**Terms of Reference   
for the Supply and Delivery of IT Equipment for Integrity Cities**

**1. 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 the EU Anti-Corruption Initiative Phase II is to improve the implementation of Ukraine’s anti-corruption policy by supporting the key anti-corruption state institutions: strengthening oversight of reform implementation by Parliament; and at the national and local level supporting civil society, investigative media, business and local governments, thus substantially improving Ukraine’s overall performance in the fight against corruption.

The six integrity cities with which the EUACI has entered into a partnership under its Component 2 are Chernivtsi, Chervonohrad, Nikopol, Zhytomyr, Mykolaiv and Mariupol. Application of anti-corruption tools in selected integrity cities aimed at increased transparency and accountability of local administration.

This specific assignment concerns the EUACI’s support at the local level (cities) by providing IT equipment to support different activities of Integrity Cities.

The contracting authority is the Ministry of Foreign Affairs of Denmark, EUACI, hereinafter referred to as the Customer.

The beneficiaries are Chernivtsi City Council, Chervonohrad City Council, Nikopol City Council, Zhytomyr City Council and Mykolaiv City Council.

**2. OBJECTIVE**

The objective of the procurement is to supply Integrity Cities with the necessary IT equipment to strengthen their IT infrastructure.

**3. BIDDING DETAILS (INSTRUCTION TO BIDDERS)**

The subject of the tender is IT equipment listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Beneficiary** | **Qty** |
| 1 | Desktop | Chernivtsi | 4 |
| 2 | Desktop | Nikopol | 3 |
| 3 | SSD for Data Center/Server | Zhytomyr | 7 |
| 4 | SSD for Data Center/Server | Chernivtsi | 4 |
| 5 | Laser Multifunctional Printer | Chernivtsi | 3 |
| 6 | Toner Cartridge | Chernivtsi | 3 |
| 7 | UPS unit | Chervonohrad | 1 |
| 8 | Computer Monitor | Chervonohrad | 1 |
| 9 | Sheetfed Scanner | Chervonohrad | 1 |
| 10 | External Hard Drive | Chervonohrad | 1 |
| 11 | Server | Mykolaiv | 1 |

Detailed specification of the equipment is provided in Annex 1.

The financial bid shall be submitted in the format provided in Annex 2. 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, 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 at least the minimum requirements described in Annex 1.

The maximum budget for the procurement is **EUR 28,000** 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 Contractor.

The Supplier may request 50% of the payment on signing the contract and the remaining 50% will be paid when the entire assignment will be completed.

**Terms of delivery**

* Delivery of the equipment to the Chernivtsi Сity Сouncil: 4 desktops, 3 laser multifunctional printers, 3 cartridges, and 4 SSD.
* Delivery of the equipment to the Chervonohrad Сity Сouncil: 1 UPS unit, 1 computer monitor, 1 scanner, 1 external HDD.
* Delivery of the equipment to the Nikopol Сity Сouncil: 3 desktops.
* Delivery of the equipment to the Zhytomyr Сity Сouncil: 7 SSD drives.
* Delivery of the equipment to the Mykolaiv Сity Сouncil: 1 Server.

Delivery timeframe: up to 1 month after signing the contract (no later than 30 June 2024).

**How to apply**

The proposals shall be submitted in electronic format only within the below deadline to the email: [ulytyb@um.dk](mailto:serkon@um.dk), cc: [serkon@um.dk](mailto:serkon@um.dk), indicating the subject line “IT equipment for Integrity Cities”.

Any clarification questions for the bid request should be addressed to [ulytyb@um.dk](mailto:serkon@um.dk), cc: [serkon@um.dk](mailto:serkon@um.dk), no later than 20 May 2024, 17:00 Kyiv time.

The deadline for submitting proposals is**27 May 2024, 17:00 Kyiv time.**

Bidding language: **English**.

