



Moldova

REQUEST FOR QUOTATION (RFQ)

|  |                                |
|--|--------------------------------|
| NAME & ADDRESS OF FIRM:<br><br><b>Office equipment suppliers</b><br><b>Audio/video equipment suppliers</b> | DATE: <b>20 April 2010</b>     |
|  | REFERENCE: <i>2010-04-20.3</i> |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 4 May 2010.**

| Item                        | Generic Description of goods  | Quantity          |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
|-----------------------------|---|-------------------|--------------|-------------------|---------------|----------------|-------------|------------|-------------|--------------------------|-----------------|------------------|--------|--------------------|--------|-----------------|------------|-------------------|-------|--------------------|-----------|----------------|------------------|--------------------|-------|-----------------------|-------|-----------------------------|-------|--------------------------|-------|------------------|-------|----------|-----------|---------------|
| 1.                          | <p><b>FAX MACHINE</b></p> <table border="1"> <tr><td>Print Technology</td><td>- Laser</td></tr> <tr><td>Paper Type:</td><td>- Plain Paper</td></tr> <tr><td>Page Memory:</td><td>- 150</td></tr> <tr><td>Fax Speed:</td><td>- 14.4 kbps</td></tr> <tr><td>Copy function:</td><td>- Yes</td></tr> <tr><td>Auto Doc Feeder:</td><td>- Yes</td></tr> <tr><td>Speed Dialing:</td><td>- Yes</td></tr> <tr><td>Handset:</td><td>- Built-In</td></tr> <tr><td>Speakerphone:</td><td>- Yes</td></tr> <tr><td>Warranty:</td><td>- 2 years</td></tr> </table>   | Print Technology  | - Laser      | Paper Type:       | - Plain Paper | Page Memory:   | - 150       | Fax Speed: | - 14.4 kbps | Copy function:           | - Yes           | Auto Doc Feeder: | - Yes  | Speed Dialing:     | - Yes  | Handset:        | - Built-In | Speakerphone:     | - Yes | Warranty:          | - 2 years | 3 (three) pcs. |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Print Technology            | - Laser   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Paper Type:                 | - Plain Paper   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Page Memory:                | - 150   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Fax Speed:                  | - 14.4 kbps   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Copy function:              | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Auto Doc Feeder:            | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Speed Dialing:              | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Handset:                    | - Built-In  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Speakerphone:               | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Warranty:                   | - 2 years   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| 2.                          | <p><b>FULL HD CAMCORDER</b></p> <table border="1"> <tr><td>Recording Format:</td><td>- Hard Drive</td></tr> <tr><td>Recording System:</td><td>- NTSC / PAL</td></tr> <tr><td>Video shooting</td><td>- 1920x1080</td></tr> <tr><td>HDD Size:</td><td>- 120 GB</td></tr> <tr><td>Memory Still Resolution:</td><td>- 10 Megapixels</td></tr> <tr><td>Sensor Size:</td><td>- 1/3"</td></tr> <tr><td>Image Sensor Type:</td><td>- CMOS</td></tr> <tr><td>LCD Panel Size:</td><td>- 3.2"</td></tr> <tr><td>Image Stabilizer:</td><td>- Yes</td></tr> <tr><td>Output Interfaces:</td><td>- USB 2.0</td></tr> <tr><td>Flash Type:</td><td>- Built-in flash</td></tr> <tr><td>Red Eye Reduction:</td><td>- Yes</td></tr> <tr><td>Touch-Screen Control:</td><td>- Yes</td></tr> <tr><td>Progressive Shutter System:</td><td>- Yes</td></tr> <tr><td>Digital Noise Reduction:</td><td>- Yes</td></tr> <tr><td>Auto Power Save:</td><td>- Yes</td></tr> <tr><td>Warranty</td><td>- 3 years</td></tr> </table> | Recording Format: | - Hard Drive | Recording System: | - NTSC / PAL  | Video shooting | - 1920x1080 | HDD Size:  | - 120 GB    | Memory Still Resolution: | - 10 Megapixels | Sensor Size:     | - 1/3" | Image Sensor Type: | - CMOS | LCD Panel Size: | - 3.2"     | Image Stabilizer: | - Yes | Output Interfaces: | - USB 2.0 | Flash Type:    | - Built-in flash | Red Eye Reduction: | - Yes | Touch-Screen Control: | - Yes | Progressive Shutter System: | - Yes | Digital Noise Reduction: | - Yes | Auto Power Save: | - Yes | Warranty | - 3 years | 5 (five) pcs. |
| Recording Format:           | - Hard Drive  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Recording System:           | - NTSC / PAL  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Video shooting              | - 1920x1080   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| HDD Size:                   | - 120 GB  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Memory Still Resolution:    | - 10 Megapixels   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Sensor Size:                | - 1/3"  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Image Sensor Type:          | - CMOS  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| LCD Panel Size:             | - 3.2"  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Image Stabilizer:           | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Output Interfaces:          | - USB 2.0   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Flash Type:                 | - Built-in flash  |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Red Eye Reduction:          | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Touch-Screen Control:       | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Progressive Shutter System: | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Digital Noise Reduction:    | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Auto Power Save:            | - Yes   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |
| Warranty                    | - 3 years   |                   |              |                   |               |                |             |            |             |                          |                 |                  |        |                    |        |                 |            |                   |       |                    |           |                |                  |                    |       |                       |       |                             |       |                          |       |                  |       |          |           |               |

