

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. N-UA-2024-000024

Date: **April 5, 2024**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for the **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**, be virus-free and consist of no more than two email transmissions. They must be free from any 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 Proposal in response to this information, Bidders are confirming acceptance of 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.

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. N-UA-2024-000024** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: April 22, 2024**
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>Note: the payment might be performed in the local currency (UAH) as per the exchange rate of the National Bank of Ukraine on the date of the invoice issuance.</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>This bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative.</p> <p>While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondences, documents and Contract relating to the Bid shall be written in the English language</p>
5. Deadline for Submissions of Bids	<p>The Bid shall be addressed to IDLO on or before Date: April 22, 2024 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 should be delivered within 20 working days for Need 1 and within 10 working days for Need 2 / Need 3 / Need 4 after receipt of PO or contract from IDLO with instructions on location and timeline.</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	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>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.</p>
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. N-UA-2024-000024 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>

<p>13. Format, signing sealing, marking and submission of Bids</p>	<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. ITB No. N-UA-2024-000024”</p>
<p>14. Joint Venture, Consortium, or Association</p>	<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 IV, 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"> a) Those that were undertaken together by the JV, Consortium or Association; and

	<p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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 Deadline for the submission of Bid, 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	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.
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 to 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	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.
22. Clarification of Bids	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.
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

	<p>adequate financial resources to perform the contract and all existing commercial commitments,</p> <p>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;</p> <p>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
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> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>

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 , 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	<p>Contract Award shall be granted according to the:</p> <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	<p>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.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>

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.
37. Partial Bid	<input checked="" type="checkbox"/> Permitted

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Valid Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Internal Revenue Certificate / Tax Clearance
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 21.	Internal Sanctions Check will be conducted + Self-Attestation Letter
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
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
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 C; 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.	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>A 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

The Office of the Prosecutor General implements a set of measures and tools aimed at improving international cooperation during full-scale invasion. Such cooperation is tightly associated with various types of communications, which requires usage of best technical and security solutions, in particular through procurement and installation of additional equipment, as well as expanding operational capabilities. Currently, four main needs have been identified which must be addressed in the given 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 ITB for the purpose of soliciting quotations from Service Providers and to establish a Contract for Goods for Procurement of the ICT Equipment as listed in the Annex C.

This ITB is for supply of ICT equipment meeting the below **Minimum Specifications**. Bidders must meet or exceed these specifications. The procurement of the equipment includes delivery and provision of all accessories of the equipment as requested.

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 selling ICT 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 equipment, not exhibition samples, not refurbished.

E. Scope of Technical Specifications

NEED 1: VIDEO CONFERENCING EQUIPMENT

Conducting meetings via video conferencing requires the use of appropriate equipment. It is required to equip two specially designated for negotiations rooms with video conferencing equipment sets corresponding to the size of the room and the expected number of participants present in the room.

TECHNICAL SPECIFICATION: VIDEO CONFERENCING EQUIPMENT (SET 1)

Item	Key parameters (multifunctional devices)
Type of equipment	All-in-one device with additional controller device
Manufacturer	Cisco or another manufacturer headquartered in the USA or EU (country of brand registration)
Video camera	two or more cameras (with wide and ultrawide modes), with a CMOS sensor of at least 1/2.3", sensors of at least 12MP/30fps
	Zoom: not less than 5x optical, with the possibility of additional digital zoom (not less than 8x)
	aperture: double, f/1.7 – f/2.4
	horizontal field of view: at least 85° (wide) and at least 120° (ultra-wide)
	vertical field of view: at least 60° (wide) and at least 90° (ultra-wide)
	focal length: from 0.8 m to infinity
	auto focus, brightness and white balance settings
	AI settings: automatic group framing, automatic speaker tracking activity light indicator available
Display	type: IPS LCD, multi-touch
	diagonal: at least 55", aspect ratio 16:9
	resolution: at least 4K UHD (3,840x2,160)
	contrast: at least 1:1,000
	viewing angle: at least 85° in all directions
	response time: no more than 8ms active pen (stylus) included in the kit

