**TERMS OF REFERENCE**

**Request for Bid for   
Supply and Delivery of IT equipment   
for Specialized Anti-Corruption Prosecutor’s Office**

April 2024

# 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 Specialized Anti-Corruption Prosecutor’s Office (SAPO). The Specialized Anti-Corruption Prosecutor's Office is an independent structural unit of the General Prosecutor of Ukraine, and is primarily responsible for supporting and overseeing criminal investigations launched by the National Anti-Corruption Bureau of Ukraine (NABU).

The EUACI is seeking a contractor for supply and delivery of laser multifunctional printers to the SAPO main office in Kyiv.

The SAPO 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 SAPO with the necessary IT equipment to strengthen the capabilities of its IT infrastructure.

# BIDDING DETAILS (INSTRUCTION TO BIDDERS)

The subject of the tender is IT equipment listed below:

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Qty** |
| 1 | Laser Multifunctional Printer | 20 |
| 2 | Toner Cartridge | 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 16,000 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 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 IT equipment to SAPO main office: 01135, Ukraine, Kyiv, 17 Isaakyana Street.
* Delivery timeframe: by 30 June 2024

**How to apply**

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

Any clarification questions for the bid request should be addressed to [serkon@um.dk](mailto:serkon@um.dk), no later than 07 May 2024, 17:00 Kyiv time.

Deadline for submitting proposals is 14 May 2024, 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 | 01 May 2024 |  |
| Deadline for submission of bids | 14 May 2024 | 17:00 Kyiv time |
| Evaluation of the bids (provisional) | 15 May 2024 |  |
| Notification of award to the successful Supplier (provisional) | 16 May 2024 |  |
| Signature of the contract (provisional) | 20 May 2024 |  |
| Supply of equipment (provisional) | 20 May 2024 – 30 June 2024 |  |

# Annex 1. Technical Specification

* + - 1. Laser Multifunctional Printer:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |  | *To be filled out by Supplier* |
| **Product type, model:** | Product Type: Laser printer  Series: LaserJet | *To be filled out by Supplier* |
| Laser Multifunctional Printer | A4 Black and White Laser Multifunction Printer;  Prints up to 40 ppm (black);  USB, Ethernet, Wi-Fi;  Functions: Print, scan and copy;  Display: 2.7" intuitive colour touchscreen;  Processor Speed: 1200 MHz;  Memory: 512 Mb;  Cable Included; | *To be filled out by Supplier* |
|  | Connectivity Standard: 1 Front USB port; 1 Gigabit Ethernet 10/100/1000 Base-T network; 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.3az; 802.11b/g/n (2.4 GHz) Wi-Fi;  Network Capabilities: 10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X; | *To be filled out by Supplier* |
|  | Power: 220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz);  Power Supply Type: Internal (Built-in) power supply; | *To be filled out by Supplier* |
|  | Print languages: HP PCL 6, HP PCL 5e, HP postscript level 3 emulation, PDF, URF, Native Office, PWG Raster | *To be filled out by Supplier* |
|  | Printing Media Handling:  Finished Output Handling: Sheetfeed;  Output Capacity: Up to 150 sheets;  Maximum Output Capacity (Sheets): Up to 150 sheets;  Media Type and Capacity, Tray 1: Sheets: 100; Envelopes: 10;  Media Type and Capacity, Tray 2: Sheets: 250;  Paper Handling Input, Standard:  100-sheet tray 1, 250-sheet input tray 2; 50-sheet Automatic Document Feeder (ADF);  Paper Handling Input, Optional:  Optional third 550-sheet tray;  Input Capacity: Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets);  Paper Handling Output, Standard: 150-sheet output bin;  Standard Output Capacity (Envelopes): Up to 10 envelopes;  Maximum Input Capacity (Sheets): Up to 900 sheets (with Optional 550-sheet tray) | *To be filled out by Supplier* |
|  | Print Speed: Prints up to 42/40 ppm (LTR/A4);  Copy Speed (Black, Normal Quality, A4): Up to 40 cpm;  Print languages: HP PCL 6, HP PCL 5e, HP postscript level 3 emulation, PDF, URF, Native Office, PWG Raster; | *To be filled out by Supplier* |
|  | Print Resolution:  Print Quality Black (Normal): Normal (native 600 x 600 dpi; enhanced up to 4800 x 600 dpi);  Print Quality Black (Best): Fine Lines (1200 x 1200 dpi); | *To be filled out by Supplier* |
|  | Scanner Specifications  Scanner type: Flatbed, ADF;  Scan File Format: PDF, JPG, TIFF;  Enhanced scanning resolution: Up to 1200 x 1200 dpi;  Scan resolution, optical: Up to 1200 x 1200 dpi;  Scan resolution, hardware  Flatbed (Up to 1200 x 1200 dpi); ADF (Up to 300 x 300 dpi);  Scan size (ADF), maximum: 216 x 356 mm;  Scan size (ADF), minimum: 102 x 152 mm;  Scan size, maximum: 216 x 297 mm;  Scan speed (normal, A4): Up to 29 ppm/46 ipm (b&w), up to 20 ppm/34 ipm (color);  Scan speed (normal, letter): Up to 31 ppm/49 ipm (b&w), up to 21 ppm/36 ipm (color);  Automatic document feeder capacity: Standard, 50 sheets;  Duplex ADF scanning: No;  Scan technology: Contact Image Sensor (CIS) | *To be filled out by Supplier* |
|  | Copy speed (black, normal quality, A4): Up to 40 cpm;  Copy resolution (black text): Up to 600 x 600 dpi;  Copy resolution (color text and graphics): Up to 600 x 600 dpi;  Copies, maximum: Up to 9999 copies;  Copy reduce / enlarge settings: 25 to 400%;  Copier settings:  ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Quality (Draft/Normal/Best); Save Current Settings; Restore Factory Defaults | *To be filled out by Supplier* |
|  | Compatible Operating Systems: Windows 11; Windows 10; Windows 7; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Chrome OS;  Compatible Network Operating Systems: Windows Server; Linux; Citrix; Novell | *To be filled out by Supplier* |
|  | Dimensions  Minimum dimensions (W x D x H):  420 x 390 x 323 mm;  Maximum Dimensions (W X D X H):  430 x 634 x 325 mm; | *To be filled out by Supplier* |
| Warranty | Manufacturer warranty | *To be filled out by Supplier* |

* + - 1. Toner Cartridge:

|  |  |  |
| --- | --- | --- |
| **Item** | **Minimum requirements** | **Specifications offered** |
| **Manufacturer’s name:** |  | *To be filled out by Supplier* |
| **Product type, model:** |  | *To be filled out by Supplier* |
| Toner Cartridge | Black Original LaserJet Toner Cartridge compatible with the proposed laser multifunctional printer | *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 | Laser Multifunctional Printer | 20 | *To be filled out by Supplier* | *To be filled out by Supplier* |
| 2 | Toner Cartridge | 20 | *To be filled out by Supplier* | *To be filled out by Supplier* |