TERMS OF REFERENCE

Procurement of IT, Multimedia, Audio-Visual and Communication Equipment for the SPEEDUP Accelerating Hubs in Egypt

1. Contracting Authority

Arab Academy for Science, Technology and Maritime Transport (AASTMT)
Abu Kir Campus, Alexandria, Egypt

Representing:

SPEEDUP Project – PP03 AASTMT

Project:

SPEEDUP – EU-MED Hubs to Accelerate SMEs Sustainable and Competitive Growth

Programme:

Interreg NEXT MED Programme 2021–2027

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2. Background of the Project

SPEEDUP is an Interreg NEXT MED project aimed at strengthening the capacity of business support organisations and accelerating hubs to support SMEs and start-ups in adopting sustainable, competitive and innovative business models.

Within the project, AASTMT is responsible for establishing and operating the Egyptian Accelerating Hubs and contributing to the development of the transnational network of Accelerating Hubs.

The project activities include the establishment and networking of local hubs, capitalization of best practices, development of the acceleration mission, preparation of participatory methodologies, training and peer-learning activities, communication and dissemination, and subsequent delivery of acceleration and mentoring support to target groups.

The procurement covered by these Terms of Reference is intended primarily to equip and operationalize the Egyptian SPEEDUP Accelerating Hubs and to provide the technical capacity required for project-related communication, content production, training, networking, mentoring and dissemination activities.

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3. Purpose of the Procurement

The purpose of this procurement is to supply, deliver, install/configure where applicable, test and provide warranty support for a package of:

- IT equipment;
- desktop and laptop computers;
- photography and video equipment;
- audio recording equipment;
- lighting equipment;
- storage and data management equipment;
- presentation and communication equipment;
- accessories and related equipment.

The equipment will be used by AASTMT within the framework of the SPEEDUP project and will support the operation of the Egyptian Accelerating Hubs and related project activities.

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4. Procurement Scope

The successful supplier shall provide the equipment listed in the **Technical Specifications and Bill of Quantities** below.

The supplier's responsibilities shall include, where applicable:

1. Supply of brand-new equipment.
2. Delivery to the designated AASTMT locations.
3. Installation and basic configuration of equipment requiring configuration.
4. Testing and commissioning.
5. Provision of manufacturer's warranty.
6. Provision of manuals and technical documentation.
7. Provision of serial numbers and asset information.
8. Replacement or repair of defective equipment during the warranty period.
9. Provision of all standard accessories required for proper operation.
10. Demonstration/basic operational guidance where reasonably required.
11. Compliance with applicable Egyptian standards and regulations.

12. Compliance with the technical and financial conditions of the tender.

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5. Delivery Locations

The equipment will be allocated between the Egyptian SPEEDUP Accelerating Hubs operated by AASTMT, including:

- **AASTMT Alexandria location**
- **AASTMT Al Alamein location**

Some equipment is intended to be shared between the two hubs and may therefore be moved between locations according to project needs.

The exact room/location for delivery and installation will be communicated to the successful supplier by AASTMT.

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6. Technical Specifications

A. IT and Computing Equipment

No.	Equipment	Qty.
1	High-performance professional laptop, 16-inch class, latest-generation Apple M-series processor or equivalent, minimum 24 GB RAM, minimum 1 TB SSD, suitable for professional video/content editing and project management.	1
2	Professional creator laptop, 16-inch class, AMD Ryzen AI 9 HX-class or equivalent processor, minimum 64 GB RAM, minimum 2 TB NVMe SSD, dedicated NVIDIA RTX 5070-class graphics or equivalent, 4K OLED display, Windows 11 Pro or equivalent.	1
3	Business laptop, 15.6-inch class, minimum Intel Core i7 13th generation or equivalent, minimum 16 GB RAM, minimum 2 TB SSD.	7
4	Lightweight professional laptop, approximately 13-inch class, Apple M-series processor or equivalent, minimum 16 GB RAM, minimum 512 GB SSD.	1
5	Professional desktop workstation, Intel Core i7-class or equivalent, minimum 12-core processor class, minimum 8 GB DDR5 RAM, minimum 512 GB NVMe SSD, including keyboard, mouse and minimum 3-year warranty.	2

Note: All specifications represent minimum technical requirements. Equivalent or superior products from other manufacturers shall be accepted.