	portable floor stand with wheels for installing the screen at a height (1 included in the kit)
	multifunctional cable (multi-head 4K, USB-C, HDMI, miniDP) with at least 9-meter length included in the kit
Microphones and speakers	built-in microphone array optimized for indoor use at a min. 4-meter distance with speaker tracking function built-in multi-channel speakers with a min. 75 Hz–20 KHz frequency range and an output (SPL) of at least 90 dB one additional external omnidirectional desktop microphone with a 4-pin mini-jack connector, 9V/52V power supply, and a 9-meter cable included in the kit
Video Interfaces	input: at least one HDMI 2.0 type A and one USB type-C DisplayPort output: at least one HDMI 2.0 type A
Audio interfaces	input: at least 2x analog audio inputs for connecting additional microphones (4-pin mini jack with phantom power), 1x audio input each of HDMI, USB-C, USB-A, and Bluetooth output: at least 1x analog line out (stereo 3.5mm minijack), 1x audio out each of USB-C, USB-A, and Bluetooth
Network interfaces	at least two electrical (RJ-45) 100/1000 Mbps Ethernet interfaces, one with PoE function, as well as Wi-Fi 802.11a/b/g/n/ac/ax 2.4 GHz and 5 GHz
Protocols	supported H.323, SIP, Webex, WebRTC Embedded encryption: H.323 and SIP point-to-point, H.235v3, AES 128/256, automatic key generation and exchange
Platform compatibility	compatible with Microsoft Teams Rooms (native), Cisco Webex (native), Zoom, Google Meet optional further integration with Cisco Unified Communications Manager (Release 12.5 SU8) without installation of any additional hardware components
Multimedia control device	multiple touch screen LCD display with a min. 10" diagonal and min. resolution of 1,920x1,200 output: PoE 802.3af table mounted stand included in the kit
Supply package	Supply package shall also include: integrated power supply unit, power supply cable, at least 5 meters long, Ethernet network cable, at least 8 meters long, other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the video conferencing equipment of the above-mentioned configuration as a stand-alone independent system with the ability to organize video conferences and participate in them on the Microsoft Teams platform with Microsoft Teams Rooms Pro settings for a period of at least 12 months
Service support	At least 12 months for all manufacturer's equipment
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION: VIDEO CONFERENCING EQUIPMENT (SET 2)

Item	Key parameters (multifunctional devices)
Type of equipment	PTZ Camera with codec unit and additional controller device
Manufacturer	Cisco or another manufacturer headquartered in the USA or EU (country of brand registration)
Video camera	resolution: at least 1,080p/60fps and 2,160p(4K)/30fps
	Zoom: not less than 20x optical and 12x digital zoom (240x total)
	aperture: f/2.0 – f/3.8
	horizontal field of view: at least 70°
	Pan and tilt: at least +/- 170° pan range, at least -20°/+90° tilt range
	focal length: from 1 m to infinity
	focus, brightness and white balance settings: auto or manual
	AI settings: automatic group framing, automatic speaker tracking, face and upper body recognition
	activity light indicator available
	manual control: Visca over IP
	Video Interface: HDMI 2.0
	Network interface: electric (RJ-45) 100/1000 Mbps Ethernet
	Power: 220V 50Hz, PoE+ IEEE802.3at, 12V/3A
a set of mounts and mounting elements for wall mounting included in the kit	
Multimedia codec	Input Video Interfaces: at least 2x HDMI with support for 1,080p/60fps at least 3x HDMI with support for 2,160p/30fps 1x 3G-SDI/HD-SDI with support up to 1,080p/60fps EDID and CEC 2.0 supported
	Output Video Interfaces: at least 2x HDMI with support for 2,160p/60fps at least 1x HDMI with support for 2,160p/30fps CEC 2.0 supported
	Input Audio Interfaces: at least 8x Euroblock microphone inputs (or other type that meets the specified requirements) with 48V phantom power supply, each with a separate echo canceller and noise reduction at least 3x HDMI for connecting external sources (PC/DVD)
	Output Audio Interfaces: at least 6x balanced Euroblock line outputs at least 3x HDMI, one of which supports ARC (Audio Return Channel) line output for connecting a subwoofer
	Network Interfaces: 1 GBE Ethernet (RJ-45) for LAN connection at least 2x 1 GBE Ethernet (RJ-45) for direct video camera connection (camera control) at least 2x 1 GBE Ethernet (RJ-45) with PoE support, one of which is to connect a multimedia control device Wi-Fi 802.11a/b/g/n/ac/ax 2.4 GHz and 5 GHz and at least 2x2 MIMO technology. If the manufacturer provides for the connection of a Wi-Fi antenna, such antenna shall be included in the supply package
	Additional Interfaces:

	<p>at least 2x USB type A 1x USB type B reset button</p> <p>Power: 220V 50Hz, 12 VDC</p> <p>a set of mounts and mounting elements for wall mounting included in the kit</p>
Multimedia control device	<p>multiple touch screen LCD display with a min. 10" diagonal and min. resolution of 1,920x1,200 output: PoE 802.3af table mounted stand included in the kit</p>
Microphones and speakers	<p>three additional external omnidirectional desktop microphones with a Euroblock connector (or other type that is available for the codec and meets the specified requirements), 9V/52V power supply and additional 9-meter long extension cables with the appropriate connector included in the kit for enabling the speaker tracking function, the connected microphones shall interact with the system</p>
Protocols	<p>supported H.323, SIP, Webex supported video standards: H.264, H.265 supported audio standards: G.711, G.722, G.722.1, G.729AB, 64 kbps and 128 kbps MPEG4 AAC-LD mono and stereo, OPUS, Embedded encryption: H.323 and SIP point-to-point, H.235v3, AES, automatic key generation and exchange</p>
IP functions	<p>supported DiffServ (Quality of Service), adaptive bandwidth control (flow control), dynamic playout and lip-sync buffering of audio and video streams, DTMF transmission over SIP as per RFC 4733, automatic gatekeeper detection</p>
Platform compatibility	<p>compatible with Microsoft Teams Rooms (native), Cisco Webex (native), Zoom, Google Meet optional further integration with Cisco Unified Communications Manager (Release 12.5 SU8) without installation of any additional hardware components</p>
Supply package	<p>Supply package shall also include: power supply unit, 2x 10A power cables each at least 2 meters long, multifunctional cable (multi-head 4K, USB-C, HDMI, miniDP) with at least 9-meter length, 4x Ethernet cables with RJ-45 connectors in lengths of 1.5m, 3m, 5m, and 8m, 4x HDMI cables: 3x 3 meters long and 1x 1.5 meters long, other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the video conferencing equipment of the above-mentioned configuration as a stand-alone independent system with the ability to organize video conferences and participate in them on the Microsoft Teams platform with Microsoft Teams Rooms Pro settings for a period of at least 12 months</p>

Service support	At least 12 months for all manufacturer's equipment
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

NEED 2: INFORMATION TECHNOLOGY EQUIPMENT

In order to ensure operational activity of the office, it shall be equipped with the appropriate information technology equipment to be installed and connected in the premises.

TECHNICAL SPECIFICATION: DATA STORAGE SYSTEM (1 Set)

Item	Key parameters (DSS)
Type of equipment	data storage system (NAS)
Manufacturer	Synology, Dell, HPE or equivalent
Installed processor	64-bit architecture, at least 2 cores with a frequency of 2.5 Hz each
Installed RAM	DDR4-2666 or faster, at least 20 GB
Supported hard disks	3.5" SATA HDD 2.5" SATA SSD M.2 NVMe SSD
Number of supported hard drives	at least 4
Ability to expand the number of drives	yes
Hot swappable drives	yes
RAID support	yes, 0/1/5/6/10 types
Number of installed hard drives	at least 2 based on the list of hard drives recommended by the manufacturer (a link to the list shall be provided)
Parameters of installed hard drives	size: at least 8 TB each, cache memory of at least 256 GB, SATA III 6Gbps interface or faster
Network interfaces	at least 2x Gigabit Ethernet (RJ-45), with link aggregation function
Additional interfaces	at least 2x USB 3.2 Gen 1 at least 1x eSATA
file systems	at least ext4 and Btrfs, and additionally NTFS, FAT, exFAT for external drives
file protocols	SMB, NFS, FTP, Rsync, WebDAV
Protocols	HTTP(S), SNMP, LDAP, CalDAV, DLNA
Automatic synchronization and storage of files from cloud services	yes, at least with Microsoft 365
Automatic power on after a power failure	yes
Web-management interface	yes
User access control	yes
Power	220V 50Hz
Supply package	Supply package shall also include: power supply unit or adapter with a cable, 2x GB Ethernet cables with RJ-45 connectors, other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.;

	all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment of the above-mentioned configuration as a stand-alone independent system
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION 1: NETWORK SWITCH (1 Psc)