# 4. BIDS EVALUATION CRITERIA

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

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | Meets / exceeds the Technical Specifications (Annex 1) | 30% |
| 2 | Price | 70% |

# 5. TIMEFRAME

|  |  |
| --- | --- |
| **Task** | **Date / Time** |
| Issuing the Request for Bid (tender published on the EUACI website) | 14 May 2024 |
| Deadline for submission of questions | 20 May 2024 17:00 Kyiv time |
| Deadline for submission of bids | 27 May 2024 17:00 Kyiv time |
| Evaluation of the bids | 28 May 2024 |
| Notification of award to the successful Supplier | 28 May 2024 |
| Signature of the contract (provisional) | 30 May 2024 |
| Supply of IT Equipment (provisional) | 31 May 2024 – 30 June 2024 |

**Annex 1. Technical Specification of the IT Equipment**

* + - 1. **Desktop**:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| CPU | Intel® Core™ i7, 11th generation or above;  Clock speed 3.6 GHz or above;  8 Core or more;  16 MB Cache or more; | *To be filled out by the Supplier* |
| Motherboard | Extra free slots for DDR;  The ability to connect at least 2 Serial ATAIII;  At least 4 USB 2.0 ports, 2 USB 3.0 ports,1 PS/2 port, 1 HDMI port;  3 Audio ports (Line-in/Line-out/MIC). | *To be filled out by the Supplier* |
| RAM | DDR4 3200 MHz 16GB or more; | *To be filled out by the Supplier* |
| Storage | 1 - SSD, not less than 240GB;  1 - HDD, not less than 1 TB; | *To be filled out by the Supplier* |
| Video adapter | GeForce GTX1660 SUPER video adapter with  6GB video memory or above;  Video outputs: 1 HDMI port, 1 DVI port, 1 Display Port; | *To be filled out by the Supplier* |
| LAN | 10/100/1000 Mbps Ethernet; | *To be filled out by the Supplier* |
| Case / Power Supply Unit | micro–ATX/mini–ATX form factor;  At least 1 USB 2.0 ports, 2 USB 3.0 ports and HD Audio + MIC on a front panel;  Power supply unit 600W or above; | *To be filled out by the Supplier* |
| Warranty for system unit | Manufacturer warranty | *To be filled out by the Supplier* |
| Keyboard and mouse | Keyboard: Wireless Full-size Keyboard compatible with Windows, Linux, MacOS; USB Receiver; with FN Keys, Long Battery Life, Compatible with PC, Laptop; Ukrainian, English layout;  Mouse: Wireless with optical sensor; Power supply 1хАА; USB receiver; 3 key;  Manufacturer Warranty; | *To be filled out by the Supplier* |
| Monitor | Screen size 27” or above;  1920x1080 (FullHD) or above;  IPS, VGA, HDMI, 16:9 or above;  Brightness not less than 230 cd/m²;  Contrast ratio at least 1000:1;  Matrix response time not less 5ms;  Update frequency 75 Hz;  Viewing angle at least 178°/178°;  Monitor adjustment angles not less than 15°/5°; Colure: Black;  VESA 100x100; Pivot 0-90°; Height adjustment not less than 140mm;  HDMI cable;  Warranty not less than 12 months; | *To be filled out by the Supplier* |
| Operating system | Microsoft® Windows® 11 Professional 64-bit | *To be filled out by the Supplier* |
| Documentation | Documentation in electronic or paper form (optional). | *To be filled out by the Supplier* |

