

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Office equipment suppliers</u> <u>Audio/video equipment suppliers</u>	DATE: 13 December 2011
	REFERENCE: RfQ10/00486

Dear Sir / Madam:

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

Item	Generic Description of goods (minimum)	Quantity	
1.	ID CARD PRINTER	3 (three) pcs.	
	Resolution		- 300 dpi
	Connection		- USB
	Memory		- 16Mb RAM
	Feeder capacity		- 100 cards
	Print mode		- color dye sublimation and monochrome thermal transfer
	Printing speed (CR-80 Card)		- color: 120 cards/hour - monochrome: 400 cards/hour
	Max Media Size		- CR-80 Card
	System Requirements		- Microsoft Windows Server 2003, Microsoft Windows Vista / XP / 7, -32 and 64 bit drivers available
	Warranty		- 2 years

CONDITIONS

Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Chisinau, Moldova
Delivery Place	131, 31 August 1989 Street, Chisinau, Republic of Moldova
Payment Terms	100% upon delivery
Delivery time	Up to 3 (three) weeks upon receipt of approved UNDP Purchase Order
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 (by full ITEMS only) <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:

English French Spanish **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):

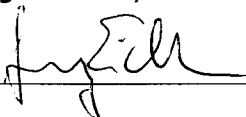
- ✓ Language of Offer – English, Romanian, Russian (preferably English)
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange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

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
- ✓ Availability of warranty support in Moldova
- ✓ Compatibility with Windows XP system

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: **Georg Eichhorn, Chief of Administration**

Signature:  DATE: 15/12/2011

CONTACT PERSONS: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)
Roman Neagu, IT Expert/EUBAM (roman.neagu@eubam.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with "**RFQ: ID Card Printers / EUBAM**".

Offers shall reach the UNDP office not later than **23 December 2011, 16:30 (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