

CALL FOR EXPRESSION OF INTEREST

Date: 16 April 2009

Ref.: IT Equipment for UNDP Moldova

UNDP Moldova invites interested companies to apply on the following:

Background:

UNDP Moldova is exploring the possibility of entering into a long term agreement with one or several suppliers of IT equipment to meet the increasing demand of the office and UNDP Moldova projects. UNDP Moldova envisages to enter into contract for two years with the option to renew for two additional years, subject to a satisfactory performance evaluation.

The Contractor shall provide the following types of IT equipment:

- Desktop computers;
- Notebooks (portable and ultra-portable);
- LCD Monitors;
- Laser Printers.

Outputs:

Interested companies shall provide information requested in Annex 1. Expressions of Interest from suppliers failing to provide the requested information will be disregarded. Companies will be selected (short-listed) in accordance with the minimum qualification requirements listed below. Only short-listed companies shall be considered for the bid solicitation.

Minimum Qualification Requirements:

- Minimum three years of experience in the field;
- Proposed computer equipment is FCC compliant and compatible with the Microsoft Hardware Compatibility List;
- Minimum warranty period for desktop computers and notebooks of three years;
- Availability of authorised service in Chisinau, Moldova.

Submission details:

Expression of Interest and accompanying documents can be submitted either in hard copy or electronically. EoI received by fax will be rejected. EoI received after the deadline shall not be considered.

- a) Documents in hard copy need to be submitted in a sealed envelope and addressed to:
**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: Registry Office/Procurement**
- b) Information sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org

Submissions shall be marked with the note: "Eol : IT Equipment"

Submission Deadline: 30 April 2009, 16:30 (Moldova local time)

Contact persons for clarifications:

Valentin Turcan, ICT Associate (valentin.turcan@undp.org)

Radu Dusciac, Procurement Associate (radu.dusciac@undp.org)

Important Note:

This EoI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EoI without incurring any obligation to inform the affected applicant/s of the grounds. Only suppliers that respond and are deemed qualified upon completion of an evaluation of their response to this EoI shall be considered for the bid solicitation.

**Expression of Interest
for the supply of IT equipment to UNDP Moldova
(download and complete this Word document)**

The narrative below may be as long as necessary. Answer all questions using this form.

Submitted by: (Name of company)

A. Company description:

1. Company Name and address:
2. Contact Details (contact name, telephone, fax, email):
3. Year of incorporation:
4. City, state, country of incorporation:
5. Describe your company and/or indicate attachment of your company brochure (general organizational capacity of your company, number of staff, annual turnover etc.).

B. Scope of supply:

1. Please, list the equipment brands that your company represents and describe your company's status (official dealer, business partner etc.).
2. Describe the lines of equipment available for Moldova.
3. Please, state details about delivery of different quantities of ordered equipment (ex. 1-10 desktops, 10-50 desktops). Please, indicate mode of transport, period, etc.
4. Describe how stocks of equipment are maintained and managed.

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C. Warranty and after-sales services:

1. Name and address of authorised service centre in Chisinau (Moldova) for the proposed lines of equipment.
2. Describe authorised service centre's workforce.
3. Describe warranty and post-warranty conditions provided and service/trade customs (warranty period offered for the various equipment, warranty service procedures applied).
4. Describe how spare parts stocks are maintained and managed.

D. Client list:

1. List your clients for the past three years or indicate attachment. Please, indicate contact information of persons who could provide references.
2. List here any UN clients with which you have worked.
3. Does your company have any long term contracts experience and if so with what companies and/or organisations?