

Request for Quotation

Purchase and installation of Electronic Equipment in S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korce

| | |
|---|---|
| Location | Shkoder, Lezhe, Tirane, Elbasan, Berat and Korce |
| Services Requested | <p>Through this Request for Quotation will be procured two different LOTs as follows:</p> <ul style="list-style-type: none"> ➤ LOT 1: Purchase and installation of Electronic Equipment in S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korce; ➤ LOT 2: Purchase and installation of Wi-Fi equipment/system for Fan Noli school in Korca. <p>Interested candidates may apply for one or more LOTs.</p> |
| Reference number | 23-02-S4J |
| Announcement date of the call | 07.02.2023 |
| Number of potential successful offerors | one |
| Deadline for submitting full proposals | 22 February 2023, 16:00 |
| Deadline of sending questions and receiving answers | Subjects interested to apply can send questions at manjola.martiri@swisscontact.org until 14 Feb 2023, 17:00. Answers will be sent to all interested subjects by 15 Feb 2023, 17:00. |
| Language of Quotation | English or Albanian |
| Validity of Quotation | Minimum 60 days |
| Estimated Starting date | 01 March 2023 |
| Conditions for submitting applications | <p>All offers will be submitted in hard-copy, sealed in a covering envelope with the title of this RfQ, to the Swisscontact office: Rr. Skenderbej, Vila 49, Tiranë. The envelope MUST contain the reference number and title of the applied RfQ.</p> <p>The application MUST contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.</p> |

1. Background

Swisscontact is an independent Swiss foundation promoting economic, social, and environmental development. Swisscontact's objective is to open up pathways out of poverty for people in developing countries through broad-based economic development. In its various projects Swisscontact facilitates access to skills development programmes, fosters competitive entrepreneurship, creates access to local financial services, and promotes sustainable use of resources.

'Skills for Jobs' (S4J) is a project of the [Swiss Agency for Development and Cooperation \(SDC\)](#), implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on promotion of employment opportunities and skills development.

S4J was designed to address main Vocational Education and Training (VET) challenges, such as: low quality and status, insufficient financing, weak labour market orientation, and poor private sector engagement. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors in VET. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J supports partner VET providers in terms of:

- Employers' and partners relations,
- Diversification of VET offer,
- New Ways of Inclusive Learning,
- Work-Based Learning in cooperation with employers, and
- Organizational Development.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10 000 students (6 360 more compared to S4J1) and 6 000 trainees (1 500 more compared to S4J1). It aims for improved access to gainful employment and income for young women and men by offering them relevant training opportunities based on new ways of inclusive learning and in cooperation with the private sector.

11 VET providers (10 vocational education schools and 1 vocational training center) in seven selected regions benefit from the project, namely: [Vocational 'Hamdi Bushati' school in Shkodra](#), [Vocational 'Kolin Gjoka' school in Lezha](#), the [Electro-technical 'Gjergj Canco' School, "SHTET" school in Tirana](#), ['Ali Myftiu' school, 'Salih Ceka' school in Elbasan](#), [Vocational 'Kristo Isak' school in Berat](#) and [Commercial school, Industrial 'Pavarësia' school, Vocational Training Centre in Vlora](#) and the ['Fan Noli' school in Korca](#).

2. Subject

Under this Request for Quotation, Swisscontact is looking for a suitably qualified and experienced supplier, which can provide with Purchase and installation of electronic equipment and wi-fi system in Skills for Jobs partner schools. Since technology requirements are growing up, the S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korca need to be completed with more and new Electronic Equipments.

Technical specifications

Through this Request for Quotation will be procured two different LOTs as follows:

- LOT 1: Purchase and installation of Electronic Equipment in S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korca;

| # | Description of the equipment | Quantity |
|-----|---|----------|
| 0.1 | Laptop & Backpack | 6 |
| 0.2 | Laptop Charging Cart | 1 |
| 0.3 | PC(AIO) Professional | 49 |
| 0.4 | PC(AIO) General Purpose | 18 |
| 0.5 | Electric Extension cords, with 3 sockets, 3 m | 30 |
| 0.6 | Electric Extension cords, with 3 sockets, 5 m | 2 |
| 0.7 | Electric Extension cords, with 5 sockets, 3 m | 1 |

- LOT 2: Purchase and installation of Wi-Fi equipment/system for Fan Noli school in Korca.

| # | Description of the equipment | Quantity |
|-----|--|--|
| 0.1 | Access Point | 9 equipment |
| 0.2 | Networking cable Sets | 2 |
| 0.3 | Switch 8 Port | 2 equipment |
| 0.4 | PVC cable trunking | 100 meters |
| 0.5 | PVC cable trunking | 100 meters |
| 0.6 | Power outlets set | 10 |
| 0.7 | Power cable | 100 meters |
| 0.8 | Creating Networking infrastructure (lines, hard working) | As per descriptions no. 02, 04, 05, 07 |

More information about the required technical specifications will be found on Annex 1 of this document.

Transport, Distribution and Installation

Transport, distribution and installation shall be done by the contractor. Related costs must be included to the financial proposal and distributed according to the plan as per Annex 3.

