**TERMS OF REFERENCE**

**Request for Bid for
Supply and Delivery of IT equipment
to enhance monitoring efficiency**

**and the quality of SACP implementation**

November 2023

# INTRODUCTION

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase II is the biggest European Union (EU) support programme in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs of Denmark on behalf of the EU.

The overall objective of EUACI Phase II is reduction of corruption in Ukraine at the national and local levels. One of its beneficiaries is the National Agency on Corruption Prevention (NACP). The NACP is a central executive body with a special status, which is responsible for the development and implementation of state anti-corruption policy (SACP). The NACP cooperates with other state bodies to implement Ukraine’s Anti-Corruption Policy. The EUACI provides its long-term support in the increasing NACP capacity building.

The EUACI is seeking a contractor for supply and delivery of IT equipment to the NACP main office in Kyiv.

The NACP is a beneficiary for the procurement. The contracting authority is the Ministry of Foreign Affairs of Denmark, EUACI, hereinafter referred as the Customer.

# OBJECTIVE

The objective of the procurement is to supply the with the necessary IT equipment to enhance monitoring efficiency and the quality of SACP implementation.

# BIDDING DETAILS (INSTRUCTION TO BIDDERS)

The subject of the tender is IT equipment listed below:

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Qty** |
| 1 | Memory for desktop computer | 300 |
| 2 | SSD Drive 256 GB | 300 |
| 3 | Cable SATA 3.0  | 300 |
| 4 | Cable SATA Power 0.2m | 100 |
| 5 | Portable Hard Drive 4 TB | 10 |
| 6 | Monitor 32” | 20 |

Detailed specification of the equipment is provided in [Annex 1](#_Annex_1._Technical).

The financial bid shall be submitted in the format provided in [Annex 2](#_Annex_2._Format). Prices must be quoted in EUR, including costs of delivery to the place of destination, all duties and taxes applicable, and excluding VAT. The EUACI has a VAT exemption as an international technical assistance program.

The financial bid must be accompanied by filled out tables provided in [Annex 1](#_Annex_1._Technical), describing technical specifications / manufacturers / particular models of the equipment offered by the Supplier.

The equipment configuration proposed by the Supplier must be included in the bid and must provide the minimum requirements described in [Annex 1](#_Annex_1._Technical).

The maximum budget for the procurement is EUR 32,000 including delivery service.

**Payments**

All the payments under the Contract shall be made in UAH (Ukrainian Hryvnia) according to the official NBU exchange rate published on the business day of the invoice issuance by the Supplier.

The Supplier may request 30% of the payment on signing the contract and the remaining 70% will be paid when the entire assignment will be completed.

**Terms of delivery**

* Delivery of the IT equipment to NACP main office: 01103, Ukraine, Kyiv, 28 Mykoly Mikhnovskoho blvd.
* Delivery timeframe: during 30 days after signing the contract

**How to apply**

The proposals shall be submitted in electronic format only within the below deadline to the email: serkon@um.dk, indicating the subject line “NACP IT equipment”

Any clarification questions for the bid request should be addressed to serkon@um.dk, no later than 7 December 2023, 17:00 Kyiv time.

Deadline for submitting proposals is 14 December 2023, 17:00 Kyiv time.

Bidding language: English.

# BIDS EVALUATION CRITERIA

Bids will be evaluated in accordance with the criteria provided below:

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | Meets the Technical Specifications (Annex 1) | 20% |
| 2 | Price | 80% |

# TIMEFRAME

|  |  |  |
| --- | --- | --- |
| **Task** | **Date** | **Time** |
| Issuing the Request for Bid | 1 December 2023 |  |
| Deadline for submission of bids  | 14 December 2023 | 17:00 Kyiv time |
| Evaluation of the bids (provisional) | 15 December 2023 |  |
| Notification of award to the successful Supplier (provisional) | 18 December 2023 |  |
| Signature of the contract (provisional) | 22 December 2023 |  |
| Supply of equipment (provisional) | 22 December 2023 – 21 January 2023 |  |

# Annex 1. Technical Specification

* + - 1. Memory for desktop computer:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| Memory for desktop computer | Module RAM for PC DDR4-2400 CL17-17-17-39 1.20V 8GB (1x8GB), Unbuffered, Non-ECC | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty (Limited Lifetime) | *To be filled out by Supplier* |

* + - 1. SSD Drive:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| SSD Drive  | Form Factor: 2.5";Interface: SATA Rev. 3.0 (6Gb/s) – with backwards capability to SATA Rev 2.0 (3Gb/s);Capacity: 256GB;Sequential Read/Write: up to 550/500MB/s; | *To be filled out by Supplier* |
| Warranty | Limited Manufacturer warranty | *To be filled out by Supplier* |

* + - 1. Cable SATA 3.0:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| Cable SATA 3.0 | Serial ATA 3.0, 7pin-7pin, 26 AWG, 0.5m | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by Supplier* |

* + - 1. Cable SATA Power:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| Cable SATA Power  | Power cable SATA power 2x 0.2m Atcom (16148) Type - cable, connector 1 - molex, connector 2 - 2 x SATA power, length - 0.2 m | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by Supplier* |

* + - 1. Portable HDD:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| Portable HDD  | Portable, 4TB, External Hard Drive, 2.5 Inch, USB 3.0, for Mac and PC (STKM4000400) | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by Supplier* |

* + - 1. Monitor:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |   | *To be filled out by Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| Monitor  | Display Type: LED-backlit LCD monitor / TFT active matrix; Diagonal Size: 32”; Viewable Size: 32”; Adaptive-Sync Technology: AMD FreeSync™ Premium Pro Technology;Built-in Devices: USB 3.2 Gen 1;Panel Type: Fast IPS;Native Resolution:3840 x 2160 at 144Hz (with HDMI 2.1)3840 x 2160 at 144Hz (with DP 1.4);Aspect Ratio: 16:9;Brightness: 400 cd/m2 (typical): 600 cd/m2 (peak);Contrast Ratio: 1000:1 (typical);Colour Support: 1.07 billion colours;Response Time: 1ms (gray to gray) in Extreme Mode;Horizontal / Vertical Viewing Angle: 178°/178°Screen Coating: Anti-glare;Backlight Technology: LED edgelight system;Display Position Adjustments: Height, swivel, tilt;Tilt Angle: -5°/+21°;Swivel Angle: -30°/+30°;Height Adjustment: 100 mm;VESA Mounting Interface: 100x100 mm; | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by Supplier* |

# Annex 2. Format for the financial bid

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Rate per unit, EUR****(excl. VAT)** | **Total amount, EUR (excl. VAT)** |
| 1 | Memory for desktop computer | 300 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 2 | SSD Drive | 300 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 3 | Cable SATA 3.0 | 300 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 4 | Cable SATA Power | 100 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 5 | Portable HDD | 10 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 6 | Monitor | 20 | *To be filled out by Supplier* | *To be filled out by Supplier* |