7. Photography and Video Equipment

No.	Equipment	Qty.
6	Full-frame mirrorless camera, minimum approximately 33 MP, capable of 4K video recording and professional still photography.	2
7	Professional full-frame mirrorless camera suitable for high-quality video production, minimum 4K/60p class and preferably 4K/120p capability.	2
8	Professional full-frame 50 mm f/1.4-class lens or equivalent.	2
9	Professional full-frame 24–70 mm f/2.8-class zoom lens or equivalent.	1
10	Professional full-frame 85 mm f/1.4-class portrait lens compatible with the supplied camera system or equivalent.	1
11	Professional dual-channel wireless microphone system suitable for video production and interviews.	2
12	Professional broadcast dynamic microphone with appropriate mounting/shock protection.	2
13	Professional portable multi-track audio recorder, minimum Zoom H6-class or equivalent.	2
14	XLR microphone cable, approximately 6 m, professional quality.	4
15	XLR microphone cable, approximately 10 m, male-to-female, professional quality.	4
16	Professional camera gimbal stabilizer, DJI RS 4-class or equivalent, compatible with supplied cameras.	1

8. Lighting and Studio Equipment

No.	Equipment	Qty.
17	Professional bi-color LED studio light, approximately 150 W class, suitable for photography/video production.	4
18	RGB LED tube light, approximately 120 cm / 4 ft, professional video-production class.	2

No.	Equipment	Qty.
19	Lightweight studio light stand, suitable for the supplied studio lighting equipment.	**TBC**
20	Professional C-Stand suitable for studio lighting equipment.	2
21	Parabolic softbox/reflector, approximately 120 cm diameter, compatible with supplied lights.	4
22	Professional camera tripod, Weifeng WF-717-class or equivalent.	4

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9. Data Storage and Accessories

No.	Equipment	Qty.
23	High-performance 128 GB SDXC memory card, minimum UHS-I/UHS-II as appropriate for supplied cameras.	6
24	NAS storage system, Synology DS620slim-class or equivalent, suitable for centralized project multimedia/data storage.	1
25	Portable external SSD, minimum 2 TB, high-speed USB interface.	2
26	Professional camera/technical equipment backpack suitable for transportation of camera equipment.	2
27	Professional dual-battery charger compatible with the supplied camera batteries.	2
28	Compatible high-capacity camera batteries, Sony NP-FZ100-class or equivalent.	4
29	USB-C multiport hub/docking adapter, minimum 7-in-1 functionality, supporting data/video/peripheral connectivity.	**TBC**

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10. Presentation and Visibility Equipment

No.	Equipment	Qty.
30	Outdoor/indoor LED poster display, approximately P2.5 pixel pitch or equivalent, suitable for displaying project information, announcements, presentations and communication materials.	4

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11. Equipment Distribution

The equipment will be distributed between the Egyptian SPEEDUP Accelerating Hubs.

The indicative distribution is:

- Equipment specifically allocated to each hub: approximately one equivalent set per hub.
- Shared equipment: available for use by both hubs and transferred between them when required.
- Backup equipment: retained for continuity and operational needs.

The final allocation shall be determined by AASTMT according to operational requirements and project implementation needs.

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12. General Technical Requirements

All equipment shall:

1. Be **new and unused**.
2. Be current production models or models still supported by the manufacturer.
3. Be free from manufacturing defects.
4. Comply with applicable Egyptian safety and technical requirements.
5. Include all standard accessories necessary for normal operation.
6. Include original manufacturer's documentation where applicable.
7. Be supplied with valid manufacturer's warranty.
8. Be compatible with standard electrical requirements in Egypt.
9. Be supplied with appropriate power adapters, cables and chargers.
10. Be delivered in original manufacturer packaging.
11. Have clearly identifiable serial numbers.