Delivery time

The equipment must be delivered and installed maximum within 45 days (calendar days) after signing the contract. Installation of all equipments shall be done in coordination with S4J team in the designated locations, as per Annex 3. Time of delivery and instalment of the devices will be considered in the selection of the winning bidder.

Verification of Goods

All delivered equipment must be new/branded (not refurbished). The Commission and an IT expert authorized by Swisscontact will verify whether the goods delivered and installed comply with the specifications provided. For each device, the economic operator must provide original manufacturer specifications and part number (identifying number) for each device.

Other requirements:

The selected company should cover the followings:

- Purchase and delivering according to the distribution plan on Annex 3;
- Technical support during the warranty period for each device;
- Training on site for the use of equipment;
- Ensure that accessories required in the specifications are delivered together with the equipment;
- Manuals in English (manuals in Albanian are an advantage);
- Installation on site of the equipment;
- Deliver the warranties with respective/specific dates.

3. Eligibility

The applicants MUST:

- be officially registered at the national business center with respective required certificates (***NUIS and QKB extract documents to be provided***);
- have **at least 5 years previous experience** in the same required service;
- be certified according to **EN ISO 9001:2015** (Quality management systems); **ISO/IEC 27001:2013** (Information Security Management Systems); or more updated versions, which must be in the same field as the category and specificity of the products/services being procured under this call (*certificates documents to be provided*).
- **Manufacture authorization:** The economic operator must submit an authorization from the manufacturer or distributor authorized for sale and service (maintenance/repair) for the equipment to be supplied which should contain the manufacturer's contacts (*respective documents to be provided*).

4. Documents to be submitted:

The interested company should send the application file as indicated in the cover page, containing:

1. Eligibility proven documents, as required in section 3 of this call;

2. Technical proposal:

The technical proposals must comply with the specifications required under the deliverables section:

- Company profile: An overall description of the company, the past performance and staff capacity to perform the required service;
- Technical specifications: The technical proposals must comply with the specifications required (attached in Annex 1);
- Time of delivering: a distribution time of delivering the required service per each school should be provided, as per Annex 3;
- Warranty for the products, as required in the Annex 1 of Technical specifications;
- Validity of the offer to be at least 2 months.

3. Financial proposal

Financial Proposal must be submitted in format provided in Annex 2. Lump Sums will not be accepted. Cost for transportation and installation on site should be included in the financial proposal. Prices shall be provided in Albanian Lek (ALL). Should VAT apply, please indicate the amount separately.

The application MUST contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

5. Evaluation Criteria

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document. Swisscontact Albania will evaluate the applications received within the two months after the deadline of application.

Proposals that meet the requirements, as stated above, will be evaluated with the following criteria:

- | | |
|-----------------------------|------------|
| • Technical proposal | 70% |
| - Company profile | 5% |
| - Technical specifications | 50% |
| - Time of delivering | 15% |
| • Financial Proposal | 30% |

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations for clarifications regarding the bid.

6. Submission instruction

The deadline of submission is **22 February 2023, 16:00**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation.

All applications will be submitted in hard-copy, signed and sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë, by the deadline above mentioned. Please specify outside the envelope, the Request for Quotation reference number and title: *23-02-S4J – Purchase and installation of Electronic Equipments in S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korce*. All documents should be signed and stamped.

The application **MUST** contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

7. Communication with the bidders

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to manjola.martiri@swisscontact.org by *14 February 2023, 17:00*. The deadline for submitting responses will be *15 February 2023, 17:00*. Responses to requests for clarification by one bidder must be shared with all bidders in through uploading in the website.

Annex 1: Minimum required Technical specifications

- LOT 1: Purchase and installation of Electronic Equipments in S4J partner schools in Shkoder, Lezhe, Tirane, Elbasan, Berat and Korce;

| 0.1 | Component | General Purpose Laptop |
|---|--------------------|--|
| 1 | Form Factor | Laptop |
| 2 | SCREEN | 15.6" FHD |
| 3 | CPU | Core i5 or i7 |
| 4 | MEMORY | 8GB |
| 5 | HDD | 256 SSD |
| 6 | Graphics | Intel Shared- Dedicated 1024Mb |
| 7 | Keyboard | US |
| 8 | Ports | USB 3.0 /MIC /WEBCAM /HDMI/ LAN/Wifi 802.11AC/ |
| 10 | OS | Windows 10 |
| 11 | Warranty | 2yrs |
| 12 | Other | backpack (color to be agreed upon order) |
| 13 | Year of production | 2022 |
| Box Containing: Laptop, PowerSupply, Power Cable (ICC-F), Documentation, Recovery and OS DVD | | |

| 0.2 | Component | Laptop Charging Cart |
|-----|------------------|---|
| 1 | CAPACITY | 30 Laptops (To be compatible with Classroom Laptop Size- HP Probook 440 G7) |
| 2 | FUNCTIONS | Charge/Secure |
| 3 | Fits: | Laptops, Chromebooks, Tablets |
| 4 | CONSTRUCTION | Metal |
| 5 | WHEEL TYPE | Wheels with Brakes |
| 6 | ASSEMBLY | Assembled/Assembled on delivery |
| 7 | Cable Management | YES |
| 8 | OUTLETS | 30 x (220V) / for IEC Type F |
| 9 | POWER | 220V / 50hz / IEC Type F |
| 10 | SECURED | Yes (Key lock) |
| 11 | Warranty | 2yrs |

