



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 12 July 2010
	REFERENCE: RFQ10/00195

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 27 July 2010.**

Item	Technical specifications	Qty
1	<p>B/W Laser Copier/Printer/Color Scanner/Fax A3/A4</p> <p>Speed (A4) Min. 30 ppm A4 Duty Cycle At least 100,000 copies/month Memory At least 512 MB HDD 40 GB Automatic Duplex Yes</p> <p>SPECIFICATIONS: COPY</p> <p>Copy Resolution 600 x 600 dpi Automatic Duplex (1-2,2-2,2-1) Reduce/Enlargement 25%-400% in 1 % increments</p> <p>SPECIFICATIONS: PRINT</p> <p>Print Resolution 1200x1200 dpi Automatic Duplex Yes Conectivity Ethernet 10/100, USB 2.0 Print languages PCL6, PCL5 Print Drivers Windows XP/Vista</p> <p>SPECIFICATIONS: SCANNING</p> <p>Type B/W and Color Network Scanning, send by E-mail of scanned images, store on device and retrieval of scanned images, send of scanned images to network destination, LDAP authentication</p> <p>File formats: PDF, JPEG or TIFF, XPS</p> <p>SPECIFICATIONS: FAX</p> <p>Speed / Modem 33.6 Kbps</p> <p>Paper input</p> <p>Bypass Tray 100 sheets Nr. of Automatic trays 2 Paper input capacity Min. 1000 sheets Duplex Automatic Document Feeder 75 sheets Paper type plain, envelopes, transparencies Paper weight 60-200 gsm</p>	11 (eleven)
2	<p>Color solid ink copier/printer/scanner A3/A4</p> <p>Speed (A4) Min. 35 ppm color / 50 black and white A4 Duty Cycle At least 150,000 pages / month Memory Min. 2 GB HDD 80 GB Automatic Duplex Yes</p> <p>SPECIFICATIONS: COPY</p> <p>Copy Resolution 600 x 600 dpi Automatic Duplex (1-2,2-2,2-1) Reduce/Enlargement 25%-400% in 1 % increments</p>	1 (one)


[Handwritten signature]

SPECIFICATIONS: PRINT	
Print Resolution	2400 dpi
Automatic Duplex	Yes
Conectivity	Ethernet 10/100/1000
Print languages	PCL5, PCL 6, Adobe PostScript 3, PDF, XPS
Print Drivers	Windows XP/Server 2003/Vista/7;
SPECIFICATIONS: SCANNING	
Type	B/W and Color Network Scanning, send by E-mail of scanned images, store on device and retrieval of scanned images, send of scanned images to network destination
File formats:	Scan to searchable PDF, PDF/A and XPS
Paper input	
Bypass Tray	100 sheets
Nr. Of Automatic trays	3
Paper input capacity	Min. 3000 sheets
Duplex Automatic Document Feeder	100 sheets
Paper type	Plain Paper, Labels, Punched, Carbonless, Envelopes, Heavy weight, Extra heavy weight
Paper weight	60-200 gsm

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	Chisinau City Hall, 83 Stefan cel Mare street, office 10, Moldova
Payment Terms	100% upon delivery
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 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 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 V, AC Hz: 50 type F('Schuko') plug
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:
<ul style="list-style-type: none"> • 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.


 J. R. S.

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 centre in Chisinau, 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, Resident Representative a.i.**

Signature:  DATE: 13.04.2010

CONTACT PERSON: Elena Verdes, Project Assistant (elena.verdes@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: Office Machinery - CMD Project**".
Offers shall reach the UNDP office not later than **27 July 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


M. Rai