Where a specific brand/model is mentioned as a reference, **equivalent or technically superior products shall be accepted**, provided that the bidder demonstrates compliance with all minimum specifications.

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13. Warranty

The supplier shall provide a minimum warranty period of:

12 months from the date of final acceptance, unless a longer manufacturer's warranty is available.

For desktop computers, the preferred warranty period is **not less than 3 years**, where specified in the technical requirements.

During the warranty period, the supplier shall:

- repair or replace defective equipment;
- provide technical support;
- replace defective components without additional cost;
- ensure that repaired/replaced equipment meets the original specifications.

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14. Delivery and Installation

The supplier shall deliver the equipment within the period specified in the contract.

The supplier shall be responsible for:

- transportation;
- unloading;
- delivery;
- installation/configuration where required;
- initial testing;
- commissioning.

All associated costs shall be included in the financial offer.

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15. Acceptance Procedure

Final acceptance shall be performed by an AASTMT-appointed committee.

Acceptance shall be based on:

1. Verification of quantity.
2. Verification of technical specifications.
3. Verification of physical condition.

4. Verification of serial numbers.
5. Testing of equipment functionality.
6. Verification of accessories.
7. Verification of warranty documentation.
8. Verification of delivery documentation.

The supplier shall provide a delivery note and detailed equipment list including:

- item description;
- manufacturer/model;
- serial number;
- quantity;
- warranty period.

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16. Financial Offer

The bidder shall submit a detailed financial offer using the **Bill of Quantities / Financial Offer Form** provided by AASTMT.

The offer shall clearly indicate:

- Unit price.
- Quantity.
- Total price per item.
- Applicable taxes, if any, separately identified.
- Total tender price.

The bidder shall not introduce additional charges after award that were not clearly identified in the financial offer.

Important: VAT/tax treatment shall comply with the applicable Egyptian legislation and the tax-exemption arrangements applicable to the Interreg NEXT MED project. The tender shall clearly distinguish the net price from any applicable tax. This is particularly important because the Programme's Egyptian national procedures state that VAT and other indirect taxes have specific eligibility/tax-exemption rules. (Interreg Next Med)

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17. Payment Terms

Payment shall be made by AASTMT following:

- satisfactory delivery;
- inspection and acceptance;
- submission of the required invoice;
- submission of delivery documentation;
- fulfillment of contractual requirements.

The exact payment schedule shall be specified in the final procurement contract.

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18. Bidder Eligibility

The bidder shall demonstrate:

1. Legal registration and authorization to conduct the relevant business.
2. Experience in supplying IT, audiovisual, photography, communication or related equipment.
3. Ability to provide warranty and after-sales support in Egypt.
4. Financial and technical capacity to fulfill the contract.
5. Compliance with applicable Egyptian laws and regulations.
6. Absence of circumstances that would constitute a conflict of interest.
7. Compliance with applicable EU/Interreg NEXT MED procurement requirements.

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19. Technical Proposal

The bidder shall submit a technical proposal containing:

- Manufacturer and model of each proposed item.
- Technical specifications.
- Product datasheets/catalogues.
- Warranty information.
- Delivery period.
- Confirmation of compliance with the requested specifications.
- Identification of any deviations or proposed equivalent specifications.

A bidder proposing an equivalent product shall clearly demonstrate equivalence or superiority against the minimum specifications.

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20. Evaluation of Offers

Offers shall be evaluated in accordance with the applicable AASTMT procurement procedures and the procurement rules applicable to the Interreg NEXT MED Programme.

The evaluation shall include:

A. Administrative compliance

Verification of required administrative documents.

B. Technical compliance

Verification that the proposed equipment meets or exceeds the minimum technical requirements.

C. Financial evaluation

Comparison of the financial offers of technically compliant bidders.

The final award methodology and applicable thresholds shall follow the procurement procedure approved by AASTMT for the estimated contract value and the applicable Interreg NEXT MED procurement rules.