Item	Key parameters (switch)
Manufacturer	Cisco, DELL, Microtik or equivalent
Type	managed Ethernet-switch
Number of ports	at least 8x Gigabit Ethernet (RJ-45) at least 2x combo (RJ-45 + SFP)
Installed RAM	at least 512 MB
Cache memory size	at least 256 MB
Total switching capacity	at least 15 Gbps
L2 switching functions	STP, IGMP, LACP, VLAN (port-based та 802.Q), Loop detection
Protocols	LLDP (802.1ab), jumbo frames, prioritization (port-based, 802.1p VLAN, ToS/DSCP) DiffServ, QoS
Security functions	Port Security, SSD (Secure Sensitive Data (SSD), protection against DoS attacks
Control functions	CLI via SSH/Telnet, SNMP, ping (SNMP), syslog
Web-management interface	yes, HTTPS, with configuration and monitoring maintaining functions
Wall-mounted option	yes
User access control	yes
Power	220V 50Hz
Supply package	Supply package shall also include: power supply unit or adapter with a cable, other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.;; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment of the above-mentioned configuration as a stand-alone independent system
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION 1: NETWORK ROUTER (1 Psc)

Item	Key parameters (router)
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Manufacturer	Keenetic, ZyXEL, Mikrotik or equivalent
Type	4G/LTE Wi-Fi router
Installed RAM	at least 256 MB
Number of ports	at least 4x Gigabit Ethernet (RJ-45) at least 1x USB 3.0, with an option to connect an LTE modem at least 1x Nano-SIM
Max routing speed	at least 1,800 Mbps for PoE/PPPoE routing at least 800 Mbps for L2TP/PPTP routing
Embedded 4G/LTE modem	yes, nano-SIM
Ranges supported by the 4G/LTE modem	FDD-LTE B1/B3/B5/B7/B8/B20 (2100/1800/850/2600/900/800 MHz) TDD-LTE B38/B40/B41 (2600/2300/2500 MHz); HSPA+/HSDPA/HSUPA/WCDMA B1/B5/B8 (2100/850/900 MHz)
Max 4G/LTE speed	at least 300 Mbps (Cat.6)
Connectors for connecting 4G/LTE antennas	at least 2x, SMA type
Removable 4G/LTE antennas included	yes, at least 2x, with at least 4 dBi gain
Additional 4G/LTE antennas included	yes, dual MIMO design: for outdoor (street) year-round usage gain: at least 2x24 dBi in the range of 1,700 – 2,170 MHz, polarization: vertical/horizontal, the antenna shall be supplied with a 20-meter long coaxial cable (50 Ohm) to connect to the router, mounting hardware (clamp), antenna adapters and other elements required for installation and connection
Wi-Fi	yes
Wi-Fi class	not lower than AX1800 (IEEE 802.11ax, operation in two frequency bands 2,4 i 5 GHz, backward compatibility with IEEE 802.11a/b/g/n/ac)
Max Wi-Fi speed	not less than 574 Mbps in the 2.4 GHz band not less than 1,200 Mbps in the 5 GHz band
Wi-Fi technologies	OFDMA, signal focusing in the direction of the user, access control by MAC addresses, WPA2-PSK and WPA-3 PSK authorization, seamless 802.11k/r/v roaming, a guest network option
Wi-Fi antennas	2x or more, MIMO with at least 5 dBi gain
Functions and Protocols	Multi-WAN, Internet connection redundancy UPnP IPoE, PPPoE, PPTP, L2TP, 802.1x Ethernet-over-IP, IP-IP, GRE DHCP, NAT, IGMP VLAN IEEE 802.1Q
Security functions	client/server: OpenVPN, PPTP, L2TP over IPSec, SSTP port forwarding firewall with protection against DoS attacks setting up an access schedule by clients or interfaces guest hotspot with authorization

	ad blocker
Control functions	SNTP (NTP), ping (SNMP) configuration backup and restore automatic system update system event log
Remote monitoring and control	Yes, with the option to configure, remotely control, and monitor: CLI via SSH/Telnet via mobile app (for Android or iOS) via the web-interface (HTTPS)
User access control	yes
Power	220V 50Hz
Supply package	Supply package shall also include: power supply unit or adapter with a cable, other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment of the above-mentioned configuration as a stand-alone independent system
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION: UNINTERRUPTIBLE POWER SUPPLY (1 Psc)

