



Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>IT Companies</u>	DATE: 29 April 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **8 May 2009**.

Item	Generic Description	Quantity
1.	DESKTOP: Processor <i>Similar to Intel Celeron Dual-core E1400</i> RAM Min. 2GB HDD Min. 160 GB, SATA2 Ports At least 2 USB front, 4 USB rear Operating system Microsoft Windows Vista Business with downgrade to Windows XP Professional 32, Russian or English Software Microsoft Office 2007 Professional, Russian or English Keyboard LATIN/RUSSIAN Other DVD+/-RW; Ethernet 10/100/1000; USB optical mouse; speakers	8 (eight)
2.	MONITOR: LCD, 17 inches, resolution 1280*1024, contrast ratio 500:1, 300 cd/m ² , 8ms, viewing angle 160/160	8 (eight)
3.	LAPTOP: Processor <i>Similar to Intel Core 2 Duo Processor T5670 (1.8 GHz, 800 MHz FSB, 2 MB L2 cache)</i> RAM Min. 2GB HDD Min. 160 GB Display 15.4" WXGA Ports VGA, S-video, IEEE 1394, 3 USB 2.0, RJ-11, RJ-45 Connectivity Wireless (WiFi) 802.11; Bluetooth Operating system Microsoft Windows Vista Business with downgrade to Windows XP Professional 32, Russian or English Software Microsoft Office 2007 Professional, Russian or English Keyboard LATIN/RUSSIAN Weight Up to 3 kg Other DVD+/-RW; modem; Ethernet 10/100/1000; USB optical mouse; case	3 (three)


CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP Chisinau
Delivery Place	str. Alecsandri 119, Chisinau, Moldova
Payment Terms	100% upon delivery and installation

Quantity Change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods	
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS	<input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" type="checkbox"/> Partial bids not permitted
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml	

Please state
Details on any warranty/guarantee conditions:
Details on delivery period:
Name and address of authorized service in Moldova:

REQUIREMENTS
<u>Language:</u> All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian or Russian
Electricity: Volt: 220 Hz: 50 type F ("Schuko") plug

<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> - Company profile (brief information); - Quotation for each item in MDL exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline); - Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; - Certificates of quality for the offered equipment; - Offers shall be presented in English or Romanian; - Additional information as requested under the "Please state" section. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> - Availability of Certificates of quality for the offered equipment; - Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms; - Minimum warranty of 3 years for all items; - Maximum delivery period not to exceed 21 working days upon signature of the contract; - Availability of authorized service in Moldova. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p> <p>IMPORTANT NOTE: Delivered computer equipment shall be FCC compliant and shall be compatible with the Microsoft Hardware Compatibility List.</p>

<p>NAME, FUNCTIONAL TITLE: Veaceslav Balan, Electoral Support to Moldova Project Manager</p> <p style="text-align: center;">Signature:  DATE: <u>29 April 2009</u></p> <p>CONTACT PERSONS: Veaceslav Balan, Project Manager (veaceslav.balan@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p>
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SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: ESM Project IT equipment**".

Offers shall reach the UNDP office not later than **May 8, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

- a) Documents/offers 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) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org