

TERMS OF REFERENCE

No. A – HT P 2024/01

24.01.2024, Mitrovicë/a

Introduction

The Alternative Dispute Resolution Center ('the ADRC') in partnership with NGO Reconciliation Empowering Communities ('the REC') is currently seeking to purchase of three (3) laptops for the needs of the project.

Background Information

The ADRC in partnership with REC is currently implementing the project *"Harmony Talks: Fostering Inter-Ethnic Understanding among Youth"*, funded by the European Union (EU) through its EU Support to Confidence Building in the Western Balkans regional project that is implemented by the United Nations Development Programme (UNDP). The overall goal of the project is to facilitate dialogue, empower youth, promote understanding, and encourage collaboration among diverse ethnic groups in Mitrovica.

Scope of Services

The IT Supplier shall provide the following:

- Three (3) units of Laptop computers.

This laptop specification is intended for project / organization use. It is with built-in DVD drive ideal for professionals who rely on essential security features.

Description
Technical Specification
Notebook model Laptop
Equivalent to the Generation Intel Core i7 – 1165G7 Processor (up to 4.7Ghz) 12MB
Memory 16GB DDR4-3200MHz; SSD 512GB PCIe NVMe M.2 2280
Display 14" diagonal, FHD (1920 x 1080), IPS, Intel, Iris Xe Graphics
Intel, AX201, Wi-Fi 6 (2x2), Bluetooth 5.0, Battery 3-cell, Windows 11 Licenced
Web Cam 720p at 30 fps HD camera Singel integrated
Limited Warranty: one year or more



Alternative Dispute Resolution Center
Mediation Center Mitrovica



Price of Items / Services

The offer price for items should be without VAT, the contractor will insure the supplier with VAT exemption certification.

Proposals will be evaluated on the basis of:

- Cost effectiveness / price;
- Implementation methodology;
- Proposal for payment for the service.

How to apply

The application should contain:

- Technical offer;
- Financial offer.

The applications or offers may only be submitted by email at apply.adrc@gmail.com. The email subject should say: A – HT P 2024/01, Laptops offer.

The offers should be addressed to:

Alternative Dispute Resolution Center – ADRC

Registration number: 5116374-5

Fiscal number: 601706619

adrc.office16@gmail.com

Str: 'Oliver Ivanović/Sami Frashëri' No. 52, Mitrovicë/a 40000, Kosovë/o

Offers must remain valid **30 days** after the submission date.

Timeframe for submission the offer

The interested applicants should send the documents listed above to apply.adrc@gmail.com by **January 30, 2024, at 16:00**.

Additional information

Only the selected applicant(s) / offers will be notified by the project team.