**Terms of Reference**

Procurement of Desktop, Monitor, And UPS for High Schools within the framework of the “School as Community Center” project

**Background**

Institute for Democracy and Mediation (IDM) is implementing the project “Strengthening community resilience through the School as Community Center (SCC) model and evidence-based research in Albania”. The project aims to strengthen community resilience and prevent any form of violent extremism through applied research, evidence-based P/CVE recommendations, and multi-factorial preventive measures, by empowering youth and local educational institutions.

Among various activities, the intervention consists also of equipping schools and youth with the adequate infrastructure to organize activities and initiatives that enhance their skills and bring them closer to the community.

**OBJECTIVE AND SCOPE OF WORK**

The supplier must provide high-quality desktop computers that meet specified technical requirements at a competitive cost. The successful supplier will ensure timely delivery and provide after-sales support in line with the warranty terms and conditions.

* Supply thirty-six (36) desktop computers that meet the technical specifications outlined in Appendix A.
* Deliver the computers to the seven (7) high schools located in Kukes, Kavaja, Elbasan, Berat, Skrapar, Vlora, and Tirana, as per the specified list provided by IDM.
* Provide training or user manuals for basic usage and maintenance.
* Offer a one-year warranty and after-sales support from the date of delivery.

**RESPONSIBILITIES** **OF THE SUPPLIER**

* Ensure all delivered equipment meets the specified technical requirements and quality standards.
* Provide detailed documentation, including warranty certificates, user manuals, and invoices.
* Ensure timely delivery and installation in accordance with the agreed timeline.
* Replace or repair any defective items within the warranty period at no additional cost.
* Maintain regular communication with the procurement team to promptly address any issues or delays.

**CORE COMPETENCIES OF THE SUPPLIER**

The supplier must:

* Have at least five years of experience in supplying ICT equipment.
* Be registered at the National Business Center.
* Deliver an extract on the subject's history issued by the National Registration Center.
* Have the location of the entity: Albania.
* Possess the technical expertise to provide support and troubleshoot the supplied computers.
* Be financially stable and capable of managing bulk orders.
* Comply with all relevant national and international procurement and ethical standards.

**DURATION OF CONTRACT**

The duration of the contract, including the supply and delivery of the computers, shall not exceed two months from the signing of the contract. The delivery of the computers to the high schools must be completed by **January 24, 2025**.

The supplier will also provide after-sales support for the warranty period as specified in the agreement.

**REMUNERATION**

The remuneration fee will be in line with the budget forecast for this activity line.

**Criteria for Selection**

IDM will evaluate proposals based on:

* Company experience – 20%
* Technical specifications – 40%
* Financial proposal-40%

**How to Apply**

Interested bidders should submit their proposals, including:

* Technical specifications (Annex 1)
* Financial offer (Annex 2)
* A signed copy of the IDM Code of Conduct
* Company experience

Proposals and company documentations should be sent to **procurement@idmalbania.org** no later than **December 26, 2024.**

**APPENDIX A**

**Specifications for desktop, monitor, and UPS for IDM**

**Desktop: 36 pcs**

|  |  |
| --- | --- |
| **Unit** | **Specifications** |
| CPU: | Intel Core i5-12500 up to 4.6GHz |
| RAM: | 8GB |
| SSD: | Over 500 GB |
| Graphics: | Intel UHD |
| Other: | Wireless, HDMI, N0DVD, BT, Keyboard & Mouse |
| PSU: | 230 Watt |
| USB ports: | 3.0 or higher; C-type recommended |
| Ports | **Front:** 2 USB 3.0 or higher; 1 Universal audio port  **Back:** 2 USB 3.2 Gen 1 ports; 2 USB 2.0 ports with Smart Power On; 1 HDMI 1.4b port (1920x1200@60Hz max. resolution); 1 DisplayPort 1.4 ports (HBR2); 1 Optional video port (HDMI 2.1/DisplayPort 1.4a (HBR3)/VGA); 1 RJ45 Ethernet Port 10/100/1000 Mbps |
| OS: | Windows 10 or 11 |

**Monitor: 36 pcs**

|  |  |
| --- | --- |
| **Unit** | **Specifications** |
| Display size (diagonal): | 54.6 cm (21.5") or higher |
| Aspect ratio: | 16:9 |
| Native resolution: | FHD (1920 x 1080) |
| Resolutions supported: | 1024 x 768; 1280 x 1024; 1280 x 720; 1280 x 800; 1440 x 900; 1600 x 900; 1680 x 1050; 1920 x 1080; 640 x 480; 720 x 400; 800 x 600 |
| Pixel pitch: | 0.248 mm |
| Power: | Input voltage 100 to 240 VAC |
| Connection: | HDMI/SVGA/display |

**Uninterrupted Power Supply (UPS): 36 pcs**

|  |  |
| --- | --- |
| **Unit** | **Specifications** |
| Type: | Line Interactive |
| Capacity (VA) | 650VA |
| Waveform: | Sine wave (AC mains), modified (square) sine wave (battery) |
| Input: | 220 V AC ± 25%, 50 / 60 Hz ± 10% |
| Output: | 220 V AC ± 10%, 50 / 60 Hz ± 1% (220 V AC ± 5 % at inverter mode) |
| Switching time: | Less than 10 ms |
| Backup time: | 10...30 mins (depending on the load) |
| Battery: | Sealed lead-acid 12 V DC / 7Ah |