

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. UA-2024-000131	Date: January 9, 2025
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Procurement of ICT Equipment**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB NO. UA-2024-000131** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: January 24, 2025**

Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Ukraine Country Office

ANNEX A INSTRUCTIONS TO BIDDERS

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in EUR.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p> <p>The Bid is submitted in English and Ukrainian. In case of discrepancies, the English version shall prevail.</p> <p>The Bidder may choose to apply for the tender in Ukrainian, but correspondence, documents and the IDLO contract relating to the tender must be in English.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: January 24, 2025 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>Goods and Services will be delivered within 5 working days after receipt of PO or contract from IDLO with the Information on delivery place (Kyiv, Ukraine) and based on DDP (delivery duty paid). delivery terms.</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> Supplier</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A</p>

9. Documents comprising the Bid	The Bid shall comprise the following components: 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB NO. UA-2024-000131 in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing, sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p>

	<p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: "Submission for ITB No. UA-2024-000131"</p>
14. Joint Venture, Consortium, or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; and Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

	<p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	<p>Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i>, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.</p>
17. Validity Period of Bids	<p>All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.</p>
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p>

	<p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
22. Clarification of Bids	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.</p>
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;

	<ul style="list-style-type: none"> e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>

29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods / services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Award	Contract Award shall be granted according to: <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
36. Liquidated Damages	<input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.

	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
37. Partial Bid	<input checked="" type="checkbox"/> Not permitted (All or Nothing)

ANNEX B
PRELIMINARY SCREENING CRITERIA

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter (Letter from the company on official letterhead confirming compliance with the specified criteria) + Internal Sanction Checks to be Conducted
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter (Letter from the company on official letterhead confirming compliance with the specified criteria) + Internal Sanction Checks to be Conducted
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter (Letter from the company on official letterhead confirming compliance with the specified criteria) + Internal Sanction Checks to be Conducted
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer (if applicable) ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder (if applicable) ▪ Export/Import Licenses, if applicable ▪ Product Catalogues / Brochures / Website attesting compliance to Technical Requirements 	<ul style="list-style-type: none"> ▪ Manufacturer's Authorization of the Company as a Sales Agent ▪ Statement Letter whether any import or export licenses are required in respect of goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods ▪ Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR, provision of link to Manufacturer's website showing the Product Data Sheet

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 2 years of relevant experience (in selling IT equipment).	Copies of two (2) contracts/ Word Orders/ Reference Letters from Inter-Governmental/National/International Organizations or Foreign Diplomatic Missions in Ukraine with contactable domain email addresses for verification
Financial Standing	<p>Minimum average annual turnover of EUR 5,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Audited Financial Statements or Bank Statements for the last 3 years

ANNEX C

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

Prosecutorial bodies of Ukraine have been taking a set of measures aimed at improving the situation with receipt and consideration of appeals from citizens. An important part of this work is personal reception of citizens in the Public Reception Office, improvement of which requires purchase and installation of additional equipment which should enhance capacities of the reception office in terms of meetings with citizens and processing of their appeals, as well as expanding possibilities for the exercise of their right for information and other human rights. Currently the prosecutorial bodies of Ukraine have determined three key needs to be satisfied in this context.

C. Condition of Contract and Expected Output

IDLO aims to provide technical support efficiently, effectively, with accountability and transparency, and as such, the IDLO office in Ukraine issues this Invitation to Bid (ITB) for the purpose of soliciting quotations from qualified Service Providers and to establish a Contract for Purchase of the ICT Equipment as it is envisaged in the Annex C.

This ITB is for the supply of IT equipment that meets the following **Minimum Technical Specifications**.

Bidders shall meet or exceed these specifications. The purchase of equipment includes delivery and provision of all equipment accessories upon request.

D. Qualifications of the Successful Contractor

1. Be officially registered with the relevant authorities in Ukraine as a legal entity.
2. The Contractor is expected to have a minimum of 2 years of professional and relevant experience in sales, installation and configuration of IT equipment to inter-governmental, national, international organizations, or foreign diplomatic missions.
3. The Contractor shall be able to provide the required IT equipment (as defined in the Table below).
4. The Contractor shall only deliver the new IT equipment, not exhibition samples, not refurbished or pre-owned.

