



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 22 October 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 5 November 2010**.

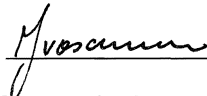
Item	Technical specifications	Quantity
1	<p>B/W Laser copier/printer/color scanner A3/A4</p> <p>Speed (A4) min. 90 ppm A4 Duty Cycle At least 400.000 copies per month Memory At least 1 GB Hard drive 80 GB Automatic Duplex Yes</p> <p>SPECIFICATIONS: COPY</p> <p>Copy Resolution 600 x 600 dpi Automatic Duplex (1-2,2-2,2-1) Reduce/Enlargement 25%-400% in 1 % increments</p> <p>SPECIFICATIONS: PRINT</p> <p>Print Resolution 1200x1200 dpi Automatic Duplex Yes Connectivity Ethernet 10/100 Base T PDL PCL6, PCL5, PostScript 3 Print Drivers Windows XP/Vista/7</p> <p>SPECIFICATIONS: SCANNING</p> <p>Type B/W and Color Network Scanning, File formats: Scan to searchable PDF, PDF/A, XPS</p> <p>Paper input</p> <p>Bypass Tray 100 sheets Nr. of automatic trays 4 Paper input capacity min. 4500 sheets Duplex Automatic Document 100 sheets Paper type envelopes, plain, transparencies Paper weight 60-200 gsm</p> <p>Paper Output (Finisher)</p> <p>Stacking min. 3000 sheets Stapling 100 sheet stapling Booklet saddle-stitch booklet-making</p>	1 (one)

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 Avenue, Chisinau, 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
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Please state
Details on delivery period
Details on warranty/guarantee conditions
Name and address of authorized service in Moldova

REQUIREMENTS
Language: 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: <i>(Romanian)</i>
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 of 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:
<ul style="list-style-type: none"> • 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: Ghenadie Ivascenco, Project Manager
Signature: <u></u> DATE: <u>OCTOBER 22, 2010</u>
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: Multifunctional Machine - CMD Project ". Offers shall reach the UNDP office not later than 5 November 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