Item	Key parameters (UPS)
Manufacturer	APC, Eaton, Vetriv or equivalent
Mounting type	standard 19" rack, mounts included
Height	not higher than 2U
UPS type	line-interactive
Wave type	Sinusoidal
Battery type	lead acid or lithium polymer
Minimum battery life	4 years
Max output	at least 750 VA
Run time under load	at least
Battery charging time	up to 3 hours
Replaceable battery block	yes
Input voltage range	not less than 160 – 286 V
Input voltage frequency	50/60 Hz +/- 3 Hz with auto-sensing
Overvoltage protection	yes, not less than 459 J
Noise suppression	yes, no more than 0.3% of the residual voltage amplitude, voltage surge limitation without time delay, meets UL 1449
Output voltage range	220–230 V 240 V
Harmonic distortion	up to 5 %

Switching to the battery time	no more than 2 ms as standard
Number of output sockets	at least 4x IEC C13
LCD screen	yes, to control and check the UPS status
Indication of	switching to battery operation mode low battery the option to set delays
USB port	yes
Separate management port	yes
Supply package	Supply package shall also include: a power cable for connection to a standard power outlet (IEC C,F / CEE-7/7) other cables, adapters, mounts, and mounting elements required for the operation of the equipment with the specified configuration settings, etc.;; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment of the above-mentioned configuration as a stand-alone independent system
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty for repair or replacement of equipment including battery but not less than standard warranty offer

TECHNICAL SPECIFICATION: SERVER CABINET (1 Psc)

Item	Key parameters (server cabinet)
Cabinet type	standard 19", floor-standing
Height	15U
Depth	600 mm
Width	600 mm
Max load	at least 400 kg
Mounting rails 19"	with mounting holes
Supports	adjustable over the entire depth
Legs	4 psc, adjustable
Side panels	removable
Cable entry	top + bottom
Fan openings	yes
Doors	toughened glass 180° opening swing swapping option crossbar lock, locking the closed door handle with a key
Assembled pull-out shelf	yes, 600-mm deep with telescopic guides, maximum load up to 20 kg
Installed socketboard	yes, 1U high, metal housing with switch and grounding at least 6 standard sockets (IEC C,F / CEE-7/7) to connect equipment a cable for connecting the socketboard to the UPS output socket (IEC C13 type) included

Supply package	Supply package shall also include: required adapters, mounts, and mounting elements, etc.; door keys (at least 2 for each lock) all documentation and diagrams provided by the manufacturer for this equipment;
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION: LAPTOP (2 Psc)

Item	Basic parameters (Laptop + software)
Manufacturer	Dell, HP, Lenovo or equivalent
Display diagonal:	15.6"
Display type	IPS or WVA, matte or anti-glare coating
Display resolution	at least 1,080 p (FHD)
Processor	at least Intel Core i5 gen13
RAM	DDR4-3200 or DDR5, at least 16 GB
Discrete video adapter	yes, at least 2 GB
Hard drive	SSD, at least 512 GB
Network port	Gigabit Ethernet (RJ-45)
USB ports	at least 3x ports (including at least 2x USB 3.2 type, at least 1x USB 3.2 Type-C)
Additional Display port	HDMI or USB Type-C (DisplayPort)
Built-in Wi-Fi	yes, 802.11ax (Wi-Fi 6) or 802.11ac (Wi-Fi 5)
Built-in Bluetooth	yes
Fingerprint scanner	yes
Built-in webcam	yes, at least 1,080 p
Built-in microphone	yes
Built-in stereo speakers	yes
Headphone/microphone jack	yes
TPM 2.0 security module	yes
Internal keyboard	English and Ukrainian layouts, backlight
Built-in touchpad	yes
Weight	not more than 1.7 kg
Software	Windows 11 Pro operating system (for each laptop)
Supply package	Supply package shall also include power adaptor and all documentation and software provided by the manufacturer for this equipment
Warranty support	Onsite warranty through Ukrainian service center, at least a 12-month manufacturer's warranty but not less than standard warranty offer

