



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>4 May 2010</b>
	REFERENCE: <i>RFQ10/00160</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 7 May 2010**.

Item	Generic Description	Quantity
1.	<p>Multi-functional copy / printer / scan / fax machine, color, A3/A4</p> <p>General specifications</p> <ul style="list-style-type: none"> <li>• Speed (A4): 25 pages/min (b/w), 20 pages/min (color)</li> <li>• Duty Cycle: up to 60,000 copies per month</li> <li>• Memory: 1.5 GB</li> <li>• Hard Disk: 40 GB</li> <li>• Duplex Automatic Document Feeder: 75 sheets</li> <li>• Paper Trays Capacity: min. 2000 sheets</li> <li>• Accounting: copy/print/scan/fax (b/w and color)</li> </ul> <p>Printer specifications</p> <ul style="list-style-type: none"> <li>• Network Printer</li> <li>• Automatic Duplex</li> <li>• Print Resolution: 1200x2400 dpi</li> <li>• Connectivity: Ethernet 10/100 BaseT, USB 2.0</li> </ul> <p>Copier specifications</p> <ul style="list-style-type: none"> <li>• Automatic Duplex</li> <li>• Copy Resolution: 600x600 dpi</li> <li>• Magnification: 25%-400%</li> </ul> <p>Scanner specifications</p> <ul style="list-style-type: none"> <li>• Scan Resolution: 600x600 dpi</li> <li>• Scan speed: 40 ipm (b/w), 13 ipm (color)</li> <li>• Functionality: Scan to Email, Scan to File</li> <li>• File formats: PDF, JPEG or TIFF</li> </ul> <p>Fax specifications</p> <ul style="list-style-type: none"> <li>• 1 line</li> <li>• LAN Fax, Internet Fax</li> </ul> <p>Document Finisher</p> <ul style="list-style-type: none"> <li>• Stack Capacity: 2.000 sheet</li> <li>• Stapling: 50 sheets in 3 positions</li> <li>• Hole punching: 50 sheets</li> </ul>	1 (one)

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	131, 31 August 1989 Street, MD-2012 Chisinau, Moldova
Payment Terms	100% upon delivery and installation of equipment
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 <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

**Please state**

Details on delivery period

Name and address of authorized service in Moldova

Cost and capacity of black and color toners and cartridges, based on standard 5% coverage on A4-size page

Details on any warranty/guarantee conditions

**REQUIREMENTS**

Language: All documentation, including installation and operating manuals shall be in:

English       French       Spanish       Others: Romanian

Electricity: Volt: 220      Hz: 50      Plug: type F ("Schuko")

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:


- Company profile (brief information);
- Quotation 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 on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Certificates of quality for the offered equipment;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English or Romanian.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Availability of Certificates of quality for the offered equipment;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms;
- Minimum warranty of 1 year;
- Maximum delivery period not to exceed 21 days upon signature of the contract;
- Availability of authorized service in 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.

NAME, FUNCTIONAL TITLE: **Aliona Niculita, Officer-in-Charge**

Signature:  DATE: 4.05.10

CONTACT PERSON: Radu Dusciac, Procurement Associate ([radu.dusciac@undp.org](mailto:radu.dusciac@undp.org))

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

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note "**RfQ: Multi-functional Machine**".

Offers shall reach the UNDP office not later than **7 May 2010, 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](mailto:tenders-Moldova@undp.org)**

