

South East Europe University – Tetovo announces:
A BIDDING PROCEDURE REQUEST
(no public opening)

1. GENERAL PROVISIONS

1.1. Purchaser

South East Europe University, Ilindenbska bb, 1200 Tetovo

1.2. Subject of the procurement: Rental of Printing Services

Call number: 01/042013

Code: Rental of Printing Services

1.3. Specification:

Quantity	Item Description
Black and white multifunctional photocopier	
Specification	
4	Speed B&W 65ppm or more
Technology	Digital
Duplex Capability	Automatic Standard
Paper handling	up to A3
Finishing options	Sorting/Stream punch/Booklet maker/Hole
Volume Range	Category Mid-High
Resolution	1200 dpi at least
Network capability	Ethernet, TCP/IP
Paper input	Tray and Large capacity cabinet
Copy/Print Monthly Volume	45000 or more
Accounting	LDAP support
Black and white multifunctional printer	
Specification	
3	Speed B&W 45ppm or more
Technology	Digital
Duplex Capability	Automatic Standard
Paper handling	up to A3
Volume Range	Category Mid
Resolution	600 dpi at least
Network capability	Ethernet, TCP/IP
Paper input	Tray
Copy/Print Monthly Volume	25000 or more
Functionality	Fax and Scanning
Accounting	LDAP support

Black and white multifunctional printer

Specification

10	Speed	B&W 25ppm or more
	Technology	Digital
	Duplex Capability	Automatic Standard
	Paper handling	up to A4
	Volume Range	Category Entry
	Resolution	600 dpi at least
	Network capability	Ethernet, TCP/IP
	Paper input	Tray
	Copy/Print Monthly Volume	15000 or more
	Functionality	Fax and Scanning
	Accounting	LDAP support

Multifunctional Color printer

Specification

1	Speed	B&W 20ppm or more
	Technology	Digital
	Duplex Capability	Automatic Standard
	Paper handling	up to A3
	Volume Range	Category Mid
	Resolution	600 dpi at least
	Network capability	Ethernet, TCP/IP
	Paper input	Tray
	Copy/Print Monthly Volume	8000 or more
	Accounting	LDAP support

** Printers will be installed and configured by the service provider.*

1.4. The criteria for selection of the most favorable bidder:

- Technical features of the equipment and fulfillment of the technical requirements from the specification and rental conditions
- Price per copy
- Local support (i.e. ability of the bidder to offer professional services, quality certificates, onsite maintenance of the equipment)
- Method of payment
- Bidder qualification
- Conditions on proposed SLA Agreement
- Delivery deadline – the bidder is to state the shortest delivery deadline, but not longer than 3 (three) weeks after the order delivery (otherwise penalties are calculated from 1% of the order value for every day of delay, to a maximum of 20% of the total order value)
- References

1.5. Offer validity deadline: 30 days of the day of selection of a most favorable bidder

1.6. Offer submission deadline: by 1600hrs on **09.04.2013** the latest.

2. CONTENT OF THE OFFER

2.1. The Offer should contain two internal envelopes:

2.1.1. It is obligatory that one internal envelope, marked "TECHNICAL OFFER AND DOCUMENTATION", should contain the following data and documentation:

1. Producers Authorization Form
Name, address and seat of the bidder, authorized person, telephone and fax number
2. Detailed description and technical characteristics, i.e. THE COMMERCIAL OFFER WITHOUT PRICES
3. Document proving a three (3) year experience in the field of renting and providing printing services.
4. References on renting and providing services of similar type from at least three (3) purchasers in the last three (3) years
5. Certificate issued by the relevant institution for quality control confirming the suitability of the equipment in accordance with the standards
6. Instructions and training for installation and putting into operation of the equipment and maintaining the equipment.
7. Technical equipment and HR structure of the provider
8. Technical support offered for the service (price, duration), specifying the SLA level provided.
9. Delivery and installation deadline of a received order from the Purchaser – the Purchaser is to state the shortest delivery deadline, however, no longer than three (3) weeks after the reception of the order by the Purchaser (otherwise penalties are calculated from 1% of the order value for every day of delay, to a maximum of 20% of the total procurement value)
10. Materials proving the quality of the offered equipment and quality certificates.

11. A document issued by a competent body or institution confirming that no bankruptcy or a liquidation procedure has been initiated against the bidder and that no security measure – ban on performing an activity has been issued against the bidder (the original or a copy not older than six months verified by the bidder) for domestic and foreign bidders

12. Bidders are to submit a Solvency document from the Central Register of the RoM (original or copy not older than six months, verified by the bidder).

13. Declaration of conformity

2.1.2. It is obligatory that a second internal envelope, marked "COMMERCIAL OFFER", contains the following data:

- Method of payment with a bank remittance, within 30 days after the device delivery and invoice submission.

2.2. The offer should be prepared in accordance with the defined requirements given in this request and in accordance with the Specification. If the offer is not prepared as required and does not contain the requested data, the offer will be considered to be incomplete.

3. FINAL PROVISIONS

3.1. The offers should be submitted to the South East Europe University, Ilindenska bb, Tetovo, not later than 1600hrs on **09.04.2013**. Every offer received in the Campus (Archive Office, Rectorate Building, Office 10) after the deadline will not be accepted.

3.2. The offer is submitted in a single original copy signed by the bidder's responsible person, in a sealed envelope. A note "DO NOT OPEN" should be placed in the top left-hand corner of the envelope, as well as the request code: (**Code: Rental of Printing Services**).

The first internal envelope should enclose the accompanying and technical documentation and be marked "Technical Offer and Documentation".

The second internal envelope should enclose the technical offer with the commercial prerequisites and be marked "Commercial Offer".

3.3. The offer should be submitted in a single original copy, and every page should be endorsed by the bidder's responsible person.

3.4. The offers will be opened without the presence of the bidders.

3.5. Offers will be accepted in English, Albanian or Macedonian Language.

Additional information can be obtained at procurement@seeu.edu.mk.

SOUTH EAST EUROPE UNIVERSITY