



## REQUEST FOR PROPOSALS (RfP)

### TECHNICAL SPECIFICATION (TS) FOR THE PROCUREMENT OF IT EQUIPMENT

**Tender Reference:** OT- MD22EED172-30112022

**Date of issue:** November 30, 2022

#### 1- PURPOSE

##### 1.1 Goal

Internews, in the framework of the project “Supporting Independent Media and Information Resilience (SIMIR) in Moldova” funded by the European Union, is requesting proposals from specialized companies to provide necessary IT equipment for its final beneficiary.

The purpose of this RfP document is to define the technical specifications of the IT equipment to be procured under OT- MD22EED172-30112022 tender to strengthen the technical capacity of the Audiovisual Council (AVC) from Moldova. Also, to set up the requirements for the potential bidders to participate in this RfP.

##### 1.2 Context and overview

“Supporting Independent Media and Information Resilience (SIMIR) in Moldova” is an 18-month project funded by the European Union aiming at contributing to stability in Moldova through residents’ improved resilience to disinformation by strengthening independent media and by promoting local voices. Per the request of the European Commission, Internews will provide support to procure and transfer equipment to the AVC to upgrade and modernise their equipment. AVC is a key institution for monitoring and regulating the information environment in Moldova and the equipment will increase the efficiency and productivity of its work.

#### 2- SCOPE

##### 2.1 Expected outcomes

The expected outcome of this award is to have the AVC of Moldova equipped with the necessary IT equipment for increasing the efficiency of its work.

Internews may award contracts combining several or all lots. Internews will contract the vendor/s in the limits of the available project funds.

##### 2.2 Goods and quantity

The table below contains the List of the required goods, the technical specifications, and general requirements that must be met by the equipment configured for this RfP. The required IT equipment is split into 4 lots. One Respondent may apply for one, several or all lots. Partial quotations inside one lot will not be accepted by Internews. Evaluation will be done per lot. The equipment proposed in the response to this tender must be brand new, not used, repaired, refurbished, or rehabilitated. Technical specifications should not be below the specifications stated here:

No.	Item Name	Technical Specifications	Measure Unit	Quantity
	<b>Lot 1: Video security CTV system</b>			
1	Video Surveillance system	4x Digital Cameras, HD, 1x Net Recorder	Set	1



		(internal hdd 8 TB). <i>Warranty: 12 months</i> <i>Delivery time and installation (after receipt of order), calendar days: up to 14 calendar days</i>		
<b>Lot 2: Server room</b>				
1	Server room	Power distribution infrastructure <i>Warranty: at least 36 months</i> <i>Delivery time and installation (after receipt of order), calendar days: approximate 14 calendar days</i>	Meters	Respondents are recommended to visit and examine the Site to obtain all information that may be necessary for preparing the quote for proposal. All Respondents will be able to evaluate the infrastructure and measure on December 6, December 7, or December 9, 2022. The contact details shall be requested from Roxana Teodorcic via email <a href="mailto:rteodorcic@internews.org">rteodorcic@internews.org</a> . Please indicate the preferred date and hour for your site visit following reference in subject: OT-MD22EED172-30112022_Site visit.
<b>Lot 3: Server room cooling system</b>				
1	Server room cooling system	Semi industrial split system, inverter auto power on after power failure. S. 20 m2, 5 kW. <i>Warranty: at least 24 months</i> <i>Delivery time and installation (after receipt of order), calendar days: around 14 calendar days</i>	Set	1



Lot 4: LAN				
1	LAN accessories	4 Patch panels 24 ports CAT6, patch cords. <i>Warranty: 6 months</i> <i>Delivery time (after receipt of order), calendar days: up to 14 calendar days</i>	Units	1m – 20 units 2m – 20 units 5m 20 units
2	Structured Cabling System upgrade	Increase the number of LAN ports in the offices, install new CAT 6 UTP cable, replace existing plugs by new CAT 6 ones <i>Warranty: 24 months</i> <i>Delivery time and installation (after receipt of order), calendar days: 21 calendar days</i>	System	Respondents are recommended to visit and examine the Site to obtain all information that may be necessary for preparing the quote for proposal. All Respondents will be able to evaluate the infrastructure and measure on December 6, December 7, or December 9, 2022. The contact details shall be requested from Roxana Teodorcic via email <a href="mailto:rteodorcic@internews.org">rteodorcic@internews.org</a> . Please indicate the preferred date and hour for your site visit following reference in subject: OT-MD22EED172-30112022_Site visit.

