



Terms of Reference (ToR)

Supply of ICT equipment

E-CITIJENS – Project ID: 10044361

Co-financed by Interreg V-A Italy-Croatia CBC Programme 2014-2020 and European Regional Development Fund (ERDF)

Background

The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin. The AIE is implementing the European Territorial Cooperation project called **E-CITIJENS, co-financed by Interreg Italy Croatia CBC Programme 2014-2020**. E-CITIJENS aims at increasing the safety of the Croatian and Italian Adriatic basin from natural and man-made disasters by improving emergency prevention and management measures and instruments.

In the framework of this project, the AIE needs to acquire ICT equipment for general office use. The **ICT equipment** needed are as follows:

- **No.1 Notebook**
- **No.1 Printer**

The ICT equipment is necessary for the daily implementation of the project. For obtaining the ICT items, the AIE - through a request for quotations - intends to select a goods supplier able to supply the equipment. To this end, by means of a market research, the AIE has identified 3 qualified suppliers for providing the ICT equipment.

Section 1 – Contracting entity

Adriatic Ionian Euroregion (AIE) - Jadransko Jonska Euroregija
Headquarter and Registered Office: Flanatička 29, 52100, Pula, Croatia
VAT/OIB: 87750913519

Secretariat Office: Via Crispi 1/E - 86100 - Campobasso, Italy
Contact person: Andrea Di Girolamo (Project Officer)
E-mail: secretariat@adriaticionianeuroregion.eu
Web: www.adriaticionianeuroregion.eu

This ToR, as procurement documents, is available for consultation on AIE website.

Section 2 – Object

2.1 Scope of the procurement

Supply of ICT equipment to be delivered to office of the Secretariat of the Adriatic Ionian Euroregion for the implementation of E-CITIJENS project co-financed by Interreg Italy Croatia CBC Programme 2014-2020.

2.2 Delivery addresses

Office of the AIE Secretariat: Via Crispi 1/E - 86100 - Campobasso, Italy

2.3 Description of the ICT items

no.1 - Notebook 6BP86EA HP NB250 G7 I5-8265 8GB 256GB SSD 15,6 DVD-RW WIN 10 PRO

no.1 - Printer Brother MFC-L2710DW

2.4 Estimated value

Items	Quantity	Estimated value (without VAT)
no.1 - Notebook 6BP86EA HP NB250 G7 I5-8265 8GB 256GB SSD 15,6 DVD-RW WIN 10 PRO	1	400,00 €
no.1 - Printer Brother MFC-L2710DW	1	400,00 €
	TOTAL	800,00 €

Section 3: Economic and technical information

3.1 Currency

All offers should be in Euro

3.2 Place of performance

Campobasso, Italy

3.3 Transport

The transport of the supply is at the sole responsibility, cost and expenses of the supplier and must be considered included in the bidding/estimate value.

Section 4: Procedure

4.1 Type of procedure

Market search for identify qualified supplier and request for three offers.

The requests of offer/quotation will be sent by AIE to 3 potential ICT good suppliers preselected trough a market research.

The companies have been identified through an exploratory market research conducted via internet, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

4.2 Submission of the offer and quotation

All invited bidders should submit a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
How to submit the offer	Companies wishing to respond to this call shall send the offer with a clear description of the ITC goods requested with the economic offer to the following email address: secretariat@adriaticionianeuroregion.eu
Deadline for the offer submission	Service providers companies wishing to respond to the invitation

	shall send their offers no later than the deadline: 16/03/2020 - by 12:00 a.m. The offers received after the aforementioned deadlines will not be evaluated. The sending of the offer does not in any way constrain the AIE to request the goods in question.
Details of the offer	The offer must be with the indication in figures of the unit prices and a short description of each items.
Languages in which offers may be submitted	English
Currencies	Euro
Ceiling amounts	The economic offers must not exceed the total amount of 800,00 € (without VAT)

4.3 Award criteria

Price is the only award criterion. The AIE will evaluate the offers and respective quotations on the basis of the total prices of all items requested. If two or more offers of the same amount will be received, the AIE will contact the bidders and conduct interviews via telephone in order to better evaluate the offers. The results of the selection procedure will be communicated only to the awarded company.

4.4 Invoicing and Payment Conditions

Conditions for the payment:

- Satisfactory acceptance of the goods;
- Submission by the good suppliers of a detailed and correct invoice.

The awarded good suppliers shall invoice to AIE a single invoice specifying the unite prices of each ICT item as well as the total amount.

AIE will pay the provider the total amount of the invoice within 10 days from the reception of the original invoice which have to include the following information:

Header: Jadransko Jonska Euroregija (Adriatic Ionian Euroregion) - Flanatička 29, 52100, Pula (Croatia) - Croatian VAT code: OIB 87750913519;

Invoice object: "E-CITIJENS Project - ID: 10044361 (Interreg V-A Italy-Croatia CBC Programme 2014-2020) – ICT equipment

The AIE is not in the condition to pay in advance the invoice.

Section 5: Contacts

For any information, please contact the AIE Secretariat:

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