E. Scope of Technical Specifications

Need 1: Multifunctional devices

The reception of citizens and processing of inquiries require using multifunctional devices for printing, photocopying, scanning, and other administrative tasks. The Public Reception Office needs to be equipped with four multifunctional devices (Class 'A' manufacturers: Canon, HP, Xerox), out of which 2 will be assigned for reception professionals, 1 - for complainers and other visitors, and 1 - for management and office staff supporting the operations of the reception office.

LOT 1: COLOR A4 MULTIFUNCTION DEVICES

Quantity: 4 Pcs.

Item	Basic parameters (<u>Multifunctional device</u>)
Brand name and / or Model	Canon i-Sensys MF461dw or equivalent
Printing technology	Mono laser (black and white)
Maximum size printing	A4
Automatic duplex	Required when printing
Page description language	PCL 5, PCL 6 is mandatory
Speed	Not less than 38 ppm
Format	A4, A5, A6
Duplex	Double Sided Printing Unit (Duplex)
First page	Not more than 5,5 sec
Resolution	At least 600x600 dpi
Quality	Not less than 1200 x 1200 dpi
RAM	Not less than 1 GB

Paper Input	General capacity of trays: A4 250 Sheet Input Tray; Sheet multi-purpose tray: at least A4 100; Tray capacity – at least A4 50;
Number of sheets in input trays	150 sheets
Interfaces	1000Base-T/100Base-TX/10Base-T, wireless LAN (IEEE 802.11 b/g/n), USB
Color printing	Mandatory
Scanner Optical Resolution	Up to 600x600 dpi scan, up to 9 600 x 9 600 dpi (extended)
Scan speed	One-sided; black and white: not less than 38 ipm. One-sided; colored: not less than 13 ipm. Two-sided, Mono scan: not less than 70 ipm. Two-sided, colored: not less than 26 ipm.
Scan functions	Scan to email/SMB/FTP; Scan to Network computer and USB Memory Devices; Scan in TIFF, JPEG, PDF (compact, searchable);
Operating Systems Supported	Windows® 10 / Windows® 8.1 / Windows® 7 / Server® 2019 / Server® 2016 / Server® 2012R2 / Server® 2012 / Server® 2008R2 / Server® 2008 Mac OS X 10.9/ Mac OS 10.14, Linux
Paper type	A4, A5, A6 60–163 g/m2
Consumables	Standard cartridge (3100 pages)
	Additional cartridge (10000 pages)
Warranty	Onsite warranty through Ukrainian service center Up to 36 months provided by manufacturer (after registration).

Need 2: Laptops / Monitor / Keyboard / Mouse

To proper operation, the workplaces for the Public Reception Office employees will be equipped with laptops rather than desktop computers. The laptops provide continuous power supply during power cuts, as confirmed by the IT specialists of the Prosecutorial bodies of Ukraine. For

convenience, the laptop should be additionally equipped with a monitor (24" IPS Full HD), keyboard, and mouse.

The Public Reception Office requires to be equipped with 5 similar sets.

LOT 2: LAPTOP

Quantity: 5 Pcs.

Item	Basic parameters (Laptop)
Brand name and / or Model	Lenovo ThinkBook 15 G4 IAP or equivalent
Display	15,6" IPS Full HD
Processor	4-core (3.0 - 4.0 GHz) Intel Core i3 or AMD Ryzen 5
Memory (RAM)	16 GB
Storage	SSD 1024 GB (or 2 x 512GB)
Jacks	2x USB Type-A (at least USB 3); 1 x LAN (RJ-45); 1 x Thunderbolt and/or HDMI (Type A)
Integrated speakers	yes
Integrated camera	yes
Integrated microphone	yes
TPM 2.0	yes
Headphone/microphone jack	yes
Fingerprint recognition	no
Internal keyboard	lighting, Ukrainian
OS	Windows 11 Pro
Color	grey
Warranty	On-site warranty through the Ukrainian service center Manufacturer's warranty: at least 36 months

LOT 3: MONITOR

Quantity: 5 Pcs.

Item	Basic parameters (Monitor)
Brand Name and /or Model	24' IIYAMA ProLite or equivalent
Specifications:	Display diagonal: 24" Maximum display resolution: 1920x1080 (Full HD) Matrix type: IPS connection type: HDMI (Type A) required cable HDMI (Type A - Type A)
Warranty	Onsite warranty through Ukrainian service center Manufacturer's warranty: at least 36 months

LOT 4: Set of Keyboard and Mouse

Quantity: 5 Pcs.