|           |                             |  |                      |
|-----------|-----------------------------|--|----------------------|
| <b>3.</b> | <b>DIGITAL PHOTO CAMERA</b> |  | <b>5 (five) pcs.</b> |
|           | Resolution:                 | - 10Megapixels   |                      |
|           | LCD Screen Size:            | - 2.5"   |                      |
|           | Lens:                       | - Interchangeable  |                      |
|           | Memory Type:                | - SD Memory Card, SDHC Memory Card                           |                      |
|           | Focus Type:                 | - Autofocus  |                      |
|           | Image Sensor Type:          | - CCD  |                      |
|           | Microphone:                 | - Built-In   |                      |
|           | Flash Type:                 | - Built-In   |                      |
|           | Flash Functions:            | - Flash Off , Auto Flash, Red-eye Reduction, Flash Forced On |                      |
|           | Interface Connection:       | - Remote Terminal, USB, Video – Out                          |                      |
|           | Battery Type:               | - Rechargeable Li-Ion Battery                                |                      |
| Warranty  | - 2 years                   |  |                      |

| <b>CONDITIONS</b>                                       |   |
|---|---|
| Delivery Term<br>(INCOTERMS 2000)                       | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>DDU</b> <b>Chisinau, Moldova (Republic of)</b><br><b>Vendors from outside Moldova shall separately state the delivery charges per each item quoted</b> |
| Delivery Place  | <b>Republic of Moldova, Chisinau</b>  |
| Payment Terms   | <b>100% upon delivery</b>   |
| Delivery time   | <b>Up to 1 (one) month upon receipt of approved UNDP Purchase Order</b>   |
| Validity of Quotation                                   | <input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>   |
| Preliminary Examination -<br>Completeness of quotation. | <input checked="" type="checkbox"/> <b>Partial bids permitted (by ITEMS)</b> <input type="checkbox"/> Partial bids not permitted  |
| Quantity change   | <b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>  |
| General Terms and Conditions                            | UNDP General Terms and Conditions for Goods/Services<br><a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>   |

| <b>Please state (where appropriate)</b>       |   |
|---|---|
| Quantity discount and early payment discount: | Availability of local service in countries of final destination (please indicate the contacts): |
| Details on any warranty/guarantee conditions: | Separate quote for estimated transportation & insurance charges:                                |

| <b>Requirements</b>   |
|---|
| Language: All documentation, including installation and operating manuals shall be in:<br><input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> <b>Others (Russian &amp; Romanian optional)</b> |

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):

- ✓ Language of Offer – English
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline);
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Certificates of quality for the IT equipment
- ✓ Statement or certificate of origin for the IT equipment

**MINIMUM QUALIFICATION REQUIREMENTS:**

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.
- ✓ Availability of certificates of quality for the equipment
- ✓ Availability of warranty support in Moldova
- ✓ Compatibility with Windows XP system

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

NAME, FUNCTIONAL TITLE: **Uwe Federsel, Chief of Administration**

Signature: \_\_\_\_\_



DATE: \_\_\_\_\_



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

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

**SUBMISSION OF OFFERS:**

Offers shall be marked with "**RFQ: Various Equipment for BGS / EUBAM**".  
Offers shall reach the UNDP office not later than **4 May 2010, 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**

