

Terms of Reference

for

Supply of IT equipment

I. Purpose

Balkan Green Foundation (BGF) in cooperation with Institute for Development Policy (INDEP), are implementing a three-year project ‘Empower – Engage – Build Ownership’ supported by the EU Office in Kosovo. The project objective is to enable Kosovo’s civil society sector to fulfill its role in the democratic environment by acting as independent interlocutors, monitoring public institutions, increasing accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups in the area of environment preservation, green energy and sustainable economic growth.

In order to implement our activities accordingly, BGF and INDEP will be purchasing 2 (two) laptops and 1 (one) projector. We therefore invite your company to submit an offer for supply of equipment, required in accordance with enclosed technical specifications below in section II of this ToR.

II. Specifications

NN	Item	Specifications	Qty
1	Laptop	Processor: Core i5 third generation or i7 RAM: Minimum 8 GB Flash Memory SSD (256 or 512) Graphics Card: min 512 MB ...	2
2	Multimedia Projector	LED or DLP Min 3600 lumen Contrast ratio: min 20000/1 Lam life min 5000 hours ...	1

III. Origin of the supplies

Equipment’s must have certificate of origin from an EU country.



An EU funded project managed by the
European Union Office in Kosovo

IV. Time component

You are requested to accomplish with the supply of required equipment in 3 (three) weeks upon the signature of the contract.

V. How to apply

The interested company should submit the offer to Balkan Green Foundation through one of the following means:

1. Send the offer to the address: info@balkangreenfoundation.org, specifying in the subject line 'Offer for Supply of IT Equipment'

Or,

2. Submit a hard copy offer in a sealed envelope at our office in the address: Street Edith Durham, Avalla Building 1, No. 24, Prishtinë, 10000, Kosovë.

The deadline for submitting the offer (price per unit) is on **08March 2018, COB**.

