

Terms of Reference

Procurement of IT equipment/software for CSO Barah Center Benghazi

18.2181.8-003-00: Output 4 Social Cohesion

1. Short information about GIZ Libya

On behalf of the Federal German Ministry of Economic Cooperation and Development (BMZ), GIZ Libya is implementing the Decentralisation and Support to Municipalities Programme as a contribution to the stabilisation process in Libya. The Programme is co-funded by the European Union through the Trust Fund for North Africa (EUTF). The Programme is being implemented in collaboration with the Libyan Ministry of Local Government (MoLG) and it is targeting 30 municipalities across Libya.

Overall, the Programme aims to contribute in improving inclusive local governance as well as socioeconomic stabilisation and development in municipalities. The Program is designed to achieve five main results :

1. Decentralisation reform: capacity development at national level;
2. Improving national dialogue, coordination and communication;
3. Capacity development at municipal level for partner municipalities & improving basic public service delivery;
4. Capacity development for civil society actors & improving inclusion and participation;
5. Capacity development for municipalities to finance and manage basic public services.

Within the framework of Result Area 4, the program aims to strengthen the capacities of civil society organisations to implement activities aiming at the promotion of inclusion and participation of vulnerable groups.

With the present consultation (tender), we search for a competent supplier of high-quality IT / electronic equipment as well as software for the CSO Barah Center in Benghazi as specified below.

2. Terms of reference

2.1 Supply of IT/electronic equipment

The bidder shall supply the following equipment with the specifications described below:

Item	Specification	Quantity
Desktop work station	Operating System	windows
	Processor	intel core i7-6700 Processor or higher with speed of 2.2 GHZ
	RAM	Approx. 16 GB

(Computer, Keyboard, Mouse, Monitor)	Hard Disk	HDD or SSD with at least 750 GB	
	Graphic Card	RTX 3090 or 3080Ti or 3080 or 3060 Ti	
	Ports	External Audio Jack, USB 2, USB 3, VGA compatible with montage and rendering, HDMI, WIFI, Bluetooth	
	internal Speakers	Included	
	Network	1 gigabit ethernet	
	Keyboard	Original USB Arabic/English Keyboard	
	Mouse	Original USB Laser wheel mouse	
	Monitor	Original 24", flat, resolution at least full HD, connectivity HDMI or USB-C including connecting cable to desktop computer	
	Warranty	3 Years Warranty	
	Provider must have items in stock and must be able to deliver equipment immediately upon order request.		
Software MS Office	Microsoft Office Professional 2019 (with lifetime validity)	Software should be allowed to be operated in Libya, directly registered on the Barah Center's name and email Lifetime subscription including the following features: Desktop versions of MS Office apps; host email with 50GB mailbox and custom email domain; create hub for teamwork with MS Teams; store/share files with 1 TB of MS OneDrive cloud storage per package; use one license to cover fully installed office apps on five mobile devices, five tablets, and five PCs or Macs per user; get help anytime with around-the-clock phone and web support from Microsoft.	8 packages
Installation of software and delivery, set-up of equipment	<ul style="list-style-type: none"> - Deliver all IT equipment to the CSO Barah Center in Benghazi, Libya (computers with already previously installed software MS Office; updates and automatic updates for the programmes must be enabled prior to delivery) - Ensure smooth and soft running of equipment and software; demonstrate functionality if requested by Barah Center - Hand over all access and operational details to Barah Center 	8	

2.2 Time Schedule

The installation of software and delivery of all equipment shall be completed within two (2) weeks after order. The IT equipment must arrive ready-to-use including all software packages/updates installed prior to delivery.

2.3 Place of delivery

Place of delivery is the CSO Barah Center in Benghazi, Libya.

3. Profile of the supplier

The bidder must have the following profile:

- Specialized in supplying IT equipment as well as technical software support services
- Providing software licenses purchased legally either directly from Microsoft or through an authorized IT distributor who is officially accredited for resale
- Providing products of high quality together with documents of conformity
- Providing quality after sales service

4. Indications for elaborating the offer

4.1 Technical Offer

The technical offer contains:

- The characteristics of the equipment including brand names and models, please provide datasheets for desktops and monitors (please use template "technical offer" in annex 2)
- Certificates of where software licenses will be purchased from
- Confirmation that all requested IT equipment is in stock and available for immediate delivery
- Certificates of warranty of the equipment

The evaluation of the offers will be done based on the "evaluation grid" in annex 1. Between the offers that are considered as eligible, the most economical offer wins. The assessment grid is NOT filled out by the provider and does NOT need to be send back to GIZ.

4.2 Financial Offer

For your financial offer please use annex 2. Please send your technical and financial offer in English. The offer must be submitted in EUR.

The offer must contain a document demonstrating official commercial registration in Libya. The bidder must have a foreign currency bank account outside of Libya, please include a bank letter in your offer. Delivery must be included in the financial offer.