

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: IT suppliers	DATE: 25 February 2009
	REFERENCE: <i>2009-02-25.18</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 10 March 2009**.

Item	Generic Description of goods	Quantity	
1.	NOTEBOOK/LAPTOP	13 pcs	
	Processor		- min. Intel® Core™ 2 Duo P8400 (2.26GHz, 3M L2 Cache, 1066MHz FSB)
	Memory		- min. 4.0GB, DDR2-800 SDRAM, 1 DIMM
	LCD		- 14.1" WXGA+ (1440x900) LED Display
	Hard drive		- min. 160GB
	Options		- Onboard graphics - Integrated Webcam with digital microphone - DVD+/-RW drive - WiFi 802.11a/g/n, Bluetooth, Fingerprint reader
	Others		- ENGLISH/RUSSIAN or ENGLISH keyboard - 9-cell battery
	Operating system		- Genuine Windows Vista Business with Windows XP Professional downgrade ENGLISH language
	Accessories		- Docking station with: a. Russian/English full size keyboard; b. USB scroll mouse; c. 4 USB & monitor plugs
Software	- Microsoft® Office 2007 Professional OLP ENGLISH - Acrobat Standard 9 ENGLISH		

CONDITIONS

Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Odessa, Ukraine or Chisinau, Moldova
Delivery Place	Ukraine (Odessa) or Republic of Moldova (Chisinau)
Payment Terms	100% upon delivery
Delivery time	Up to 3 (three) weeks upon receipt of approved UNDP Purchase Order

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Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state

Quantity discount and early payment discount:
Details on warranty/guarantee conditions:
Availability of local service in Moldova/Ukraine (please indicate the contacts):
Separate quote for estimated transportation & insurance charges:

Requirements

Language: All documentation, including installation and operating manuals shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (Russian)
Electricity: 50/60 Hz phase AC: 220-240V Interface: Europlug (if not otherwise mentioned above)

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Company profile (brief information)
- ✓ Language of Offer – English, Romanian or Russian
- ✓ Detailed Description of the offered items
- ✓ Additional information as requested under the "Please state" section
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Copy of company's registration certificate

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the **minimum** specifications listed at the "General Description of Goods" above
- ✓ Availability of Certificates of quality for the offered equipment
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Maximum delivery terms – 3 weeks
- ✓ At least 12 months of warranty period
- ✓ Availability of warranty support in Ukraine and/or Moldova

Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

IMPORTANT NOTE: Delivered computer equipment shall be FCC compliant and shall be compatible with the Microsoft Hardware Compatibility List.

NAME, FUNCTIONAL TITLE: **Diana Schirca, Operations Manager**



Signature: _____

DATE: 25/02/2009

CONTACT PERSONS: Ilhom Muhomediev, Procurement Specialist/EUBAM (ilhom.muhomeidiev@undp.org)
Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)

CONTACT ADDRESS: 131, 31 August 1989 Street, Chisinau, MD-2012

SUBMISSION OF OFFERS:

Offers shall be marked with **"RFQ: 13 notebooks with docking stations / EUBAM 5"**.
Offers shall reach the UNDP office not later than **10 March 2009, 16:30 (Moldova local time)**.

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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

A handwritten signature in black ink, consisting of stylized initials and a surname.