

**Request for Quotation
(RFQ)**
Supply of IT equipment for Project Implementation Unit

Project Title: **Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE)**
Source of Funding: **Loan No. 9029 YF**
Contract Ref: **SER-SAIGE-RFQ-G-20-06**
Contract Name: **Supply of IT equipment for Project Implementation Unit**
Date: **December 24, 2020**

Dear Sirs,

1. You are invited to submit your price quotation for:

Supply of IT equipment for Project Implementation Unit.

Information on description, specifications and required quantities are attached in the Annex 1.

2. You must quote for all the items under this Request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering **the lowest evaluated total cost of all the items.**

3. Your price quotation in the form attached may be submitted electronically at the email address To: ljliljana.krejovic@mfin.gov.rs, Cc: ljliljana.dzuver@mfin.gov.rs; Cc: tijana.knezevic@mpn.gov.rs; and shall consist of:

- Request for Quotation (in PDF format)
- Terms and Conditions of Supply - **filled in and signed** (in PDF format)
- Technical Specification - **filled in and signed** (in PDF format) and word format
- Form of Quotation - **filled in and signed** (in PDF format)

4. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 6 is: **January 15, 2021, until 12.00 hours, noon, local time.**

5. **Your quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in Serbia.**

6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted in RSD (Serbian Dinar), for the Total Cost at final destination Serbian **Ministry of Education, Science and Technological Development, Njegoseva 12, 11000 Belgrade**, which includes all taxes, VAT, customs, duties, inland transportation and insurance, loading and unloading.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at final destination as per paragraph 2 above.

In evaluating the quotations, the Purchaser will determine for each bid the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

(iii) **AWARD OF CONTRACT:** The award will be made to the bidder offering the lowest substantially evaluated responsive quotation and that meets the required technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of fortyfive (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

7. Further information can be obtained from address below:

Ljiljana Krejović
CFU Procurement Specialist
Ministry of Finance
Central Fiduciary Unit
Sremska 3-5
11000 Belgrade
Republic of Serbia
Tel/Fax: +381 11 202-15-87
E-mail: ljiljana.krejovic@mfin.gov.rs

8. Inspections and Audits

8.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

8.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the World Bank (Bank) and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption of the Form of Contract, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

9. Please Confirm by E-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Ljiljana Krejović

CFU Procurement Specialist

FORM OF CONTRACT

THIS AGREEMENT number **SER-SAIGE-RFQ-G-20-06** made on _____ 2021, between the Ministry of Education, Science and Technological Development, having principal place of business at Nemanjina 22-26, 11000 Belgrade, Republic of Serbia (hereinafter called “the Purchaser”) on the one part and _____ having principal place of business at _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has invited quotation for **Supply of IT equipment for Project Implementation Unit** to be supplied by Supplier, viz. Contract Ref No **SER-SAIGE-RFQ-G-20-06** (hereinafter called “Contract”) and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) inclusive of VAT (equivalent to _____ (_____) exclusive of VAT) hereinafter called “the Contract Price”.

Delivery of goods under the Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project, Loan Number 9029 YF, is free from VAT as per Official Gazette of Republic of Serbia, International Contracts, no. 3/2020 dated February 26, 2020.

The Contract will be effective from the date of signing and will last until the finalization of the delivery upon Purchaser request, as specified in Terms and Conditions of supply.

NOW THIS AGREEMENT witnesses as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - a) **Form of Quotation; Term and Conditions of Supply, Technical Specification;**
 - b) **Addendum (if applicable);**
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.

The goods that are to be procured under this contract are for the needs of Project Implementation Unit for SAIGE project and respective payments will be made by the Purchaser (Ministry of Education, Science and Technological Development) from the Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE) funds.

3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

4. Termination

4.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all of the Goods and Services within the period specified in the Contract, or within any extension thereof granted.

- (ii) if the Supplier fails to perform any other obligation under the Contract; or
- (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

4.2 Termination for Insolvency.

(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

4.3 Termination for Convenience.

(a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

(b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- (i) to have any portion completed and delivered at the Contract terms and prices; and/or
- (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

5. Fraud and Corruption

If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

6. Inspections and Audits

6.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5

Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

FOR AND BEHALF OF THE PURCHASER

Branko Ružić, Minister
Signature and seal of the Purchaser

FOR AND BEHALF OF THE SUPPLIER

Name of Authorized Representative
Signature and seal of the Supplier

FORM OF QUOTATION

(Date *insert*)

To:
Ministry of Education, Science and Technological Development
Nemanjina 22-26
11000 Belgrade
Republic of Serbia

We offer to execute the **Supply of IT equipment for Project Implementation Unit**, Ref No: **SER-SAIGE-RFQ-G-20-06**, in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) RSD inclusive of VAT. We propose to complete the delivery of goods described in the Contract within a period of _____ calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: *insert*
Name and Title of Signatory *insert*

Name of Supplier: *insert*
Address: *insert*
Phone Number: *insert*
Fax Number: *insert*