| 0.3 | Component | Professional AiO |
|---|---------------------------|--|
| 1 | Form Factor | AiO |
| 2 | SCREEN | 24" FHD |
| 3 | CPU | Core i5 or i7 (minimum 9900 point on cpubenchmark.net) |
| 4 | MEMORY | 16GB |
| 5 | HDD | 512 – 1TB SSD |
| 6 | Graphics | Intel or AMD Shared- Dedicated 2GB |
| 7 | Keyboard | US |
| 8 | Ports | USB 3.0 /SD Adaptor /MIC /WEBCAM /HDMI/ LAN/Wifi 802.11AC/ |
| 9 | Other | Wired mouse & Keyboard / EU power |
| 10 | OS | Windows 10 Professional OEM license |
| 11 | Warranty | 3yrs |
| 13 | Color | Black/Grey/White |
| 14 | Year of production | 2022 |
| Box Containing: PC, PowerSupply, Power Cable (ICC-F), Documentation, Recovery and OS DVD | | |

| 0.4 | Component | General Purpose AIO |
|---|--------------------|--|
| 1 | Form Factor | AiO |
| 2 | Screen | 24" |
| 3 | CPU | Core i5 (minimum 9900 point on cpubenchmark.net) |
| 4 | MEMORY | 8GB |
| 5 | HDD | 256 SSD |
| 6 | Graphics | Intel Shared |
| 7 | Keyboard | US |
| 8 | Ports | USB 3.0 /MIC /WEBCAM /HDMI/ LAN/Wifi 802.11AC/ |
| 9 | Other | Wired mouse & Keyboard / EU power |
| 10 | OS | Windows 10 Professional OEM license |
| 11 | Warranty | 3yrs |
| 12 | Color | Black/Grey/White |
| 13 | Year of production | 2022 |
| Box Containing: PC, PowerSupply, Power Cable (ICC-F), Documentation, Recovery and OS DVD | | |

| 0.5; 0.6; 0.7 | Component | Electric Extension Cord |
|---------------|-------------------|---|
| 1 | Socket type | Italian-dual-size/german std. 2P+e 16A |
| 2 | Number of sockets | 3 or 5 as required above |
| 3 | Cable | 3m or 5m as required above |
| 4 | Color | Black/white |
| 5 | Warranty | 1yr |

- LOT 2: Purchase and installation of Wi-Fi equipment/system for Fan Noli school in Korca.

| # | Description of the equipment | Quantity |
|-----|--|--|
| 0.1 | Long range Access Point | 9 equipment |
| 0.2 | Networking cable UTP CAT6 Sets | 2 |
| 0.3 | Switch 8 Port POE (GB port) | 2 equipment |
| 0.4 | PVC cable trunking 40x40 | 100 meters |
| 0.5 | PVC cable trunking 20x20 | 100 meters |
| 0.6 | Power outlets set | 10 |
| 0.7 | Power cable 3.15 | 100 meters |
| 0.8 | Creating Networking infrastructure (lines, hard working) | As per descriptions no. 02, 04, 05, 07 |
| 0.9 | Warranty | 2yrs |

Annex 2: Financial proposal template

| # | (2) Specifications offered | (3) Number of units | (4) Unit price (ALL) | (5) Total value ALL | (6) Installation dedaline | (7) Notes |
|----|-------------------------------|---------------------------|----------------------------|---------------------------|---------------------------------|--------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| | Total value | | | | | |
| | 20% VAT | | | | | |
| | Grand Total value | | | | | |

Name of the bidder: _____

Name and signature of authorized person: _____

Title of authorized person: _____

Email and mobile number: _____

Date: _____

Authorized to sign on behalf of _____ [Name of the company]

(Stamp of the company)

Annex 3: Distribution plan

| | Laptop backpacks | PC AIO Professional | PC AIO General Purpose | Electric Extension cord, 3 sockets, 3m | Electric Extension cord, 3 sockets, 5m | Electric Extension cord, 5 sockets, 3m | Laptop Charging cart | Wi-Fi system |
|------------------------|------------------|---------------------|------------------------|--|--|--|----------------------|--------------|
| Salih Ceka, Elbasan | 1 | 22 | | | | | | |
| Ali Myftiu, Elbasan | | | 13 | 13 | | | | |
| Kolin Gjoka, Lezhe | 3 | 15 | | 15 | | | | |
| Hamdi Bushati, Shkoder | 2 | | | | | | | |
| Fan Noli, Korce | | 12 | 3 | | 2 | 1 | | 1 |
| Kristo Isak, Berat | | | 2 | 2 | | | | |
| Gjergji Canco, Tirane | | | | | | | 1 | |
| Total | 6 | 49 | 18 | 30 | 2 | 1 | 1 | 1 |