



Moldova

**REQUEST FOR QUOTATION (RFQ)**

|                         |                                |
|-------------------------|--------------------------------|
| NAME & ADDRESS OF FIRM: | DATE: <b>15 September 2011</b> |
|                         | REFERENCE: <b>RfQ11/00424</b>  |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 23 September 2011**.

| Item | Generic Description   | Quantity                   |
|------|---|----------------------------|
| 1    | <p><b>PRINTER</b><br/> <u>Printer type:</u> Photo printer – ink-jet – colour<br/> <u>Ink palette supported (Colours):</u> 6-ink – cyan, magenta, yellow, black, light cyan, light magenta<br/> <u>Ink cartridge configuration:</u> 6 ink tank system<br/> <u>Print speed:</u> Print Speed Black Text A4 -34 ppm; Print Speed Colour Text A4 - 33 ppm; Print Speed Photo 10x15 - 12 sec<br/> <u>Media sizes:</u> A4, A5, DL, C6, A6<br/> <u>Interface PC:</u> USB 2.0<br/> <u>Max resolution (Colour):</u> 4800 x 1200 dpi<br/> <u>OS support:</u> Microsoft Windows XP/Vista/7; Apple MacOS X 10.3.9, 10.4.x - 10.5.x</p> | 37<br>(thirty seven) units |

| <b>CONDITIONS</b>                                    |   |
|--|---|
| Delivery Term (INCOTERMS 2000) & Place               | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>DDU</b>  |
| Delivery Place                                       | 16, Sfatul Tarii Street, MD-2012 Chisinau, Republic of Moldova  |
| Payment Terms  | 100% upon delivery  |
| Validity of Quotation                                | <input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>   |
| Preliminary Examination - Completeness of quotation. | <input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>   |
| Quantity change                                      | <b>The UNDP reserves the right to modify the quantity by 30% of the tendered goods</b>  |
| General Terms and Conditions                         | UNDP General Terms and Conditions for Goods/Services<br><a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a> |

| <b>Please state</b>  |
|--|
| Details on delivery period   |
| Name and address of authorized service in Moldova  |
| Details on any warranty/guarantee conditions   |
| <b>Offerors shall state exact cartridge model and cartridge cost for the offered item. Evaluation shall be made based on combination of cost of offered equipment and cost of cartridges required for 2 (two) years of operation based on the volume of 1,000 prints (standard A4, color) per month.</b> |

## REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English       French       Spanish       Others: Romanian, Russian

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (info up to 3 pages);
- Detailed description of the offered goods, including photos;
- Quotation for each item in MDL, EUR or USD exclusive of VAT, excise and other duties or taxes (Evaluation shall be done in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline. Contract shall be signed with the winner in the currency of the offer. Payment to local suppliers will be done in MDL at the UN Operational Rate of Exchange on the day of payment.);
- 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, Romanian or Russian.

### MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 3 years of experience in the field;
- Availability of certificates of quality and origin for the offered equipment;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Availability of authorised service in Moldova;
- Minimum warranty period of 12 months;
- Maximum delivery period not to exceed 45 calendar days upon signature of contract.

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: **Alexandru Cocirta, Project Manager**

Signature: \_\_\_\_\_



DATE: \_\_\_\_\_

15. Sept. 2011

CONTACT PERSON: **Alexandru Cocirta, Project Manager** ([alexandru.cocirta@undp.org](mailto:alexandru.cocirta@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: Ink-jet Colour Printers**".

Offers shall reach the UNDP office not later than **23 September 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](mailto:tenders-Moldova@undp.org)**