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

**1. INTRODUCTION**

The EUACI is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society, businesses, and state institutions. In May 2020, the EUACI entered into Phase II, which runs until mid-2024.

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, Mariupol and Mykolayiv. 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 for the 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, Mykolaiv City Council, Chervonohrad City Council, Nikopol City Council and Zhytomyr City Council.

**2. OBJECTIVE**

The procurement objective is to supply Integrity Cities with the necessary IT equipment.

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

The subject of the tender is the supply and delivery of personal computers and A3 flatbed scanners, namely:

| **#** | **Description** | **Beneficiary** | **Qty** |
| --- | --- | --- | --- |
| 1 | Desktop | Chernivtsi | 6 |
| 2 | Desktop | Mykolaiv | 6 |
| 3 | Desktop | Chervonohrad | 3 |
| 4 | Desktop | Nikopol | 3 |
| 5 | Desktop | Zhytomyr | 3 |
| 6 | A3 Flatbed Scanner | Chernivtsi | 1 |
| 7 | A3 Flatbed Scanner | Chervonohrad | 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 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.

**Payments**

**The budget is up to 30 000 EUR including delivery services.**

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 payment under the Contract will be made upon the delivery of equipment to the beneficiaries.

The EUACI has a VAT exemption as an international technical assistance program.

**Terms of delivery**

* Delivery of the equipment to the Chernivtsi Сity Сouncil: six desktops and one A3 flatbed scanner.
* Delivery of the equipment to the Mykolaiv Сity Сouncil: six desktops.
* Delivery of the equipment to the Chervonohrad Сity Сouncil: three desktops and one A3 flatbed scanner.
* Delivery of the equipment to the Nikopol Сity Сouncil: three desktops.
* Delivery of the equipment to the Zhytomyr Сity Сouncil: three desktops.
* Delivery timeframe: up to 1 month after signing the contract.

**How to apply**

The proposals shall be submitted in electronic format only within the below deadline to the email: [olena.ogorodnik@gmail.com](mailto:olena.ogorodnik@gmail.com), 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 [olena.ogorodnik@gmail.com](mailto:olena.ogorodnik@gmail.com), cc: [serkon@um.dk](mailto:serkon@um.dk), no later than 28 November 2023, 17:00 Kyiv time.

**The deadline for submitting proposals is 5 December 2023, 17:00 Kyiv time.**

Bidding language: **English or Ukrainian**.

# 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) | 20% |
| 2 | Price | 80% |

# 5. TIMEFRAME

| **Task** | **Date / Time** |
| --- | --- |
| Issuing the Request for Bid (tender published on the EUACI website) | 21 November 2023 |
| Deadline for submission of questions | 28 November 2023 17:00 Kyiv time |
| Deadline for submission of bids by Supplier | 5 December 2023 17:00 Kyiv time |
| Evaluation of the bids | 6 December 2023 |
| Notification of award to the successful Supplier | 11 December 2023 |
| Signature of the contract (provisional) | 13 December 2023 |
| Supply of IT Equipment (provisional) | 13 December 2023 - 12 January 2024 |

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

* + - 1. **Personal Computer** (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 | Not less than 36 months | *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 2.4 GHz; 3 key;  Warranty not less than 12 months; | *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 | Availability of operational documentation in electronic or paper form (optional). | *To be filled out by the Supplier* |

1. **A3 Flatbed 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* |
| Format | A3 | *To be filled out by the Supplier* |
| Optical resolution | At least 800 dpi | *To be filled out by the Supplier* |
| Colour depth (external) | 48 bits | *To be filled out by the Supplier* |
| Interface | USB 2.0 (cable included) | *To be filled out by the Supplier* |
| Scanner Sensor | CCD | *To be filled out by the Supplier* |
| Warranty | Warranty not less than 12 months; | *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 | 21 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |
| 2 | A3 Flatbed Scanner | 2 | *To be filled out by the Supplier* | *To be filled out by the Supplier* |