TECHNICAL SPECIFICATION: MONITOR (2 Psc)

Item	Key parameters (Monitor)
Manufacturer	Samsung, Dell, Asus or equivalent

Diagonal Size	at least 23.8"
Aspect Ratio	16:9
Matrix type	IPS or VA, matte or anti-glare coating
Resolution	at least 1,080 p (FHD)
Response time	not more than 1 ms
Connectivity	connection type: HDMI cable included
Tilt	yes
Warranty	Manufacturer's warranty of at least 12 months but not less than standard warranty offer

TECHNICAL SPECIFICATION: SET OF KEYBOARD AND MOUSE (2 psc)

Item	Key parameters (Keyboard + Mouse)
Manufacturer	Dell, Logitech
Specifications:	keyboard with a numeric keypad set wireless Ukrainian and English keyboard layouts
Warranty	manufacturer's warranty of at least 12 months but not less than standard warranty offer

NEED 3: ACCESS CONTROL EQUIPMENT

In order to ensure operational activity of the office, it shall be equipped with the appropriate access control equipment to be installed and connected in the premises.

TECHNICAL SPECIFICATION: SECURITY SYSTEM SET WITH PHOTO VERIFICATION (1 Psc)

Item	Key parameters (DSS)
Manufacturer	Ajax or another manufacturer headquartered in the USA or EU (country of brand registration)
Included	Hub — 1 pc Opening detector — 6 psc Motion detector + camera — 1 pc Key fob — 1 pc
Hub	
Number of connected wireless devices	at least 200
Number of users	at least 200
Automation scenarios	up to 64 based on the parameters of: alarm response

	planned actions response to changing the security mode response to button presses
Communication channels	RJ45 8P8C Ethernet Wi-Fi, at least 802.11 b/g/n 2 micro-SIM slots with 2G/3G/4G (LTE) support automatic switching between communication channels
Communication functions	two-way communication RF communication with devices at a distance of up to 1.5 km sabotage-resistant (regular polling of devices within a configurable interval, detection of loss of connection) protection against radio interference and signal interception encryption of communication with a floating key re-downloading data in case of a transmission error checking the delivery of photos instant notifications remote configuration via the app
Types of notifications	push notifications SMS calls
Types of events for notification	alarms malfunctions change of the security mode system events automation events customization of notification types for each user
Photographic evidence	y alarm/scenario/request/schedule resolution: at least 640x480 pix a series of photos option
Supported monitoring protocols	SIA (DC-09), SurGard (Contact ID), ADEMCO 685
Power	220V, 50Hz Built-in backup battery to provide at least 12 hours of autonomous operation
Control	Remote control via the app (Windows, MacOS, Android, iOS)
SIM-card supported	yes, 4G/LTE
Supply package	Supply package shall also include: power cable, Ethernet cable, all functional and mounting elements necessary for the operation of the equipment, mounts, etc.;; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment as part of the system
Opening detector	
Type	wireless opening detector compatible with the hub
Protection class	not lower than IP50
Tamper alarm	yes
Authentication to prevent spoofing	yes
Jamming notification	yes

Communication encryption	yes
Terminals for connecting other detectors	yes
Opening capacity	up to 2 mln times
Communication functions	two-way communication at a distance of up to 1.2 km sabotage-resistant (regular polling, detection of loss of connection) protection against radio interference and signal jamming encryption of communication with a floating key instant notifications remote configuration via the app
Detection elements	at least reed switch and accelerometer
Tilt sensor trigger threshold	adjustable in the range of at least 5° to 25°
Shock sensitivity	yes, three-level
Power	autonomous providing at least 4 years of operation. Battery(s) included
Supply package	Supply package shall also include: all functional and mounting elements necessary for the operation of the equipment, mounts, etc.; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment as part of the system
Motion detector + camera	
Type	wireless motion detector with camera compatible with the hub
Protection class	not lower than IP50
Tamper alarm	Yes
Authentication to prevent spoofing	Yes
Jamming notification	Yes
Communication encryption	Yes
Communication functions	two-way communication at a distance of up to 1.7 km sabotage-resistant (regular polling, detection of loss of connection) protection against radio interference and signal jamming encryption of communication with a floating key instant notifications remote configuration via the app
Detection elements	Infrared sensor
Motion detection range	up to 12 m
Motion detection speed	not less than 0.3 to 2.0 m/s range
Field of View	horizontal field of view: at least 88° vertical field of view: at least 80°
Protection against false responses	Yes
Photos by alarm	yes
Maximum resolution	at least 640x480 pix
Infrared illumination	yes
Series of photos	yes
Photo delivery time	up to 20 seconds for maximum resolution