Warranty service and repair is required for the equipment under this RfP. The warranty coverage must be valid as mentioned in the specifications and shall be calculated from the date of signing of the Act of acceptance of the equipment by AVC. Warranty specifications must be presented in the proposal for all equipment items.

Respondents must clearly include all services/goods proposed, price per unit for each good, number of units, and payment terms for all payments (including taxes and/or discounts that should be clearly included in the calculation of price). Prices must include all costs incidental to the performance of the Services, as incurred by the Respondent, such as, warranty, delivery, travel, changing broken units, etc.

Only for companies registered in Moldova the price should not include custom duties, excise-duty, custom procedures tax and Value Added Tax (VAT) due to the fact that the procured goods and services under this contract are subject to VAT with deduction right (Government Decision of the Republic of Moldova no. 246 as of April 08, 2010 (in its latest revision [https://www.legis.md/cautare/getResults?doc\\_id=134035&lang=ro](https://www.legis.md/cautare/getResults?doc_id=134035&lang=ro)).



Proposals should be submitted via email to Roxana Teodorcic, Project Director, at [teodorcic@internews.org](mailto:teodorcic@internews.org), with the subject “Response to OT- MD22EED172-30112022” or in person at the Internews in Moldova office, 97 Bernardazzi, Chisinau, Republic of Moldova, MD- 2009.

Questions regarding this Tender should be directed via email to the address [teodorcic@internews.org](mailto:teodorcic@internews.org) no later than December 20, 2022, 3pm (EET) following reference in subject: OT- MD22EED172-30112022\_ Question. Clarifications will be published on Internews in Moldova website [www.internews.md](http://www.internews.md) by December 22, 2022, 5pm (EET). Questions must be submitted in writing; phone calls will not be accepted.

**2.4 Period of contract and compliance with European Commission’s nationality requirements**  
Respondent must ensure that all equipment will be ready for handover within 15-20 calendar days from the confirmation of order/contract signed. Each respondent is expected to provide an estimate (in calendar days) of the delivery timeframe (after order receipt) but should not be longer than 25 calendar days.

Source/Nationality/Manufacture: Tenderers must ensure that bidders and all natural persons linked to the contract are not included in the lists of EU restrictive measures. The lists of persons, groups, entities subject to the EU restrictive measures are maintained by the DG FISMA and published on the following website: <https://www.sanctionsmap.eu/#/main>.

### 3- DELIVERY PLAN

#### 3.1 Service delivery, location

The delivery location for the items described in this RfP is Consiliul Audiovizualului, 46 Vlaicu Pârcălab str., Chişinău, Republic of Moldova.

#### 3.2 Anticipated timeline

Internews anticipates around 20-25 full working days will be needed to conduct this evaluation, in a flexible working manner as follows:

RfP, invitation letter published	November 30, 2022
Deadline for written questions	December 20, 2022, 3pm (EET)
Clarifications published on <a href="http://www.internews.md">www.internews.md</a> website	December 22, 2022, 5pm (EET)
Submission due date	December 28, 2022, by 2pm (EET)
Award (estimated)	February 1, 2023
Delivery, set up and installation (estimated)	By March 15, 2023

### 4- PAYMENT CONDITIONS

#### 4.1 Payment terms

Potential pre-selected Respondents will be vetted in accordance with Internews’ Vetting Policy. Any award resulting from this RfP will be a fixed price, in the form of a purchase order. The payments will be wired after the delivery of the equipment, equipment set up at, User Guidance Training provided to AVC, Act of acceptance of the equipment signed by AVC, and the contractor’s fiscal invoice have been received by Internews. No advance payment will be provided. Should the supplier wish to require an advance payment, they must specify so in their submission. It is recommended that it does not exceed 20% of the total contract price.

#### 4.2 Currency of payment



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Payment will be made in EUR, via wire transfer to the account specified in the Subcontractor's invoice. Internews will not compensate any foreign currency exchange losses.

Respondents responding to this RfP are requested to submit the following documents:

1. A completed and signed copy of the Quote proposal template, including forms provided in the attachment: Code of Conduct for Suppliers (Annex A) and Bidder Declaration Form (Annex B);
2. At least three letters of references no more than 2-3 years old;
3. Copies of company's registration documents to confirm that it is duly registered and comply with the necessary legal requirements to supply goods/services under this Tender;
4. If applicable, a copy of the required licenses;
5. Additional documentation relevant to tender's requirements to support their Tender.