Item	Basic parameters (Keyboard + Mouse)
Brand name and / or Model	Lenovo Professional Wireless or equivalent
Specifications:	Keyboard with numeric keypad set wireless Ukrainian and English keyboard layout
Warranty	manufacturer's warranty of at least 12 months

Need 3: Stationary PC (Monoblock)

LOT 5: STATIONARY PC (MONOBLOCK)

Quantity: 2 Pcs.

Item	Basic parameters (Stationary PC)
Brand name and / or model	Lenovo ideacentre AIO 3 24IAP7 or equivalent
Display	24" IPS Full HD

Processor	4-core (3.0 - 4.0 GHz) Intel Core i3 or AMD Ryzen 5
OS (RAM)	16 ГБ
Storage	SSD 512ГБ
Jacks	3 x USB Type-A (up to 1 USB 3); 1 x LAN (RJ-45)
Integrated speakers	yes
Integrated camera	yes
Integrated microphone	yes
TPM 2.0	yes
Headphone/microphone jack	yes
Installed OS	Windows 11 Pro
Delivery set	keyboard with Ukrainian layout and mouse
Color	black
Warranty	Onsite warranty through Ukrainian service center Manufacturer's warranty of at least 12 months
Additional requirement	<i>* An additional mandatory requirement for this equipment is the ability to physically disconnect the WI-FI / Bluetooth from the motherboard</i>

LOT 6: DELIVERY SERVICES of all GOODS

Quantity: 1 Service

- The Contractor shall deliver all the Goods to the to the installation site (location in Kyiv).

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [Goods/ Services] for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

ITB No. UA-2024-000131

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Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB No. UA-2024-000131		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Self-Attestation Letter that Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21. ▪ Self-Attestation Letter that Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. ▪ Self-Attestation Letter that there are no consistent history of court/arbitral award decisions against the Bidder for the last 3 years. 		



	<ul style="list-style-type: none">▪ Copies of two (2) contracts/ LPOs / Reference Letters from Inter-Governmental/National/International Organizations or Foreign Diplomatic Missions in Ukraine with contactable domain email addresses for verification▪ Copy of Product Catalogues/Brochures/Website attesting compliance to Technical Specifications▪ Financial Statements or Bank Statements for the past three (3) years Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years
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ANNEX F PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «**No VAT**».

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Type of ICT Equipment	Description of Technical Specifications	Unit Measure	Required quantity	Unit Price In EUR, excluding VAT	Total Price In EUR, excluding VAT
Lot 1	Multifunctional device	As per Annex C (Paragraph E) Technical Specifications	Pcs	4		
Lot 2	Laptop	As per Annex C (Paragraph E) Technical Specifications	Pcs	5		
Lot 3	Set of Keyboard & Mouse	As per Annex C (Paragraph E) Technical Specifications	Pcs	5		
Lot 4	Monitor	As per Annex C (Paragraph E) Technical Specifications	Pcs	5		
Lot 5	Stationary PC (Monoblock)	As per Annex C (Paragraph E) Technical Specifications	Pcs	2		
Lot 6	Delivery Services of all Goods	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Total Cost of Goods						
Other Charges (please specify)						
Grand Total						

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time of 5 working days from date of contract signature.			
Warranty as per Lot specifications under Annex C Technical Specifications			
Lot 1 Multifunctional device Up to 36 months provided by manufacturer (after registration)			
Lot 2 Laptop Manufacturer's warranty at least 36 months			
Lot 3 Set of Keyboard & Mouse Manufacturer's warranty at least 12 months			
Lot 4 Monitor Manufacturer's warranty: at least 36 months			
Lot 5 Stationary PC (Monoblock) Manufacturer's warranty of at least 12 months			
Lot 6 Delivery Services N/A			

Name, position and signature of the Bidder	Bidder's Stamp
<hr/> <i>Duly authorised to sign this Bid</i> Date:	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **[Goods/Services]**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **[Goods/Services]**.

Place of delivery	Kyiv, Ukraine.
Delivery date	Goods / Services should be delivered within 5 working days after receipt of PO or contract from IDLO with instructions on location and timeline.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.
After-sales services and Warranty	<input checked="" type="checkbox"/> Warranties on Parts for minimum period Indicated on Annex F



ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>