Power	autonomous providing at least 4 years of operation. Battery(s) included
Supply package	Supply package shall also include: all functional and mounting elements necessary for the operation of the equipment, mounts, etc.; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the full functioning of the equipment as part of the system
Key fob	
Type	key fob for remote control of security modes compatible with the hub
Number of buttons	at least 4
Protection against accidental pressing	yes
Panic button deactivation	yes
Confirmation of command delivery	yes
Communication functions	two-way communication with encryption RF communication at a distance of up to 1.2 km customizable detector ping polling period self-regulating radio signal power remote configuration via the app
Power	autonomous providing at least 4 years of operation. Battery(s) included
Warranty support	at least a 12-month equipment manufacturer's warranty for all listed equipment but not less than standard warranty offer

TECHNICAL SPECIFICATION: BIOMETRIC LOCK (2 psc)

Item	Key parameters (switch)
Manufacturer	UltraLoq (U-tec) or another manufacturer headquartered in the USA or EU (country of brand registration)
Type	biometric mortise lock
Mounting	vertical
Locking type	main
Number of handles	2
Protection class	not lower than IP65
Main manufacturing material	zinc alloy, other equivalent or more durable metal
Door thickness for installation	40–65 mm
Opening method	fingerprint (reading time up to 0.3 seconds) digital code (with backlight) smartphone app physical key
Reversible handle	yes
Automatic locking	yes
Supported connections	Wi-Fi Bluetooth
Mobile app	yes
Functions available in the mobile app	user management

	provision of temporary access granting access on a schedule event log with user, time, and access method notifications about events
Data encryption	AES or better
The maximum number of registered codes	at least 50
The maximum number of registered users	at least 50
The maximum number of fingerprints for each user	at least 2
Power	autonomous providing at least 1 year of operation (or up to 8 thousand openings). Battery(s) included USB connector (microUSB or Type-C) for connecting a standard 5 V external battery (PowerBank)
Battery discharge notification	yes
Supply package	Supply package shall also include: keys sets (at least 2) required mounts, connecting and mounting elements, etc.;; all documentation and software (drivers, installation packages, etc.) provided by the manufacturer for this equipment; all licenses required to ensure the functioning of the equipment as a stand-alone independent system
Warranty support	At least a 12-month equipment manufacturer's warranty but not less than standard warranty offer

NEED 4: UNLIMITED 4G/LTE DATA TRANSFER SERVICE

In order to ensure operational activity of the office, it shall be equipped with the appropriate access control equipment to be installed and connected in the premises.

TECHNICAL SPECIFICATION: 4G/LTE SERVICE CONTRACT (1 Psc)

Item	4G/LTE service contract
Service Provider	Kyivstar, Lifecell, Vodafone
Service type	Unlimited Internet 4G/LTE connection
Service duration	12 month, 24/7
SIM-card type	MicroSIM/NanoSIM
Quantity	2 SIM cards with the same number and tariff (SIM-clone)
SMS per month limit	200 or more
Warranty support	12 month, according to Service Provider Terms

TECHNICAL SPECIFICATION: MICROSOFT 365 LICENSES (1 Set)

Item	Microsoft 365 Business premium licenses
Service Provider	Microsoft
Users	5 user licenses
Service duration	12 month, 24/7
Warranty support	12 month, according to Microsoft Terms

**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** 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**

Name of Bidder:	[Complete]	Date:	Select date
ITB reference:	ITB No. N-UA-2024-000024		
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, if applicable ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder (if applicable) ▪ 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.
- 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

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».

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.

