

Framework contract

Supply of IT small equipment and printers consumables

Abstract

The purpose of this Tender is the provision of IT small equipment, and printers consumables.



Contents

1	Context.....	4
2	Scope.....	4
3	Estimated duration	4
4	Work description	4
5	Acceptance Criteria	6
6	Selection process and award Criteria	7
7	Documentation and Manual.....	7
8	Specific requirements and conditions	7

1 Context

The ITER Organization (IO) has built during the last 7 years a strong IT environment based on standard and recognized technologies. Our environment is based on high availability including redundancy for critical services, virtualization, mirrored storage and disk based backup system. IO has chosen to provide every user with a high quality laptop (fast processor and SSD drive) as well as a docking station and one or two additional large screens.

The ITER Organization has already set up Framework contracts for large hardware (Server, storage, workstation, desktop, laptop and network / videoconferencing appliances as well as for printers).

The ITER Organization intends to place up to two Framework contracts with local providers who will demonstrate their reactivity, reliability and expertise for the supply of IT small equipment and printer's consumables.

2 Scope

The scope of this Tender is the supply to the ITER Organization of small IT equipment and associated services (such as hardware warranties) in the following fields:

- Printer's consumables
- External and internal HDD
- Beamers
- USB sticks
- Mice and advanced Optical mouse device (CAD usage)
- External various devices (DVD, CD, HDD Host device)
- Headset and webcam

The list is not limited to the above items, and may be adapted to fulfil potential complementary needs of small equipment of the IO.

3 Estimated duration

The duration of the Framework Contract(s) shall be two years with the option to extend for one additional year period twice (2+1+1).

4 Work description

Multiple awards are anticipated up to a maximum of two awards. Upon award, Price Requests will be issued to successful bidder(s) by the ITER Organization Technical Responsible Officer (TRO) for each of the transactions. At receipt of the Price Request, the successful bidder(s)

will provide the ITER TRO with an offer including the proposed cost and delivery delay of the service/good. Task orders will be awarded based on the bidders' ability to meet the requirements such as technical compliance of the proposed services/goods, lowest price and shortest delivery delay.

Then the services/goods shall be ordered by means of Task Orders or Small Value Purchase Orders (POSV) placed in the frame of the associated Framework Contract to the Contractor providing the overall best offer

The Task Order(s) or POSV shall be countersigned by the Contractor and returned to ITER.

The supplier may additionally offer an online e-mail or Internet site for order's tracking and delivery schedule information.

In order to help the bidders to have estimation on the volume of small IT hardware and consumables, below the details of what has been ordered in 2013.

The quantities listed below are estimates only and IO reserves the right to order items quantities as required over the contract period. The total number of the items is not contractual.

Type	Number of toner or cartridges
Laser Toner HP black and color	604
Laser Toner Samsung black and color	247
Inkjet OCE cartridges	38

Type	Number of items
Headset	230
Hard drives (external & internal)	80
Memory for laptop and desktop	50
Câbles, Optical fibre, connections, etc...	1800

5 Delivery

- Delivery must be to IO's SAFEN store located in St. Paul Lez Durance or directly to IO premises (Access to be granted according to IO internal regulations).



- Delivery must take place within 7 calendar days of receipt of a signed Task Order or Purchase Order.
- Unavailability of goods shall be mentioned in the price offers indicating the proposed date for delivery.
- Delivery shall be free of additional charge
- The serial numbers of the delivered hardware have to be sent in an editable electronic format to the responsible officer at the same time as the invoice.

5 Acceptance Criteria

The services/goods shall be invoiced to ITER who will proceed to the payment according to ITER General Conditions.

6 Selection process and award Criteria

The Framework Contract(s) shall be awarded to the lowest technically compliant tender.

7 Documentation and Manual

The instructions (leaflets) related to the use of the goods delivered shall be in English for the set up and/or in order to take full advantage of all features of the product. This includes any monitoring and backup tools. ITER Organization supported platform is Microsoft Windows and Red Hat Linux.

8 Specific requirements and conditions

- The supplier must nominate a dedicated Contract agent to support the updating and management of the Framework Contract on a timely basis.
- Dedicated Contractor's agent to deal with IO account shall have a good command in English.
- IO shall require a monthly billing for small value Purchase Orders (<3000 €) indicating the reference of all the corresponding valid Purchase Orders numbers.
- All invoices to contain a valid Purchase Order or Task Order number
- Simple returns process (return process procedure shall be considered in the evaluation)

Timetable:

The tentative timetable is as follows:

Call for Nomination	October 2014
Call for Pre-qualification	November 2014
Call for Tender	End of November 2014
Tender submission	December 2014
Contract signature	January 2015
Start of Contract	January 2015
First Order	January 2015