

**South East European University – Tetovo announces:**  
**A BIDDING PROCEDURE REQUEST**  
**(no public opening)**

**1. GENERAL PROVISIONS**

**1.1. Purchaser**

South East Europe University, blvd. „Ilindenska”, nr. 335, 1200 Tetovo

**1.2. Subject of the procurement:** Equipment for Children with Visual Impairments

**Call number:** 04/062015

**1.3. Specifications:** The specification is attached

**1.4. The criteria for selection of the most favorable bidder:**

- Technical features of the equipment and fulfillment of the technical requirements from the specification
- Local support (i.e. ability of the bidder to offer professional services, quality certificates)
- Price
- Technical support offered for the products
- Delivery deadline – the bidder is to state the shortest delivery deadline, but not longer than 4 (four) weeks after the order delivery (otherwise penalties are calculated from 1% of the order value for every day of delay, to a maximum of 20% of the total order value)
- Warranty of the equipment
- Method of payment
- Bidder qualification
- References

**1.5. Offer validity deadline:** 90 days of the day of selection of a most favorable bidder

**1.6. Offer submission deadline:** by 1600hrs on 10.07.2015 the latest

**2. CONTENTS OF THE BID**

**2.1. The bid should contain two internal envelopes:**

2.1.1. It is obligatory that one internal envelope, marked “TECHNICAL BID AND DOCUMENTATION”, should contain the following data and documentation:

1. Producers Authorization Form

Name, address and seat of the bidder, authorized person, telephone and fax number

2. Detailed description and technical characteristics, i.e. THE COMMERCIAL BID WITHOUT PRICES
3. Warranty and terms of warranty.
4. References on the delivery of similar type of equipment from at least three (3) purchasers in the last three (3) years.
5. Certificate issued by the relevant institution for quality control confirming the suitability of the equipment in accordance with the standards.
6. The offerer should provide maintenance for equipment such as: fuser, Braille typewriter, Braille print embosser, TV magnifier, and provide servicing terms and conditions in the bid.
7. Instructions for installation and putting into operation of the equipment.
8. Technical equipment and HR structure – technical staff.
9. The bidder should have experience with technical products and equipment, supplying institutions in Macedonia in the last 5 years (proof or contract is needed). If such confirmations are not available due to objective reasons not depending on the company, the company should submit a copy of the agreement for the implementation of the solution.
10. The bidder should have at least 5 years experience in the field of providing supply materials for institutions of education, special education.
11. Technical support offered for the product (price, duration), specifying the SLA level provided.
12. Delivery deadline of a received order from the Purchaser – the Purchaser is to state the shortest delivery deadline, however, not longer than four (4) weeks after the reception of the order by the Purchaser (otherwise penalties are calculated from 1% of the order value for every day of delay, to a maximum of 20% of the total procurement value).
13. Materials proving the quality of the offered equipment and quality certificates.
14. Fulfillment of the technical requirements (with the submitted documentation, as well as Statement for consent to the Technical requirements, item by item marked fully fulfilled or partly fulfilled or unfulfilled).
15. A document issued by a competent body or institution confirming that no bankruptcy or a liquidation procedure has been initiated against the bidder and that no security measure – ban on performing an activity has been issued against the bidder (the original or a copy not older than six months verified by the bidder) for domestic and foreign bidders
16. Bidders are to submit a Solvency document from the Central Register of the RoM (original or copy not older than six months, verified by the bidder).
17. Declaration of conformity

2.1.2. It is obligatory that a second internal envelope, marked "COMMERCIAL BID", contains the following data:

- The offer should be fulfilled on the form (the form can be downloaded from the website).

and documentation:

- Method of payment with a bank remittance, within 30 days after the device delivery and invoice submission.

2.2. The bid should be prepared in accordance with the defined requirements given in this request and in accordance with the Specification. If the offer is not prepared as required and does not contain the requested data, the offer will be considered to be incomplete.

### 3. FINAL PROVISIONS

3.1. The offers should be submitted to the South East Europe University, blvc. „Ilindenska”, nr. 335, 1200 Tetovo, not later than 1600hrs on Friday, 10 July 2015. Every bid received in the Campus (Archive Office, Rectorate Building, Office 10) after the deadline will not be accepted.

3.2. The bid is submitted in a single original copy signed by the bidder's responsible person, in a sealed envelope. A note "DO NOT OPEN" should be placed in the top left-hand corner of the envelope, as well as the request code: (Code: Equipment for Children with Visual Impairments).

The first internal envelope should enclose the accompanying and technical documentation and be marked "Technical Bid and Documentation".

The second internal envelope should enclose the technical offer with the commercial prerequisites and be marked "Commercial Bid".

3.3. The offer should be submitted in a single original copy, and every page should be endorsed by the bidder's responsible person.

3.4. The procurement by this request is separable.

3.5. The bids will be opened without the presence of the bidders.

3.6. Bids will be accepted in English, Albanian or Macedonian Language.

Additional information can be obtained at [procurement@seeu.edu.mk](mailto:procurement@seeu.edu.mk)

SOUTH EAST EUROPEAN UNIVERSITY