Terms and Conditions of Supply

Project Title: **Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE)**

Purchaser: **Ministry of Education, Science and Technological Development**

Contract Ref No: **SER-SAIGE-RFQ-G-20-06**

1. Prices and Schedules for Supply

Item No.	Description of Goods	Qty (pcs)	Net Unit Price (RSD) at final destination (exclusive of VAT)	Total price per line (RSD) at final destination (exclusive of VAT)	Total VAT per line (RSD)	Total Price (RSD) at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Delivery Schedule from contract signature date (<i>insert days</i>)
1	2	3	4	5 (3x4)	6	7 (5+6)	8
Ministry of Education, Science and Technological Development, Njegoseva 12, 11000 Belgrade							
1	Laptop computer I	4	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>Insert</i>
2	Laptop computer II	3	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
3	MS Office subscription	7	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
4	Mouse and keyboard kit	7	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
5	Monitor	4	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
6	Laser Color printer/scanner/copier	1	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
7	Toner color	3	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
8	Toner black	3	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
9	Multi touch monitor	1	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
10	HDMI cable I	1	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
11	HDMI cable II	1	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
12	External hard disk	7	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
13	Headphones	7	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>	<i>insert</i>
TOTAL AMOUNT (RSD)				<i>insert</i>	<i>insert</i>	<i>insert</i>	

Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail.

Delivery of goods under the Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project, Loan Number 9029 YF, is free from VAT as per Official Gazette of Republic of Serbia, International Contracts, no. 3/2020 dated February 26, 2020.

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.
4. Delivery Schedule: The delivery should be completed as per above schedule but **not exceeding 60 calendar days from contract signature**. The delivery includes delivery on site (Njegoseva 12, Belgrade) of all equipment and full installation of software and hardware including all necessary cabling.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Republic of Serbia.

6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures.
7. Payment for your invoice will be made as follows: 100% in 30 days on acceptance of the goods/services and issuing of Acceptance Certificate for the respective deliveries of the goods/services by the Ministry of Education, Science and Technological Development from the Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE) funds.
8. Warranty: Goods offered should be covered by manufacturer’s warranty for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.
9. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

Address _____ *INSERT* _____

11. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

12. Required Technical Specifications

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications {**In case of deviations supplier to list all such deviations**}.

NAME OF SUPPLIER _____

Authorized Signature and Stamp _____

Place: _____

Date: _____

Annex 1

Technical Specification

(Filled Annex 1 TO BE INCLUDED IN THE QUOTATION)

Type	Quantity	Description	Minimal Technical requirement	Offered (Bidder shall comment in details each description and insert manufacture and model name)
1. Laptop computer I	4	Type	Lightweight, max. weight: 1.4 kg	<i>insert</i>
		CPU	Minimum score of 971 on the BAPCo SYSmark 2018 Notebook CPU rating benchmark (Core i5 or equivalent)	<i>insert</i>
		Memory	16 GB	<i>insert</i>
		Screen	Min. 13.3", max 14'', min 1920x1080	<i>insert</i>
		Hard disk	Min. 512Mb PCIe SSD	<i>insert</i>
		Graphic Adapter	Integrated Graphics	<i>insert</i>
		Integrated camera	yes with integrated mic, min 0.9Mpxl	<i>insert</i>
		Wireless communication	Wi-Fi 802.11a/b/g/n/ac; min Bluetooth 5.0	<i>insert</i>
		Keyboard	backlit keyboard	<i>insert</i>
		Ports	· 2 x USB-C or USB 3.1 with Intel Thunderbolt 3 (DisplayPort, Data transfer)	<i>insert</i>
			· Headphone/Mic combo	<i>insert</i>
		Battery	Li-Ion 4-Cell	<i>insert</i>
		Laptop case	Backpack	<i>insert</i>
		OS	Windows 10 Professional 64bit – unlimited license (note: subscription services will not be accepted)	<i>insert</i>
Warranty and maintenance	36 months (with Next Business Day Onsite Hardware Support)	<i>insert</i>		
2. Laptop computer II	3	Type	Lightweight, max. weight: 2 kg	<i>insert</i>
		CPU	Minimum score of 971 on the BAPCo SYSmark 2018 Notebook CPU rating	<i>insert</i>

