offer to be provided by the tenderer” of the tender dossier**. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* **Copy of legal registration (for Romanian beneficiaries only if not publicly available for Contracting Authority to consult)**

The tenders will be submitted in a sealed envelope, containing the following information:

* Name and address of the tenderer
* Title of the tender: **Furniture, IT and office equipment**
* Reference number: **804/SC/2020**
* The words: ‘’Not to be opened before the tender opening session’’ (and ‘’Ne otvarati pre sastanka za otvaranje ponuda’’ /“A nu se deschide inainte de sesiunea de deschidere”).

The tenders will be submitted in person, by post or courier service to the following address:

**Regional Office for Cross-border Cooperation Timisoara (BRCT Timisoara)**

No. 5, Proclamatia de la Timisoara Street, 1st floor, Timisoara, Timis county, zip code: 300054, Romania

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide supplies as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, including brand names if applicable, referring back to the below table. **The warranties should cover at least 12 months from delivery or, with proper justification, at least the producers` recommendation. The equipment must include instructions for use.**

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| **No.** | **Number of items** | **Title of item** | **Technical specifications** |
| **Supplies** | | | |
| **1.1.** | *14* | Mobile Phones | Type: Rugged Smartphone  SIM Slots: Dual SIM  No. of Cores: min 4  Processor frequency: min 2 GHz  Connectivity: Wi-Fi, Bluetooth, GPS, 4G  Internal memory: min 64 GB  RAM Memory: min 4 GB  Main Camera: min 8 MP  Front camera: min 5 MP  Battery capacity: min 4100 mAh  Protection: Dustproof, Waterproof  Operating system: English language installed |
| **1.2.** | *2* | Mouse | Type: Laser  Connectivity: USB  Resolution: min 700 dpi  Buttons: min 3 |
| **1.3.** | *3* | External hard drive | Capacity: minimum 4 TB  Interface: USB 3.0  Format: 2.5"  Plug & Play |
| **1.4.** | *1* | UPS | Power: min 1500 VA  Output Voltage: 220/230/240 V  Sockets: min 4 Schuko  Surge protection: YES  LCD: YES  Management: YES |
| **1.5.** | *5* | Chairs | Product type: executive chair  Material: ecological leather  Type: with wheels  Used in: office  Model: with arms  Backrest: high  Maximum supported weight: minimum 120 Kg  Colour: dark  Other features: adjustable height, tilting mechanism, balancing mechanism |
| **1.6.** | *1* | Hanger | Type: tree  Use: on the floor  Dimension: min 170 cm  minimum 10 hangers |
| **1.7.** | *9* | Louver | Louver for Velux GZL MK08 (Light dimming roller,  Manual operation with 3-position locking, beige) or equivalent |
| **1.8.** | *3* | Laptop | Processor type: min I7 or equivalent  Processor model: min 10th generation or equivalent  No. of cores: min 4 cores  Cache size: min 8192 KB  Display size: 15.6 inch  Display format: Full HD, Anti-Glare  Resolution: 1920 x 1080  RAM type: DDR4  RAM capacity: min 8 GB  Memory type: Solid State Drive (SSD)  Memory size: min 512 GB  Webcam: HD  Audio: Stereo speakers and Microfon  Ports: min 2 x USB 2.0, min 1 x USB 3.X, 1 x HDMI, 1 x Audio Out, 1 x SD card reader  Bluetooth: yes  Keyboard format: qwerty  Keyboard language: international  Touchpad: multiple touch gesture  AC Adapter: min 45 W  Battery: min 2 cells  Weight: max 2 KG  Transport bag: yes  Wireless mouse: yes  Operating system: Windows 10 Professional or equivalent  Office software: Permanent Professional 2019 version, or equivalent |
| **1.9.** | *1* | Server | Form factor: Rack 1U  Processor frequency: min 3400 MHz  Processor cache size: min 8 MB  Memory size: min 32 GB DDR4  Storage:  - min 2 x 600 GB SAS  - min 2 x 2 TB SATA  - Integrated RAID Controller  - Hot Plug  Ports:  - min 1 x VGA  - min 3 x USB 2.0  - min 2 x RJ-45  Power supply:  - min 350 W  - Hot plug  - min 2 supported power supplies |

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| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE: Furniture, IT and office equipment**

**REF: 804/SC/2020**

**Concluded between:**

Regional Office for Cross-border Cooperation Timisoara

Str. Proclamatia de la Timisoara nr. 5 et. 1 cod 300054, Timisoara, jud. Timis, Romania.

(Contracting Authority)

AND

<Title>

<Address of the contractor>

Official registration number/ VAT number>[[2]](#footnote-3)

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the supplies as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’.

**Article 2: Contract value**

The total contract value for implementation of delivery of supplies indicated in the Article 1 is: <XXX EUR/National currency>, VAT included.

For **Serbian partners:**

The contract shall be exempt from all duties and taxes (including VAT and custom taxes).

For **Romanian Partners:**

In accordance with IPA implementing regulation for Romanian partners, VAT can be an eligible expenditure if the VAT is clearly identified on the invoices.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| C4e | Draft contract : General conditions (Annex I) | [c4e\_annexigc\_en.pdf f_pdf_16](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=C4e&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the supplies indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the contractor the supplies in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued after the delivery of supplies and the provisional acceptance certificate provided by the Contracting Authority.

**Article 5: Duration of the contract**

The duration of the contract is < 2 months >.

Commencement date is <03.07.2020> (indicative, depending on the contract signing date).

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Timis County Council in accordance with the national legislation of the state of the Contracting Authority, Romania.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: Anca Lolescu |  |
| Title: |  | Title: Executive director |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. The tenderer should have minimum 7 days for supply contract from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline). [↑](#footnote-ref-2)
2. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-3)