



## Organization for Security and Co-operation in Europe Mission to Georgia

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From: OSCE Mission to Georgia

No of Page(s): 5 pages

OSCE Ref: **RFQ No. 159488 (1)** (please quote in all correspondence)

Subject: **Supply and Delivery of IT Equipment (copier, computer equipment & printers, cisco network equipment) for PA Project of OSCE Mission to Georgia**

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### REQUEST FOR QUOTATION (RFQ) No. RFQ No. 159488 (1)

Dear Sir/Madam:

1. The OSCE Mission to Georgia, Procurement Unit (hereinafter called “the OSCE”) invites you to submit your quotation for **Supply and Delivery of IT Equipment (copier, computer equipment & printers, cisco network equipment) for PA Project of OSCE Mission to Georgia**, in accordance with:

- **Lot 1 - Specifications of Copier**
- **Lot 2 - Specifications of Computer & printer**
- **Lot 3 - Specifications of Cisco network equipment**
- **list of mandatory documentations**
- **mandatory requirement**

as specified in Section II - TECHNICAL SPECIFICATIONS AND REQUIREMENTS, hereto.

2. You must submit your quotation for any or for all items in respect to this RFQ.

3. Your quotation should be addressed and submitted to OSCE e-mail:

Tender-GE@osce.org

**on or before 18 November 2008, 15.00.**

4. Your quotation and all correspondence should be made in English

5. Your quotation should be in accordance with the following instructions:

(i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Technical Specifications and Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;

(ii) All price(s) quoted shall be made on the basis of the delivery terms required by the OSCE, as specified in Section II;

(iii) All price(s) shall be quoted in the currency accepted by the OSCE as specified in Section I, Quotation Submission Form;

- (iv) All price(s) shall be quoted excluding VAT taxes;
  - (v) Your quotation shall be valid until 18 February, 2009:
  - (vi) Your quotation must, if applicable, specify the country of origin of the offered goods/items;
  - (vii) Your quotation must bear the OSCE Ref No indicated above;
6. The administrative examination and evaluation of quotations received will in material aspects follow the OSCE's Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).
7. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.
8. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.
9. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
10. Please note that the OSCE will not notify unsuccessful company(ies).
11. Please address all your queries or questions in writing at the address given above and kindly refrain from any telephone calls or personal visits.

Attachments:

Section I, Quotation Submission Form  
Section II, Technical Specifications and Schedule of Requirements.

## Section I – Quotation Submission Form

**Notes to Bidders:** It is mandatory that the Bidder duly completes and signs this Quotation Submission Form, or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form. Please, also note that the Bidder is requested to duly complete the relevant part(s) of Section II, Technical Specifications and Schedule of Requirements and to attach it as an integral part of its quotation.

*The Bidder shall fill in this Quotation Submission Form in accordance with the instructions indicated. The list of line items in column 1 of the table must coincide with the List of Goods and Related Services specified by the OSCE in Section II, Technical Specifications and Requirements.*

*On (i) Compliance: By reference to Section II, Technical Specifications and Requirements, the Bidder is requested to provide an item-by-item commentary on the OSCE's Technical Specifications and Requirements, demonstrating to the OSCE that its offered Goods are substantially responsive to those specifications and requirements. Any deviation or exception to these specifications and requirements should be clearly indicated here.*

*On (ii) Unit Price: The Bidder should offer unit prices on the basis of the delivery terms specified by the OSCE in Section II, Technical Specifications and Requirements.*

Date [*Bidder to insert date*]

OSCE Ref No. **159488 (1)**

To: **OSCE Mission to Georgia, Procurement Unit**

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply and delivery of IT Equipment (copier, computer equipment & printers, cisco network equipment) for PA Project of OSCE Mission to Georgia**, in conformity with your RFQ documents as follows:

1 Item	2 Description	3 Compliance (i)	4 Country of Origin	5 Quantity

1 Item	6 Warranty period	7 Time of delivery	8 Place of delivery	9 Offered Unit Price EUR	10 Total Offered Price EUR

We undertake, if our quotation is accepted, to supply and deliver the goods in accordance with the delivery schedule specified in Section II of your RFQ Documents, Technical Specifications and Requirements.

We agree to abide by this quotation for a period of validity until 18 February, 2009. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

We certify and confirm that we comply with the eligibility requirements stated in Article 2 of your Instructions to Bidders.

[*Bidder to insert name and signature of duly authorized representative*]

## Section II - TECHNICAL SPECIFICATIONS AND OSCE REQUIREMENTS

### Lot 1

	Description of specification	Quantity
1.	Xerox copier with DADF and FINISHER: WorkCentre™ WC5632p+Finisher	1

### Lot 2

	Description of specification	Quantity
1	network printer HP 1320N	2
2	STP cable box	1
3	UTP Cable box CAT -5e	2
4	RACK for Switches - 9 HU WALL MOUNT METAL ENCLOSURE	3
5	APC RACKMOUNTABLE/ SC450RM11U, 450VA/280W, Smart-UPS RM 1U	3
6	Server Rack Mounted: HP ProLiant DL580 G5 2.13GHz Rack Server (Proc:2 Quad Core, RAM: 8GB, HDD: 1 TB, Raid Controller, Redundant PSU and Fans, UPS 3000)	1
7	Panasonic BB-HCM580A 640 x 480 MAX Resolution RJ45 Pan/Tilt IP Network Camera	1
8	IP Camera D-Link DCS-5610	4
9	D-Link Power over Ethernet (PoE), Terminal Unit, 802.3af, 5V/12V	4
10	Windows Svr Std 2008 English OLP A GOVT	1

### Lot 3

	Description of specification	Quantity
1	layer 3 switch (With 24 GIGABIT Ports) CISCO CATALYST 3560 WS-C3560G-24PS-E 10/100/1000Mbps Switch SFP Standard Image	1
2	router CISCO2811-SEC/K9 2811 Security Bundle Adv Security 64F/256D HWIC-4ESW Four part 10/100 Ethernet switch interface card	2
3	Cisco switch 48 port:CISCO Catalyst 2960 WS-C296048TT-L	2
4	CISCO Catalyst 2960 WS-C2960-24TT-L	1

**List of Mandatory documentation to be presented:**

- 1. Company registration documentation**
- 2. Certificate of origin / quality supporting documentation**
- 3. Manufacturers authorization**

**Mandatory Requirements:**

- **All Items should comply with the requirements listed above.**
- **Please, indicate warrantee period and after-sale warrantee period terms**
- **Please, note that the equipment should be delivered to OSCE Mission to Georgia warehouse in Tbilisi, Georgia to the following address:**

**Krtsanisi Governmental Residence,  
Krtsanisi Street,  
Tbilisi 0114, Georgia**

**Thus, the companies should provide prices including freight.**

- **The shortest delivery time will matter during evaluation, but maximum delivery period is limit until 45 days.**

**Note: Please, provide internet links of each item or visual material (catalogues photos), if applicable.**

**Evaluation procedures:**

- **Evaluation will be based on Quality and Cost Based Selection Method:  
technical score is 30%, financial score is 70%.**

**Technical evaluation criterias – max. score 100:**

- **Compliance to OSCE requirements (min. 0 max. 60)**
- **Warranty period (min. 0 max.20)**
- **Time of delivery (min. 0 max. 20)**

**Financial evaluation criterias - max. score 100:**

- **Price - (min. 0 max. 100)**

**Signature of Bidder: \_\_\_\_\_**