



**Embassy of Greece
in Beijing**

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Beijing, April 24th, 2024

Ref F. 085.1/676

CALL FOR TENDERS

Subject: Call for tenders for the supply of computers and monitors for the Embassy of the Hellenic Republic in Beijing.

The Embassy of the Hellenic Republic, in accordance with the Law 4412/2016 of the Hellenic Republic dully amended and currently applicable, is calling for the submission of a quote for the signing of an agreement for the supply of computers, monitos and speakers , not exceeding the amount of 146.500,00 RMB **including VAT**.

The quote should fulfill the tender specifications described in the Annex attached herewith, including:

a) The fee for each type of device inclusive of any kind of deductions and taxes (e.g., tax, VAT), as well as the total amount required for each device category and for the total number of devices, which cannot exceed the aforementioned budget.

The contract will be awarded to the bidder that provides the best price.

The quotes can be submitted in print or electronic form no later than May 10th 2024, 11 pm.

Quotes from tenders that have not received an invitation by email will not be taken into account.

Encl. 2 pages

I. TECHNICAL SPECIFICATIONS

The tender is required to deliver to the embassy premises (19, Guanhua Lu 100600 Beijing) the following equipment:

	Description	Minimum Technical Characteristics	Suggested Model	Quantity
1	Desktop Computer DELL Optiplex PLUS SFF	Processor: Intel Core I5-10500 OR HIGHER Memory: 16GB or higher Storage: at least 1 NvME or SSD hardrive of capacity 256 GB or higher at least 1 DP Port and 1 additional VGA port, DVD Recorder	Optiplex 7020 or equivalent	13 units
2	Desktop Computer DELL Optiplex PLUS SFF	Processor: Intel Core I7-10500 OR HIGHER Memory: 16GB or higher Storage: at least 1 NvME or SSD hardrive of capacity 256 GB or higher At least 1 DP Port and 1 additional VGA port, DVD Recorder	Optiplex 7020 or equivalent	2 units
3	DELL 27" Business monitor	Supported analysis : QHD (2560 x 1440)	Dell 27 Monitor - P2723D	10 units
4	DELL 27" Business monitor	Supported analysis : 4K UHD (3840 x 2160)	Dell 27 Monitor - P2723QE	2 units
5	Dell Slim Soundbar SB521A	Support of the above monitors		12 units

II. PROCEDURE

The provided quote should include the following:

1. The cost of the equipment per unit (net) and the amount that corresponds to the VAT of the unit
2. The cost of services, including all miscellaneous services as well as the amount that corresponds to the VAT
3. The total cost for equipment and services as well as the total amount of VAT that would incur.
4. The time interval for which the quoted price will remain unchanged (please note that the quoted price should be valid for **at least** 30 work days)
5. The name of the company, its VAT number, the name of the person responsible and the seal of the company.

III. TERMS AND CONDITIONS

1. Any quotation sent after the above specified deadline will not be taken into consideration.
2. The contract will be awarded to the lowest bidder.
3. All provided equipment should have 2 years parts warranty.
4. After approval and signing of the contract no price amendments of any kind can be made.
5. Any OS and software included in the price should be English version