

CALL FOR TENDERS
Ref. code PAPAf.02/2019

TERMS OF REFERENCE
for
**SELECTION OF SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY
DESKTOP COMPUTER AND SOFTWARE FOR RAPA'S OFFICE IN BERAT**

1. Scope of the Contract

NGO "CELIM" in partnership with NAPA (National Agency for the Protected Areas) are responsible for the implementation of *ACAP Project Community Actions of Protected Areas*, in accordance to the main objective of the project for the infrastructural, managerial and technical empowerment of the Regional Agencies for the Protected Areas. The project is financed by Italian Agency for Development Cooperation AICS (ref.AID - 011521) and the intention of CELIM NGO through this call is to conclude contracts for the supply of:

- **2 (two) Desktop Computer (workstations);**
- **2 (two) Laser multifunction printers;**
- **Essential software (Office).**
- **1 (one) Asus Vivobook Pro N705UD-GC104T, or similar;**
- **1 (one) TeckNet PRO (Mouse wireless), or similar;**
- **1 (one) Plustek A3 OS1180 (Scanner), or similar;**
- **1 (one) WD Elements Portable (Hardisk 1TB), or similar;**
- **1 (one) Huawei P20 Lite (Smartphone), or similar;**
- **1 (one) Garmin GPS MAP 66S (Portable GPS), or similar.**

for Regional Agency of Protected Areas of Berat and Gjirokastra for the empowerment of their operative capacities in the implementation of the Protected Area's management plan.

All hardware equipment must be previously unused, virgin and new from the factory, produced by a well-known company on the international worldwide market and having ISO 9000/9001 certificates.

The interested Companies must ensure a **qualitative 2 years minimum technical assistance warranty**.

CeLIM will apply the principles of equal and non-discriminatory treatment, in accordance with the principles of transparency and fair competition. All the eligible suppliers, both natural or legal persons, local or foreign, will have the same opportunities. The selection criteria will be the most cost-effective offer, which means the **best price-quality ratio**.

2. Minimum characteristics of the equipment supplied

The current minimum computer specifications to ensure the ability to run the basic software most end users operate is:

- Processor - dual core @ 2.4 GHz (i5 or i7 Intel processor or equivalent AMD);
- RAM - 8 GB;
- Hard Drive - 320 GB 5400 RPM hard drive;
- Monitor - 19" LCD - desktop only;
- Operating System - Windows 7/10 with Service Pack 1 or Apple OS X 10.11;
- Backup Device - External hard drive and/or USB Flash Drive

For the multifunction print/copy/scan the minimum specifications are:

- Functions - Printer, Copy, Scan, Fax;
- USB 2.0;
- Ethernet 10 base-T/100 base-TX;
- Wireless LAN (IEEE 802.11b/g/n);
- Resolution – maximum 1200 dpi;
- Power – maximum 1300W.

3.Tender Documents

The interested companies have to submit the following documentation English and/or Albanian:

3.1 Eligibility criteria:

1. Tenderer shall complete the attached Declaration of honor and absence of conflict of interest at the time of their application (**Annex A, on company's letterhead**).
2. To be eligible the Tenderer should be **established in Albania** and be **fully operative for at least three years**. Consequently, a **copy of the Business Registration Certificate** released by the central trade register of Albania or of the Municipality of origin is required.

3.2 Economic and financial capacity

1. Documents showing the company's financial capability: **copies of the last two years certified balance sheets**.

3.3 Technical capacity

- Declaration on letterhead

(English):

1. **Company's references:** NIPT, date of registration, name, legal status, address, e-mail address, telephone and fax numbers; name and function of the person authorized to represent the company;
2. **Description of the offer about technical characteristics** of the supplies against the minimum technical requirements and additional services enlisted in Section 2.

3.4 Financial offer

Maximum amount for this Supply Service: 5,000.00 EUR

The offer must include a *detailed list* of all the relevant costs (in EUR) including guarantee and technical assistance as well as other services eventually included in the offer.

The quotation document should be **in English or in Albanian** and report the writing **“PAPAF.02/2019”** and should be:

- **addressed to CELIM NGO, Rr. Ismail Qemali, n. 154, H14, Ap. 13, 9401, Vlorë, Albania**
- **properly dated, signed by the company's legal representative and stamped.**

The offer shall contain a copy of *certificate of origin of the equipment supplied*, made out by the competent authorities of the country of origin of the supplies.

Any error or any major inconsistency related to the ToR instructions may lead to the rejection of the application.

Summary of the required documents:

- A. Annex A - Declaration of honor on the exclusion criteria and absence of conflict of interest (in Albanian and in English),
- B. Copy of the Business Registration Certificate (in Albanian),
- C. Copies of the last two years certified balance sheets (in Albanian),
- D. Technical Capacities Declaration, describing the data and information required in 3.3 (exclusively in English),
- E. Financial Offer (the quotation) (exclusively in English) and the Certificate of Origin of the offered vehicle (in Albanian or English).

4. Deadline for the submission of the Tenders

The deadline for the submission of the tenders (required documents) is **11th February 2019, at 17:00h.**

- **Any Tender submitted after the deadline will be rejected.**

5. Where and how to send Tenders

The companies interested in this Call for Tenders will have to submit all the required documents before the official deadline online to the following email address: acap.papaf@celim.it

Applications should have as Subject **“Call for Tenders for Equipment supplied Acquisition ACAP Project-PAPAF.02/2019”**.

A confirmation email of the correct receipt of the tender will be sent to the Tenderer within 2 hours from the time of the receipt, reporting the code of reference of the application. In case the Tenderer would not receive any confirmation and application code of reference, he/she is invited to write to the following email addresses: salimei@celim.it and mehmeti@celim.it.

6. Evaluation and selection of Tenderers

Tenders will be examined and evaluated by an Evaluation Committee which will be set up on date of the launch of the Call for Tenders and it will be composed by four members (2 in Italy and 2 in Albania), with all the technical and administrative capacities necessary to assess the tenders. All tenders will be assessed according to the following steps and criteria:

A. Administrative check: if the examination of the application reveals that the proposed offer does not meet the administrative criteria (**full documentation required**) stated in **Section 3**, the application will be rejected on this sole basis.

B. Eligibility of the Tenderer: if the examination of the application reveals that the proposed offer does not meet the eligibility criteria stated in **Section 3.1**, the application will be rejected on this sole basis.

C. Capacity: assessment of the criteria listed in **Sections 3.2** and **3.3**. Score range 1-5.

D. Best price versus quality of the offer ratio according to the minimum technical requirements listed in **Section 2** and the offer description required in **Section 3.4**. Score range: 1-5.

Tangible **additional services** will be assessed with 1 to 5 additional points.

Evaluation final outcomes will be notified by email to the applying Tenderers and will be published on CELIM's website as well at the following link:

<https://www.celim.it/en/news/>

7. Indicative timetable

Deadline for the submission of the Tenders: **11th February 2019, 17:00h**

Conclusion of the selection process and information to all the Tenderers on the evaluation of the tenders: **18th February 2019.**

Contract signature: **22th February 2019.**

Maximum term for the payment, issue of regular invoice in ALL and equipment supplied delivery: **1th March 2019.**

The successful tenderer will also have to submit the completed forms confirming his legal entity and his bank account in order for the Project Management to make payments to him.



List of Annexes

Annex A Declaration of honor on the exclusion criteria and absence of conflict of interest

Annex B Draft Contract