

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

**1. GENERAL PROVISIONS**

**1.1. Purchaser**

South East Europe University, Ilindenbska bb, 1200 Tetovo

**1.2. Subject of the procurement:** Procurement of PC kiosks

**Call number:** 01/062011

**1.3. Specification:**

PC kiosk specification:

**Kiosk:** - at least 17" LCD display, waterproof and dirt proof  
- metal Keyboard with Trackball, waterproof and dirt proof  
- suitable for indoor use  
- coloring: to customer specification  
- secure wiring

***optional:***

- smart card or RFID card reader  
- integrated active speakers

**PC:** - Integrated 10/100 network card  
- 4 GB RAM memory  
- 160 GB HDD

**OS and software:** - Windows 7 Professional  
- "lock down" software to ensure only use for the intended purpose

**Warranty:** at least 3 years

It will be preferable if the offer contains two or more configurations/options.

Also, if there is a possibility of renting the kiosks instead of buying them than this has to be contained in the offer together with SLA conditions.

**Quantity: 10 pieces**

#### **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
- Warranty of the equipment and terms of warranty
- Method of payment
- Bidder qualification
- Conditions on proposed SLA Agreement
- 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)
- References

**1.5. Offer validity deadline:** 30 days of the day of selection of a most favorable bidder

**1.6. Offer submission deadline:** by 1600hrs on 05.07.2011 the latest.

### **2. CONTENT OF THE OFFER**

#### **2.1. The Offer should contain two internal envelopes:**

**2.1.1.** It is obligatory that one internal envelope, marked “TECHNICAL OFFER 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 OFFER WITHOUT PRICES
3. Warranty and terms of warranty.
4. Document proving a three (3) year experience in reselling and installing equipment of the similar type as the one subject to this procurement.
5. References on the delivery of similar type of equipment from at least three (3) purchasers in the last three (3) years
6. Certificate issued by the relevant institution for quality control confirming the suitability of the equipment in accordance with the standards
7. Instructions for installation and putting into operation of the equipment.
8. Technical equipment and HR structure – technical staff.
9. Technical support offered for the product (price, duration), specifying the SLA level provided.
10. 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)

11. Materials proving the quality of the offered equipment and quality certificates.
12. 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)
13. 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
14. 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).
15. Declaration of conformity

2.1.2. It is obligatory that a second internal envelope, marked "COMMERCIAL OFFER", 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 offer 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, Ilindenska bb, Tetovo, not later than 1600hrs on 05.07.2011. Every offer received in the Campus (Archive Office, Rectorate Building, Office 10) after the deadline will not be accepted.

3.2. The offer 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: PC kiosk).

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

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

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 not separable.

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

3.6. Offers 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 EUROPE UNIVERSITY