**Tender Dossier for Supply of Electronic Devices**

Contracting Authority: Co-PLAN, Institute for Habitat Development

Publication date : 10 August 2025

Deadline for Submission: 15 September 2025, 17:00 CET

# 1. Background

The objective is to equip the project team with electronic devices necessary for the smooth implementation of activities. The process will be carried out in line with EU rules of transparency, equal treatment, and sound financial management.

# 2. Subject of the Tender

The subject of this call is the supply, delivery, and warranty provision of electronic devices as described below:

* 1 (one) Professional desktop display equipment (≥27”, Full HD or higher, suitable for design/creative work).
* 1 (one) Digital note-taking tablet devices (E-ink or equivalent, with stylus and cover, allowing note conversion and synchronization).
* 1 (one) Portable external SSD drives (minimum 2TB, high-speed transfer ≥ 1000 MB/s, durable casing).
* (1) Docking stations / hubs (multi-port connectivity, USB-C support).
* (1) Wireless keyboard and mouse/trackpad sets (cross-platform compatible).
* (3) High-performance PC units (≥ Intel Core i7 14th generation or equivalent, 16GB DDR4 RAM, 1TB SSD, dedicated GPU preferred).
* (3) Office PC units (standard performance, suitable for daily office tasks, ≥ Intel i5 or equivalent, 8GB RAM, 512GB SSD).
* (2) Professional monitors (≥27”, suitable for office and multi-tasking use).
* (1) Office printer

# 3. General Requirements

* All equipment must be brand new, genuine, and unused.
* Delivery and installation (if required) must be included in the offer.
* All devices must come with a minimum 1-year warranty (preferably 2 years).
* Technical documentation/specifications must accompany the offer.
* Equivalent or higher specifications will be accepted.

# 4. Participation and Eligibility

Participation is open to all natural and legal persons established in Albania.

# 5. Submission of Offers

* Offers must be submitted in English, electronically or by sealed envelope.
* The financial proposal must be presented in EUR, indicating VAT (included/excluded as per national law).
* Offers must remain valid for at least 60 days after the deadline.
* Partial offers (only for some items) will be considered.

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# 6. Evaluation Criteria

The contract will be awarded to the most economically advantageous tender, considering:

* Compliance with technical specifications (pass/fail).
* Price competitiveness (50%).
* Warranty, delivery time, and after-sales support (30%).
* Relevant supplier experience and references (20%).

# 7. Contact Information

All clarifications and offers must be sent to:

Co-PLAN, Institute for Habitat Development

Email: co-plan@co-plan.org