



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 1 June 2010
	REFERENCE: RFQ 10/00169

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time)** on **11 June 2010**.

Item	Generic Description	Quantity
1.	<p>Multi-functional copy / printer / scan / fax machine, monochrome, A4</p> <p>General specifications</p> <ul style="list-style-type: none"> • Speed (A4): 22 pages/min (b/w) • Duty Cycle: up to 10,000 copies per month • Memory: 32Mb • OS compatibility: Windows XP/Vista/7, Mac OS X version 10.5.x -10.6.x • Duplex Automatic Document Feeder: 35 sheets • 1-sheet manual feed slot • Paper Trays Capacity: 250 sheets • Energy efficient: stand-by/power-save mode <p>Printer specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Print Resolution: 600x600 dpi, up to 1200x600 dpi printing quality • Connectivity: USB 2.0 <p>Copier specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Copy Resolution: 600x600 dpi • Magnification: 50%-200% <p>Scanner specifications</p> <ul style="list-style-type: none"> • Scan Resolution (optical): 600x1200 dpi • Compatibility: TWAIN, WIA • Colour scan, save as PDF <p>Fax specifications</p> <ul style="list-style-type: none"> • Modem Speed: Super G3 33,6 kbps (up to 3 sec per page) • Receive mode: Fax only, Fax/Tel Auto Switch, Answer Mode, Manual <p>Document Finisher</p> <ul style="list-style-type: none"> • Stack Capacity: 100 sheets 	20 (twenty) units
2.	<p>Multi-functional copy / printer / scan machine, monochrome, A4</p> <p>General specifications</p> <ul style="list-style-type: none"> • Speed (A4): 22 pages/min (b/w) • Duty Cycle: up to 10,000 copies per month • Memory: 32Mb • OS compatibility: Windows XP/Vista/7, Mac OS X version 10.5.x -10.6.x • Duplex Automatic Document Feeder: 35 sheets • 1-sheet manual feed slot • Paper Trays Capacity: 250 sheets • Energy efficient: stand-by/power-save mode <p>Printer specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Print Resolution: 600x600 dpi, up to 1200x600 dpi printing quality • Connectivity: USB 2.0 	20 (twenty) units

Item	Generic Description	Quantity
	Copier specifications <ul style="list-style-type: none"> • Automatic Duplex • Copy Resolution: 600x600 dpi • Magnification: 50%-200% Scanner specifications <ul style="list-style-type: none"> • Scan Resolution (optical): 600x1200 dpi • Compatibility: TWAIN, WIA • Colour scan, save as PDF Document Finisher <ul style="list-style-type: none"> • Stack Capacity: 100 sheets 	
3.	Monochrome laser printer <ul style="list-style-type: none"> • Speed (A4): 26 pages/min (b/w) • Duty Cycle: up to 10,000 pages per month • Memory: 8Mb • OS Compatibility: Windows XP/Vista/7, Mac OS X version 10.5.x-10.6.x • Interface and Connectivity: USB 2.0 • Automatic double-sided printing • All-in-One cartridge • Print Resolution: 600x600 dpi, up to 2400 x 600 dpi printing quality • Paper Trays Capacity: 250 sheets • Multi-purpose Tray: 50 sheets 	68 (sixty eight) units
4.	Colour laser printer <ul style="list-style-type: none"> • Speed (A4): 20 pages/min (b/w), 5 pages/min (color) • Duty Cycle: up to 500 pages per month • Memory: 256Mb • OS Compatibility: Windows Server 2008/XP/Vista/7, Mac OS X version 10.5.x-10.6.x • Interface and Connectivity: 10/100Mb Ethernet, USB 2.0 • Print Resolution: 600 dpi x 600 dpi x 4 bit • Manual Paper Tray Capacity: 200 sheets • Output Paper Tray Capacity: 100 sheets 	2 (two) units

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 of equipment
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (by Items) <input 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 delivery period
Details on warranty/guarantee conditions
Name and address of authorized service in Moldova
Offerors shall state exact cartridge model and cartridge cost for each offered item. Evaluation shall be made based on combination of cost of offered equipment and cost of cartridges required for 2 years of operation based on the maximum monthly volumes indicated above.

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: **Matilda Dimovska, Deputy Resident Representative**

Signature:  DATE: 07.06.2010

CONTACT PERSON: Victoria Ignat, Project Assistant (victoria.ignat@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Printers - Parliament Project**".

Offers shall reach the UNDP office not later than **11 June 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

