



Moldova

REQUEST FOR QUOTATION (RFQ)

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|-------------------------|--------------------------------|
| NAME & ADDRESS OF FIRM: | DATE: 21 June 2010 |
| | REFERENCE: RFQ 10/00181 |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 28 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 up to: 22 pages • 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 <p>Printer specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Print Resolution: 600x600 dpi • 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): 600x600 dpi • Compatibility: TWAIN, WIA • Colour scan, save as PDF <p>Fax specifications</p> <ul style="list-style-type: none"> • Modem Speed: 33,6 kbps (up to 3 sec per page) <p>Paper output capacity: 100 sheets</p> | 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 up to: 22 pages • 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 <p>Printer specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Print Resolution: 600x600 dpi • Connectivity: USB 2.0 <p>Copier specifications</p> <ul style="list-style-type: none"> • Automatic Duplex • Copy Resolution: 600x600 dpi • Magnification: 50%-200% | 20 (twenty) units |

| Item | Generic Description | Quantity |
|------|--|------------------------|
| | Scanner specifications <ul style="list-style-type: none"> • Scan Resolution (optical): 600x600 dpi • Compatibility: TWAIN, WIA • Colour scan, save as PDF Paper output capacity: 100 sheets | |
| 3. | Monochrome laser printer A4 <ul style="list-style-type: none"> • Speed up to: 26 pages • 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 • Connectivity: USB 2.0 • Automatic double-sided printing • Print Resolution: 600x600 dpi • Paper Trays Capacity: 250 sheets • Multi-purpose Tray: 50 sheets | 68 (sixty eight) units |
| 4. | Colour laser printer A4 <ul style="list-style-type: none"> • Speed up to: 20 pages (b/w), 5 pages (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 • Input 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 |
|---|
| <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 |
| 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, Assistant Resident Representative / Officer in Charge**

Signature:  DATE: 21.06.10

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 "**RfQ: Printers - Parliament Project**".

Offers shall reach the UNDP office not later than **28 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