1. **Sheetfed Scanner**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Paper Formats | A4 (21.0x29.7 cm), A5 (14.8x21.0 cm), A6 (10.5x14.8 cm), B4, B5, B6, Letter, Legal, Postcard, Business cards, Plastic cards, DL (Envelope) | *To be filled out by the Supplier* |
| Optical resolution | 600 DPI x 600 DPI (Horizontal x Vertical) | *To be filled out by the Supplier* |
| Colour depth | Input: 30 Bits Color / 10 Bits Monochrome , Output: 24 Bits Color / 8 Bits Monochrome | *To be filled out by the Supplier* |
| Output formats | BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF, PDF/A, PNG, docx, xlsx, pptx | *To be filled out by the Supplier* |
| Scanner Sensor | CIS | *To be filled out by the Supplier* |
| Interfaces | USB 2.0, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T), Hi-Speed USB - compatible with USB 2.0 specification | *To be filled out by the Supplier* |
| Compatible Operating Systems | Mac OS 10.6+, Windows 10, Windows 10 (32/64 bit), Windows 11, Windows 7, Windows 8, Windows 8.1, Windows Server 2003, Windows Server 2008 (32/64bit), Windows Server 2012 R2, Windows Vista, Windows XP SP3 | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **UPS unit**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Type | Online Single Phase | *To be filled out by the Supplier* |
| Form Factor | Tower | *To be filled out by the Supplier* |
| Power Capacity | 1500VA / 1500W | *To be filled out by the Supplier* |
| Input Voltage Range | Line Low Transfer: 110-160VAC ± 5% depending on load level  Line Low Comeback: 125-175VAC ± 5% depending on load level  Line High Transfer: 300VAC ± 5%  Line High Comeback: 290VAC ± 5VAC | *To be filled out by the Supplier* |
| Frequency Range | 40Hz – 70Hz | *To be filled out by the Supplier* |
| Nominal Output Voltage | 200/208/220/230/240 VAC | *To be filled out by the Supplier* |
| Output Power Factor | 1.00 | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **SSD for Data Center/Server**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Interface | SATA 6.0 Gbps | *To be filled out by the Supplier* |
| Form Factor | 2.5 inch | *To be filled out by the Supplier* |
| Capacity | 960 GB | *To be filled out by the Supplier* |
| Sequential Read | 550 MB/s | *To be filled out by the Supplier* |
| Sequential Write | 520 MB/s | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **Laser Multifunctional Printer**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Machine Type | A4 Black and White Laser Multifunction Printer;  Mono Laser All-In-One  Print, Copy, Scan and Fax | *To be filled out by the Supplier* |
| Available Functions | Print, Copy, Scan | *To be filled out by the Supplier* |
| Interface Type | USB 2.0 Hi-Speed, 10BASE-T/100BASE-TX/1000Base-T, Wireless 802.11b/g/n, Wireless Direct Connection | *To be filled out by the Supplier* |
| Operating System Compatibility | Windows® 11 / Windows® 10 / Server® 2022 / Server® 2019 / Server® 2016 / Server® 2012R2 / Server® 2012 Mac OS X version 10.13 & up Linux | *To be filled out by the Supplier* |
| Control Panel | LCD Colour Touch Screen | *To be filled out by the Supplier* |
| Power Source | 220-240V(±10%) 50/60Hz (±2Hz) | *To be filled out by the Supplier* |
| Print Specifications | Print Speed: Single sided : Up to 40 ppm (A4); Up to 65.4 ppm(A5-Landscape); Double sided : Up to 33.6 ipm (A4)  Printing Method: Monochrome laser beam printing;  Print Resolution: Up to 1200 x 1200 dpi;  Warm-up Time: Approx. 14 seconds or less from power on;  First-Print-Out Time: Approx: 5.0 seconds or less;  Printer Languages: UFRII, PCL 5e[1](https://www.canon.co.uk/business/products/office-printers/multifunction/black-and-white/i-sensys-mf460-series/specifications/i-sensys-mf465dw-specifications.html#footnote-1), PCL6, Adobe® PostScript3;  Fonts: 45 PCL fonts, 136 PostScript fonts; | *To be filled out by the Supplier* |

| Copy Specifications | Copy Speed: Single sided (A4): Up to 40 ppm; Double sided (A4): Up to 33.6 ipm;  Copy Resolution: Up to 600 x 600 dpi;  Copy Modes: Text, Text/Photo (Default), Text/Photo (High Quality), Photo;  Double Sided Copying: 2-sided to 2-sided (Automatic);  Multiple Copies: Up to 999 copies | *To be filled out by the Supplier* |
| --- | --- | --- |
| Scan Specifications | Standard Type: Colour;  Scan Resolution: Optical: Up to 600 x 600 dpi Enhanced: Up to 9600 x 9600 dpi;  Scan Speed:  Single sided mono: 50ipm (300x300dpi) Single sided colour: 40ipm (300x300dpi) Double sided mono: 100ipm (300x300dpi) Double sided colour: 80ipm (300x300dpi) Single sided mono: 40ipm (300x600dpi) Single sided colour: 20ipm (300x600dpi) Double sided mono: 80ipm (300x600dpi) Double sided colour: 40ipm (300x600dpi);  Colour Scanning Depth: 24 bit/24 bit (input/output);  Greyscales: 256 levels;  Compatibility: TWAIN , WIA, ICA;  Scan to E-mail;  Scan to PC;  Scan to USB Memory Key;  Scan to FTP; | *To be filled out by the Supplier* |
| Media Handling | Scanner Type: Platen, 2-sided ADF (single pass);  Paper Input (Standard):  250-sheet cassette 100-sheet multi-purpose tray 50-sheet ADF;  Maximum Paper Input Capacity: 900 sheets;  Paper Output: 150-sheet:  Media Types:  Plain paper, Recycled paper, Heavy Paper, Thin paper, Label, Post card, Envelope; | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