Note: the unit prices are fixed in EUR. However, the payment might be performed in the local currency (UAH) as per the exchange rate of the National Bank of Ukraine on the date of the invoice issuance.

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
NEED 1 / VIDEO CONFERENCING EQUIPMENT						
Lot 1	Set of Video conferencing equipment (Set 1)	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 2	Set of Video conferencing equipment (Set 2)	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
NEED 2 / INFORMATION TECHNOLOGY EQUIPMENT						
Lot 3	Set of Data storage system	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 4	Network switch	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 5	Network router	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 6	Uninterruptible Power Supply	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 7	Server Cabinet	As per Annex C (Paragraph E) Technical Specifications	Pcs	1		
Lot 8	Laptop	As per Annex C (Paragraph E) Technical Specifications	Pcs	2		
Lot 9	Monitor	As per Annex C (Paragraph E) Technical Specifications	Pcs	2		
Lot 10	Set Of Keyboard And Mouse	As per Annex C (Paragraph E) Technical Specifications	Pcs	2		
NEED 3 / ACCESS CONTROL EQUIPMENT						

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 11	Security system set with photo verification	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Pcs	1		
Lot 12	Biometric lock	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Pcs	2		
NEED 4 / UNLIMITED 4G/LTE DATA TRANSFER SERVICE						
Lot 13	4G/LTE SERVICE CONTRACT (1 PCS)	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Pcs	1		
Lot 14	Microsoft 365 licenses	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Pcs	1		
DELIVERY / INSTALLATION						
Lot 15	Delivery and Installation of goods (Need 1)	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Service	1		
Lot 16	Delivery of goods (Need 2 / Need 3/ Need 4)	<i>As per Annex C (Paragraph E) Technical Specifications</i>	Service	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 20 working days within Need 1 (Video conferencing equipment) from date of contract signature. Delivery Lead Time of 10 working days within Need 2 (Information technology equipment) / Need 3 (Access control equipment) / Need 4 (Unlimited 4G/LTE Data Transfer Service) from date of contract signature.			
Warranty as per Lot specifications under Annex C Technical Specifications			
Lot 1 Video conferencing equipment (Set 1) <ul style="list-style-type: none"> - Service support: at least 12 months for all manufacturer’s equipment - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer’s warranty but not less than standard warranty offer 			
Lot 2 Video conferencing equipment (Set 2) <ul style="list-style-type: none"> - Service support: at least 12 months for all manufacturer’s equipment 			

<ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer 			
<p>Lot 3 Data storage system</p> <ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer 			
<p>Lot 4 Network switch</p> <ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer 			
<p>Lot 5 Network router</p> <ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer 			
<p>Lot 6 Uninterruptible Power Supply</p> <ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month including the battery but not less than standard warranty offer 			
<p>Lot 7 Server Cabinet</p> <ul style="list-style-type: none"> - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month 			

manufacturer's warranty but not less than standard warranty offer			
Lot 8 Laptop - Warranty support: onsite warranty through Ukrainian service center, at least a 12-month manufacturer's warranty but not less than standard warranty offer			
Lot 9 Monitor - Warranty: Manufacturer's warranty of at least 12 months but not less than standard warranty offer			
Lot 10 Set of Keyboard and mouse - Warranty: Manufacturer's warranty of at least 12 months but not less than standard warranty offer			
Lot 11 Security system set with photo verification - Warranty: Manufacturer's warranty of at least 12 months but not less than standard warranty offer			
Lot 12 Biometric lock - Warranty support: at least a 12-month equipment manufacturer's warranty but not less than standard warranty offer			
Lot 13 4G/LTE SERVICE CONTRACT - 12 month, according to Service Provider Terms			
Lot 14 Microsoft 365 licenses - 12 month service and warranty support according to Microsoft Terms			



Name, position and signature of the Bidder

Bidder's Stamp

Duly authorised to sign this Bid

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**. 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**.

Place of delivery	Office of the Prosecutor General, Kyiv.
Delivery date	Delivery Lead Time of 20 working days within Need 1 (Video conferencing equipment) from date of contract signature. Delivery Lead Time of 10 working days within Need 2 (Information technology equipment) / Need 3 (Access control equipment) / Need 4 (Unlimited 4G/LTE Data Transfer Service) from date of contract signature.
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.
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_august_2020.pdf

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

