**TERMS OF REFERENCE**

**Request for Bid**

**for the Supply and Delivery of Information Technology Equipment
 for the Selected Integrity Cities**

May 2023

# INTRODUCTION

**General overview**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase II is the largest 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. It is a four-year programme (2020-2024) building on flagship Phase I of the EUACI, funded by the EU, implemented and co-funded by Denmark in 2017-2020.

The overall objective of EUACI Phase II is reduction of corruption in Ukraine on the national and local levels through the empowerment of citizens, the civil society, business, and state institutions.

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 to local level (cities) by providing Hardware for the different activities of cities including Geo-Portal projects or others in the cities of Chervonohrad, Chernivtsi, Zhytomyr, and Nikopol.

**Contracting Authority**

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

# OBJECTIVE

The objective is to procure equipment, namely 15 personal computers (desktops) for public servants of cities’ executive committees for managing and processing data in geo-information systems (GIS) modules, e-reception hall management and others. E-reception hall development and GIS are part of EUACI Component 2 and Integrity Cities partnership.

# BIDDING DETAILS (INSTRUCTION TO BIDDERS)

The subject of the tender is supply and delivery of personal computers (desktops) to the city councils of Chervonohrad, Chernivtsi, Zhytomyr, and Nikopol.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Beneficiary** | **Qty** |
| 1 | Desktop | Chervonohrad | 4 |
| 2 | Desktop | Chernivtsi | 4 |
| 3 | Desktop | Zhytomyr | 4 |
| 4 | Desktop | Nikopol | 3 |

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**

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.

Please pay attention that the EUACI has a VAT exemption as an international technical assistance program.

**Terms of delivery**

* Delivery of the equipment to the city councils: Chervonohrad (4 PCs), Chernivtsi (4 PCs), Zhytomyr (4 PCs) and Nikopol (3 PCs).
* Delivery timeframe: during three weeks after signing the contract.

**How to apply**

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

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

**Deadline for submitting proposals is 15 June 2023, 17:00 Kyiv time.**

# 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% |

# TIMEFRAME

|  |  |  |
| --- | --- | --- |
| **Task** | **Date** | **Time** |
| Issuing the Request for Bid (this document) | 31 May |  |
| Deadline for submission of bids by Supplier(s) | 15 June | 17:00 Kyiv time |
| Evaluation of the bids | 16 June |  |
| Notification of award to the successful Supplier(s) | 19 June |  |
| Signature of the contract(s) | 26 June |  |
| Supply of IT Equipment | 27 June – 12 July |  |

# 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 Supplier* |
| **Product type, model:** |   | *To be filled out by Supplier* |
| CPU | Intel® Core™ i7, 10th generation or above;Clock speed 2.9 GHz or above;8 Core or more;16 MB Cache or more; | *To be filled out by Supplier* |
| Motherboard | Chipset Intel® B560 or above;Extra free slots for DDR; | *To be filled out by Supplier* |
| Memory  | Not less than 16GB DDR4 3200 MHz ; | *To be filled out by Supplier* |
| Storage | 1 - SSD, not less than 240GB;1 - HDD, not less than 1 TB; | *To be filled out by Supplier* |
| Graphics | GeForce GTX1660 SUPER video adapter with6GB video memory or above; | *To be filled out by Supplier* |
| LAN  | 10/100/1000 Mbps Ethernet; | *To be filled out by 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 Supplier* |
| Keyboard and mouse | Wireless Full-size Keyboard and Mouse for Windows, USB Receiver, with FN Keys, Long Battery Life, Compatible with PC, Laptop;Ukrainian, English layout; | *To be filled out by Supplier* |
| Monitor | Screen size 27” or above;1920x1080 (FullHD) or above;IPS, VGA, HDMI, 16:9 or above;HDMI cable; | *To be filled out by Supplier* |
| Operating System | Microsoft Windows 10 Professional or above  | *To be filled out by Supplier* |
| Warranty | Not less than 12 months | *To be filled out by Supplier* |

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# Annex 2. Format for the financial bid

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| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Rate per unit, EUR****(excl. VAT)** | **Total amount, EUR (excl. VAT)** |
| 1 | Personal Computer (desktop) | 15 | *To be filled out by Supplier* | *To be filled out by Supplier* |