			benchmark (Core i5 or equivalent)	
		Memory	8 GB	<i>insert</i>
		Screen	Min. 13.3", max 15.4", min 1920x1080	<i>insert</i>
		Hard disk	Min. 512GB PCIe SSD	<i>insert</i>
		Graphic Adapter	Integrated Graphics	<i>insert</i>
		Integrated camera	yes with integrated mic, min 0.9Mpxl	<i>insert</i>
		Wireless communication	Wi-Fi 802.11; min Bluetooth 5.0	<i>insert</i>
		Keyboard	backlit keyboard	<i>insert</i>
		Ports	· 2 x USB-C (DisplayPort, Data transfer)	<i>insert</i>
			· Headphone/Mic combo	<i>insert</i>
		Battery	Li-Ion	<i>insert</i>
		Laptop case	Backpack	<i>insert</i>
		OS	Windows 10 Professional 64bit – unlimited license (note: subscription services will not be accepted)	<i>insert</i>
		Warranty and maintenance	36 months (with Next Business Day Onsite Hardware Support)	<i>insert</i>
3. MS Office subscription	7	MS Office	Microsoft 365 Home and business, unlimited	<i>insert</i>
4. Mouse and keyboard kit	7	Connection Type	Bluetooth or Wifi	<i>insert</i>
		Mouse Button	3 (left click, right click, scroll click)	<i>insert</i>
		Scrolling	2-way scroll wheel (up, down)	<i>insert</i>
		Compatible OS	· Windows 10	<i>insert</i>
		Keyboard	QWERTY	<i>insert</i>
		Connection	Bluetooth or Wifi	<i>insert</i>
		Compatible OS	Windows 10	<i>insert</i>
		Hot Key	Fn hot keys	<i>insert</i>
		Type	Low profile, English QWERTY, with numeric part	<i>insert</i>
		Warranty	12 months	<i>insert</i>
5. Monitor	4	Screen Size	Min. 27"	<i>insert</i>
		Type LCD	IPS	<i>insert</i>
		Aspect Ratio	16:09	<i>insert</i>

		Resolution	2560x1440 QHD	<i>insert</i>
		Viewing Angle	178° / 178°	<i>insert</i>
		Stand	Tilt Angle (-5° / 22°), pivot 90, height adjustable up to 150mm, with all cables (VGA, HDMI, DP)	<i>insert</i>
		Brightness	300 cd/m ²	<i>insert</i>
		Response Time	Max 5 ms	<i>insert</i>
		Contrast Ratio	1000:01:00	<i>insert</i>
		Connectors	1 x HDMI 1.4	<i>insert</i>
			1 x DP 1.2, 3xUSB3.0	<i>insert</i>
Warranty	3 year Advanced Exchange Service and Guarantee	<i>insert</i>		
6. Laser Color printer/scanner/copier	1	Format	A4/A3	<i>insert</i>
		Print Speed	Normal: Up to 25 ppm (default) ; Up to 50 ppm	<i>insert</i>
		First Page Speed	max 7,5sec	<i>insert</i>
		Print Quality	Up to 1200 x 1200 dpi	<i>insert</i>
		Duty Cycle (Monthly)	Up to 150,000 pages	<i>insert</i>
		Processor Speed	1.8 GHz	<i>insert</i>
		Connectivity, Standard	1 Hi-Speed Device USB 3.0; 2 Hi-Speed USB 3.0 Host; 1 Gigabit Ethernet	<i>insert</i>
		Paper Handling Input, Optional	Min to 2 optional 500 sheet paper feeders	<i>insert</i>
		Paper Handling Input, Standard	Min 500 sheet Tray 1, 500 sheet input Tray 2	<i>insert</i>
		Duplex Printing	Automatic duplex printing (standard)	<i>insert</i>
		Media Sizes Supported	A6-SRA 3	<i>insert</i>
		Media Types	Paper (bond, color, plain, preprinted, prepunched, recycled, rough); Envelopes; Labels; Cardstock; Transparencies	<i>insert</i>
		Media Weight, Supported	60 to 200 g/m ²	<i>insert</i>
OS Compatibility	Windows Client OS (32/64 bit), Win10, Win8.1, Win 8 Basic, Win8 Pro, Win8	<i>insert</i>		

			Enterprise, Win8 Enterprise N, Win7 Starter Edition SP1, UPD Win7 Ultimate	
		Warranty	3 years (with Next Business Day Onsite Hardware Support)	<i>insert</i>
7. Toner color	3	Color	Cyan, Magenta, Yellow, one per each color	<i>insert</i>
8. Toner black	3	Black	Black toner	<i>insert</i>
9. Multi touch monitor	1	Resolution	4K ultra HD, min 55"	<i>insert</i>
		Touch points	min10	<i>insert</i>
		Brightness	500 cd/m2	<i>insert</i>
		Contrast	1200:01:00	<i>insert</i>
		Connectivity	2xHDMI, 2xDP, Audio, 3xUSB3.0 VGA,	<i>insert</i>
		OS	Windows 10/Linux above kernel v3/Android above v.4	<i>insert</i>
		Screen sharing	App/Bluetooth/WiFi	<i>insert</i>
		Speakers	Integrated	<i>insert</i>
		Holder	Mobile holder with wheels	<i>insert</i>
Warranty	36 months (with Next Business Day Onsite Hardware Support)	<i>insert</i>		
10. HDMI cable I	1	Length	2m	<i>insert</i>
11. HDMI cable II	1	Length	3m	<i>insert</i>
12. External hard disk	7	Capacity	1 Tb	<i>insert</i>
		Memory type	SSD	<i>insert</i>
13. Headphones	7	Type	Virtual 7.1, Neodimium, mic on a stick, wireless	<i>insert</i>

The delivery on site (Njegoseva 12, Belgrade) of all equipment and full installation of software and hardware including all necessary cabling.