The Programme explicitly identifies **Annex 2 to the Financing Agreement on Public Procurement** as applicable to Egypt, alongside the Programme implementation rules. (Interreg Next Med)

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21. Brand Names and Equivalent Products

Where a brand or model is mentioned in this ToR or in the indicative equipment list, it is used **only as a reference to define the required level of performance, quality and compatibility**.

The procurement shall remain open to products manufactured by other suppliers that meet or exceed the stated technical requirements.

The contracting authority shall not reject an offer solely because it is not the named brand if the proposed product is demonstrably equivalent or superior.

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22. Conflict of Interest

The bidder shall declare that:

- it has no conflict of interest in relation to this procurement;
- it has not participated in preparing the technical specifications in a manner that gives it an unfair advantage;
- it will immediately disclose any actual or potential conflict of interest.

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23. Anti-Fraud and Anti-Corruption

The procurement shall be conducted in accordance with the principles of:

- transparency;
- equal treatment;
- non-discrimination;
- fair competition;
- proportionality;
- prevention of fraud and corruption;
- prevention of conflict of interest.

The supplier shall comply with all applicable EU and national anti-fraud and anti-corruption requirements.

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24. Environmental and Sustainability Considerations

Where technically and economically appropriate, preference shall be given to equipment demonstrating:

- energy efficiency;
- durability;
- manufacturer support and availability of spare parts;
- repairability;
- reasonable lifecycle performance;
- reduced unnecessary packaging.

The equipment shall support the project's wider objectives concerning sustainable and competitive growth and shall be used exclusively or primarily in connection with the implementation of project activities.

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25. Communication and Visibility

Where equipment is used for project communication, events or dissemination activities, AASTMT shall ensure that project communication materials and public-facing outputs comply with the **Interreg NEXT MED communication and visibility requirements**.

The Programme provides dedicated Communication and Visibility Guidelines and a Brand Design Manual for this purpose. (Interreg Next Med)

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26. Documentation to be Provided by the Supplier

The successful supplier shall provide:

- Commercial invoice.
- Delivery note.
- Packing list.
- Technical datasheets.
- Manufacturer/model information.
- Serial numbers.
- Warranty certificates.
- User manuals where applicable.
- Installation/commissioning records where applicable.
- Any certificates required by Egyptian law.

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27. Procurement Deliverables

The procurement shall result in:

1. Complete delivery of the equipment.
2. Installation/configuration where applicable.
3. Successful testing and acceptance.

4. Warranty documentation.
5. Equipment inventory and serial-number list.
6. Delivery and acceptance documentation.

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28. Project Asset Management

All equipment purchased under the SPEEDUP project shall be appropriately recorded in AASTMT's asset/inventory system and identified as project-related equipment where required.

Equipment shall be retained, used and managed in accordance with:

- AASTMT internal procedures;
- the SPEEDUP project requirements;
- Interreg NEXT MED Programme rules;
- applicable national legislation.

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29. Indicative Time Schedule

Milestone	**Indicative period**
Publication of tender	T0
Deadline for submission	As specified in tender notice
Evaluation	Following submission deadline
Contract award	Following completion of evaluation
Contract signature	Following award
Delivery	Within the period specified in the contract
Inspection and acceptance	Upon delivery
Warranty	Minimum 12 months from final acceptance

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30. Place of Performance

Arab Academy for Science, Technology and Maritime Transport (AASTMT), Egypt

The equipment will serve the SPEEDUP Accelerating Hubs in:

- Alexandria
- Al Alamein

with selected items shared between the two locations.

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31. Annexes to the ToR

The tender dossier should include at least:

Annex I – Technical Specifications and Bill of Quantities

Annex II – Financial Offer Form

Annex III – Technical Compliance Table

Annex IV – Bidder Declaration

Annex V – Conflict of Interest Declaration

Annex VI – Warranty and After-Sales Support Declaration

Annex VII – Delivery and Acceptance Form

Annex VIII – Equipment Distribution/Allocation Plan