2. **Toner Cartridge**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Interface | Black Original LaserJet Toner Cartridge compatible with the proposed laser multifunctional printer | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **Computer Monitor**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
|  | Screen size 27” or above;  2560 x 1440 or above;  IPS;  Display Port, HDMI;  16:9 or above;  Brightness not less than 350 cd/m²;  Contrast ratio at least 1000:1;  Matrix response time not less 5 ms;  Update frequency 144 Hz;  Viewing angle at least 178°/178°;  VESA 100x100;  Cable Included; | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **External HDD**

| **Item** | **Minimum requirements** | **Specifications offered** |
| --- | --- | --- |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Storage Media | 2.5" SATA HDD | *To be filled out by the Supplier* |
| Capacity | 1TB Storage Capacity | *To be filled out by the Supplier* |
| Interface | USB 3.0 Interface;  Fully Compliant with the Hi-Speed USB 2.0 specification; | *To be filled out by the Supplier* |
| Features | Durable anti-shock rubber outer case;  Advanced internal hard drive suspension system  Windows, Mac, & Linux Compatible;  Power-Saving Sleep Mode; | *To be filled out by the Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by the Supplier* |

1. **Server**:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |  | *To be filled out by the Supplier* |
| **Product type, model:** |  | *To be filled out by the Supplier* |
| Type | 1U dual-socket server powered by Intel Xeon Scalable processors that supports up to 32 DIMMs, one dual-slot GPU, 12 NVMe,  three plus one PCIe slots, optional OCP 3.0 slot, dual M.2  RS700-E10-RS12/10G/1.6KW/4NVMe/OCP/GPU | *To be filled out by the Supplier* |
| Feature | * Powered by dual-socket Intel Scalable processors * CPU maximum TDP of up to 270W with * 32 DIMMs and support * GPU-optimized design allows one dual-slot GPU for AI workloads * Up to 12 all-flash NVMe * Up to 3+1 PCIe® 4.0 slots * Flexible on-board LAN-module design * Flexible air- and liquid-cooling solution | *To be filled out by the Supplier* |
| Specifications | * 2 х Intel Xeon Gold 6326 Processor; * 1 x 250GB NV2 M.2 2280 PCIe 4.0 NVMe SSD, up to 3000/1300MB/s, 80TBW; * 8 x DDR4 RDIMM 32GB 2Rx4 3200 CL22 (8Gbit) (Single Pack); * 2 x SSD (3.2TB, 2.5in PCIe 4.0 x4, 3D4, TLC) Generic No OPAL Single Pack; * 1 x 960GB Data Center SSD, M.2, PCle Gen4 x4, Read/Write: 6800/4000 MB/s, Random Read/Write IOPS 1000K/180K; * 1 x network interface card, 10/25 Gbe dual- port, SFP28, PCIe3.0 x8, tall bracket, ROHS R6; | *To be filled out by the Supplier* |
| Warranty for system unit | Manufacturer warranty | *To be filled out by the Supplier* |

# Annex 2. Format for the financial bid

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Rate per unit, EUR**  **(excl. VAT)** | **Total amount, EUR (excl. VAT)** |
| 1 | Desktop | 7 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 2 | SSD for Data Center/Server | 11 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 3 | Laser Multifunctional Printer | 3 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 4 | Toner Cartridge | 3 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 5 | UPS Unit | 1 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 6 | Computer Monitor | 1 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 7 | Sheetfed Scanner | 1 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 8 | External HDD | 1 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 9 | Server | 1 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |