

Tender No: AT.29/2020

**Subject:** SUPPLY AND MAINTENANCE OF BUSINESS NOTEBOOK COMPUTERS**SHORT DESCRIPTION****1. GENERAL**

Tenders are invited by Cyprus Telecommunications Authority (hereinafter called Cyta) for the «Supply and Maintenance of Business Notebook Computers», on a Supply Agreement basis, in accordance with the detailed Tender Specification.

**2. SHORT DESCRIPTION**

The aim of Cyta is to establish, through this Tender, Contract (s) for the supply of «Business Notebook Computers» of the Dell, HP or Lenovo brands and for the provision of maintenance and technical support services.

The Supply Contract shall cover an initial order for the supply of four hundred (400) Business Notebook Computers together with suitable padded backpack and docking stations.

It is expected that during the validity of the Agreement (2 years), a total of about One thousand eight hundred (1800) Business Notebook Computers (with suitable padded Backpack and docking stations) will be ordered. These quantities shall be considered as indicative. The actual quantities to be ordered will be decided by Cyta.

It is required that the most advanced version of the proposed model or corresponding replacement model at the time of the placement of the order, will be delivered.

The Maintenance Contract shall cover the provision of maintenance and support services for the supplied equipment for a period of (5 years), including the warranty period.

**3. CLOSING DATE**

Tenders shall be placed by the Tenderers or their representatives in Cyta's Automated Tender Box at Ground Floor, Head Office Building, Telecommunications Street, Strovolos, Nicosia, Cyprus, by 10.00 hours on Friday, 8<sup>th</sup> January 2021, which is the Closing Date and Hour. Tenderers should note that the Tender Box will automatically lock at exactly 10.00 hours on the Closing Date with the indication "CLOSED". Tenders submitted after the Closing Date and Hour shall neither be accepted nor taken into consideration. Notebook samples shall be delivered with a waybill to the Reception, Cyta's Head Offices Building, Telecommunications Street, Strovolos, Nicosia CY-1396 on the closing date.

**4. REFERENCES****A. TENDERER'S EXPERIENCE**

Tenderers are required to submit a list of similar projects undertaken and successfully completed by the Tenderer. During the evaluation of the Tenders, Cyta shall take into consideration, inter alia criteria, Cyta's experience of the Tenderer's ability to successfully complete similar projects within specified time limits or to supply the appropriate materials according to the specification derived from work carried out by the Tenderer for Cyta.

**B. EQUIPMENT REFERENCES**

In addition to “A” above, Tenderers shall submit evidence of at least two similar projects involving the Supply of Business Notebooks. Such projects must have started after 2015 and considered completed. The minimum number of installed Business Notebooks in each project should be 200 units, and during the past 5 years the total install base of such Business Notebooks should be more than 1.000 units.

Tenderers shall provide evidence that they are “Authorized Resellers” of the manufacturers they represent, as well as submit a “Back-to-Back” agreement with the manufacturer.

Any Tenderer failing to submit such evidence will be disqualified from further evaluation.

**5. SUPPLY AGREEMENT**

Cyta shall have the option to enter into a Supply Agreement covering the initial and additional orders of Equipment/Materials/Services described in this Specification, to be placed over a period of up to two (2) years from the Effective Date of Contract.

**6. MAINTENANCE AGREEMENT**

Cyta shall have the option to enter into a Maintenance Agreement covering the initial and additional orders for Services described in this Specification, to be placed over a period of up to seven (7) years from the Effective Date of Contract. The delivered equipment for each order shall be covered by a 5-year period for maintenance services (including the warranty period) and the duration of the Maintenance Agreement (7 years) is such as to cover the 5-year maintenance orders for all supplied equipment including the equipment supplied through the last order in case this is placed at the end of the 2-year Supply Agreement. The applicable prices for each additional order shall be based on the quoted Unit Prices, which shall remain fixed and unaltered throughout the validity period of the Maintenance Agreement, unless a Price Indexation Formula is agreed prior to signing of the Maintenance Agreement.

The equipment will be picked up by the successful Tenderer’s technicians from specific locations in Nicosia, Limassol, Larnaka, Paphos and Ammochostos.

Tenderers shall submit evidence of qualified technicians that will be engaged in the support and maintenance of the proposed equipment based on the above prerequisite.

**7. TENDER VALIDITY**

Tenders are to be held open for acceptance for 180 days from the specified Closing Date. A Tender valid for a shorter period shall not be taken into consideration. In exceptional circumstances, Cyta may request the Tenderer for an extension of the period of validity. The request and the response thereto shall be made in writing or by telefax. A Tenderer may refuse the request. A Tenderer granting the request will not be required nor permitted to modify the Tender.

**8. EXTEND OF TENDERS**

Only Tenders for the supply of all Works detailed in this Specification must be submitted. Partial Tenders shall not qualify for consideration.

**9. TENDER ACCEPTANCE**

The acceptance of a Tender or part thereof shall constitute a binding Contract from the date of dispatch of the telex, telegram or fax containing the acceptance of the Tender.

Cyta is not bound to accept the lowest or any other Tender

**10. TENDER AWARD**

Cyta shall award the complete Tender to one Tenderer. No partial award shall be allowed.

**11. COMMITMENT FOR NON-WITHDRAWAL OF TENDER**

Tenders shall be accompanied by the document "COMMITMENT FOR NON-WITHDRAWAL OF THE TENDER", fully completed and signed.

**12. PAYMENT TERMS**

Tenderers shall comply with the following payment terms for the Equipment/Materials/Services applicable during the execution of the project until the Final Acceptance Date and for Services applicable during the period the Services are rendered to Cyta.

For Equipment and Implementation Services:

- 5% of the contract price, within 45 days from the Effective Date of Contract upon submission of a pro-forma invoice and the delivery of an unconditional advance payment guarantee
- 80% of each order, within 45 days from the Provisional Acceptance Date upon submission of a commercial invoice for the 100% of the order value
- 15% of each order within 45 days from the Final Acceptance Date

For Services (Excluding Services Included in the Works):

- 100% (one hundred percent) of the Services with forty-five (45) days from the date of the relative invoice which shall be issued after the Services are actually rendered and completed

Annual maintenance fee shall be effected in cash in two semi-annual installments in arrears. Payment shall be made within 45 days from the end of each 6-month maintenance period.

**13. DELIVERY**

Firm deliveries and Implementation Schedule for the completion of all Works shall be quoted. Any such delivery or implementation dates shall be regarded as of essence to the Contract.

**14. TENDER DOCUMENTS**

The relevant tender documents are available free of charge, only in electronic form via Cyta Tenders website <http://www.cyta-tenders.cytanet.com.cy>, after first completing the **participation form** shown on the website and sending it the email address: [prosfores@cyta.com.cy](mailto:prosfores@cyta.com.cy).