



Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>IT companies/ dealers</u>	DATE: 14 December 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **12:30 (local time) on 21 December 2010**.

Item	Generic Description of goods	Quantity																																																										
1.	<p>Multifunctional printer (PRINTER/COPIER/SCANNER)</p> <p style="text-align: center;">SYSTEM SPECIFICATIONS</p> <table border="1"> <tr><td>Technology:</td><td>- Laser B&W/Color</td></tr> <tr><td>Connectivity:</td><td>- 10/100 BaseT Ethernet, USB 2.0</td></tr> <tr><td>Memory:</td><td>- min. 512 MB</td></tr> <tr><td>Hard Disk:</td><td>- min. 40 GB</td></tr> <tr><td>Media size:</td><td>- A3, A4, A5, A6, C6 Envelope</td></tr> <tr><td>Media type:</td><td>- Paper, envelopes, labels, transparent files</td></tr> <tr><td>Paper trays options:</td><td>- 2 Automatic trays and 1 manual tray</td></tr> <tr><td>Input tray capacity:</td><td>- min. 500 pages for automatic trays - min. 100 pages for manual tray</td></tr> <tr><td>Automatic duplex:</td><td>- yes, A5-A3</td></tr> <tr><td>Automatic document feeder:</td><td>- yes, min. 100 originals</td></tr> <tr><td>Finishing modes:</td><td>- Offset, group, sort, staple, punch, centre-fold, booklet</td></tr> <tr><td>Stapling:</td><td>- min. 50 sheets</td></tr> <tr><td>Stapling output capacity:</td><td>- min. 500 sheets</td></tr> <tr><td>Booklet:</td><td>- min. 15 sheets</td></tr> <tr><td>Booklet output capacity:</td><td>- min. 50 sheets</td></tr> <tr><td>Monthly duty cycle</td><td>min: 75000 copies</td></tr> <tr><td>Power:</td><td>- 220-240V</td></tr> <tr><td>Security:</td><td>- Min: Secure printing, SSL, User authentication/log, IP filtering and port blocking, memory data auto deletion</td></tr> <tr><td>Accounting:</td><td>- min: 100 user accounts</td></tr> <tr><td>User boxes:</td><td>- min. 100 user boxes</td></tr> <tr><td>Type of user boxes:</td><td>- public, personal (with password/authentication), group (authentication)</td></tr> </table> <p style="text-align: center;">COPIER</p> <table border="1"> <tr><td>Resolution:</td><td>- min: 600x600 dpi</td></tr> <tr><td>Speed A4 (cpm):</td><td>- min: 25 cpm</td></tr> <tr><td>Speed A3 (cpm):</td><td>- min: 15 cpm</td></tr> <tr><td>Autoduplex speed A4 (cpm):</td><td>- min 25 cpm</td></tr> <tr><td>Original format:</td><td>- A5-A3</td></tr> <tr><td>Functions:</td><td>- min: offset, group, sort, staple, punch, centre-fold, booklet</td></tr> <tr><td>Magnification:</td><td>- 25-400%</td></tr> </table> <p style="text-align: center;">PRINTER</p> <table border="1"> <tr><td>Resolution:</td><td>- min: 1200x600 dpi</td></tr> </table>	Technology:	- Laser B&W/Color	Connectivity:	- 10/100 BaseT Ethernet, USB 2.0	Memory:	- min. 512 MB	Hard Disk:	- min. 40 GB	Media size:	- A3, A4, A5, A6, C6 Envelope	Media type:	- Paper, envelopes, labels, transparent files	Paper trays options:	- 2 Automatic trays and 1 manual tray	Input tray capacity:	- min. 500 pages for automatic trays - min. 100 pages for manual tray	Automatic duplex:	- yes, A5-A3	Automatic document feeder:	- yes, min. 100 originals	Finishing modes:	- Offset, group, sort, staple, punch, centre-fold, booklet	Stapling:	- min. 50 sheets	Stapling output capacity:	- min. 500 sheets	Booklet:	- min. 15 sheets	Booklet output capacity:	- min. 50 sheets	Monthly duty cycle	min: 75000 copies	Power:	- 220-240V	Security:	- Min: Secure printing, SSL, User authentication/log, IP filtering and port blocking, memory data auto deletion	Accounting:	- min: 100 user accounts	User boxes:	- min. 100 user boxes	Type of user boxes:	- public, personal (with password/authentication), group (authentication)	Resolution:	- min: 600x600 dpi	Speed A4 (cpm):	- min: 25 cpm	Speed A3 (cpm):	- min: 15 cpm	Autoduplex speed A4 (cpm):	- min 25 cpm	Original format:	- A5-A3	Functions:	- min: offset, group, sort, staple, punch, centre-fold, booklet	Magnification:	- 25-400%	Resolution:	- min: 1200x600 dpi	1 (one) pcs.
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Operating system:	- Windows XP/Windows Vista/Windows 2000 Server/Windows Server 2003/ Windows 7; Unix/Linux/Macintosh
SCANNER	
Resolution:	- 600x600 dpi
Scan modes:	- min: B&W/Color scan to network and e-mail
Scan file formats:	- JPEG, TIFF, PDF
Scan speed (ipm) A4:	- min. 50 ipm at 200 dpi (b&w), min. 40 ipm (color)
OTHER	
Supplies:	- 5 additional cartridges included

IMPORTANT NOTE FOR ALL ITEMS:

- please state the exact cartridge model
- please state the number of standard pages per offered cartridge
- please state separately the cost of cartridge
- the evaluation will be made based on the combination of printer's cost and cost of cartridges

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Chisinau, Moldova
Delivery Place	119, Vasile Alecsandri Street, Chisinau, Republic of Moldova Central Electoral Commission
Payment Terms	100% upon delivery
Delivery time	Up to 1 (one) month upon receipt of approved UNDP Purchase Order
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state (where appropriate)	
Quantity discount and early payment discount:	Availability of local service in countries of final destination (please indicate the contacts):
Details on any warranty/guarantee conditions:	Separate quote for estimated transportation & insurance charges:

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 (Russian & Romanian optional)	
Electricity: 50/60 Hz	phase AC: 220-240V Interface: Schuko plug (type F)

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Language of Offer – English, Romanian, Russian (preferably English);
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline);
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- ✓ Certificates of quality for the equipment;
- ✓ Statement or certificate of origin for the equipment.

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above;
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- ✓ Availability of certificates of quality for the equipment;
- ✓ Minimum warranty – 3 years;
- ✓ Availability of warranty support 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: **Veaceslav Balan, Project Manager**

Signature: 

DATE: 14.12.2010

CONTACT PERSONS: Janna Sofroni, Project Assistant (janna.sofroni@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with "**RFQ: Multifunctional System (Copier/Printer/Scanner)/ESM Project**".
Offers shall reach the UNDP office not later than **21 December 2010, 12:30 (Moldova local time)**.

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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