



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 27 May 2011
	REFERENCE: RfQ11/00358

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 8 June 2011.**

Item	Generic Description	Qty
1	<p>A4 B/W Copier/Printer/Color Scanner/Fax</p> <p>Speed (A4) min. 33 ppm A4 Duty Cycle min. 75,000 pages Memory min. 256 MB</p> <p>Copy Specifications Copy resolution up to 1200 x 1200 dpi Copy reduce/enlarge 25-400%; Copy features: Automatic two-sided, Reduce/enlarge, Collation, ID Card Copy, N-up Book copy, Booklet creation</p> <p>Print Specifications Print resolution 600 x 600 dpi (up to 1200 x 1200 enhanced image quality) Automatic two-sided printing Yes Processor minimum 360 MHz Connectivity USB 2.0, 10/100Base-TX Ethernet Language support PCL® 6 / 5e emulations, PostScript® 3™ compatibility Print features: Automatic two-sided, Custom page size, Toner saving regime, Proof print, Secure print, Watermarks, N-up, Fit to page, Overlay, Reduce/enlarge, Poster, Scaling, Booklet printing, Print from USB memory device</p> <p>Scan Specifications Type Color and b/w scanning Scan resolution 600 x 600 dpi Scan destinations: Scan to Email, LDAP support, Network Scan to PC, Scan to USB memory device File formats JPG, PDF, TIFF, Multipage TIFF</p> <p>Fax Specifications Speed 33.6 Kbps Fax features Color fax send, two-sided, Fax forward to fax/email and server (FTP, SMB), PC Fax (send only), Secure fax receive</p> <p>Paper Input Multipurpose Tray min. 50 sheets Main Tray min. 500 sheets Duplex Automatic Document Feeder min. 50 sheets Media weight: 60-160 g/mp</p>	<p>40 (forty) units</p>

Media types:	Plain paper, letterhead, bond, heavyweight, lightweight, recycled, archive, labels, drilled, postcard, transparency, envelope.
<u>Device Management</u>	A Web-based application that permits full device management and equipment configuration from LAN workstations.
<u>Warranty Terms:</u>	One-year warranty

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	National Bureau of Statistics, 106, Grenoble Str., MD-2019 Chisinau, Republic of Moldova
Payment Terms	100% upon delivery
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

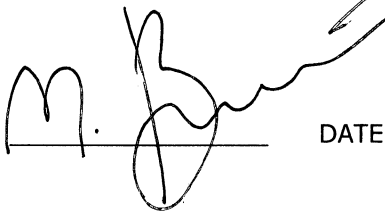
Please state	
Separate quote for estimated transportation & insurance charges	
Details on warranty conditions	
Details on delivery period	
Name and address of authorized service in Moldova	

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, AC Hz: 50 type F (Schuko) plug	

<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (general information about the company up to 2 pages); • Copy of company's registration certificate; • Quotation in USD, EUR or MDL 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); • Additional information as requested under the "Please state" section; • Statement on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Certificates of quality for the offered equipment; • Statement or certificate of origin for the offered equipment; • Offers shall be presented in English or Romanian. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • Availability of Certificates of quality for the offered equipment; • Minimum warranty of 1 year for the offered equipment; • Maximum delivery period not to exceed 21 working days upon signature of contract; • Availability of authorized service in Moldova; • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Mihail Beregoi, Project Manager**

Signature: _____



DATE: _____

27.05.2011

CONTACT PERSON: Mihail Beregoi, Project Manager, UNDP (mihail.beregoi@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: MFP/e-Governance**".

Offers shall reach the UNDP office not later than **8 June 2011, 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

