



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 23 February 2012
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 05 March 2012.**

Item	Generic Description	Quantity
1.	Tablet Computer and accessories <i>Similar to iPad 2, Wi-Fi + 3G, 64GB</i>	4 (four) pcs
2.	Protective Cover similar to Apple Smart Cover for Tablet Computer – Item 1 (Orange color – 2 pcs, Black color – 2 pcs)	4 (four) pcs
3.	Smart Cover Companion (Back Cover), compatible with Smart Cover – Item 2, Polycarbonate material, Black color	4 (four) pcs
4.	VGA Adapter for Tablet Computer – Item 1	2 (one) pcs
5.	HDMI AV Adapter for Tablet Computer – Item 1	2 (one) pcs
6.	Digital media receiver similar to Apple TV	1 (one) pc

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery Place	131, 31 August 1989 Street, MD-2012 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	
Details on any 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

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (brief information up to 2 pages);
- Detailed description of the offered goods;
- 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 or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year of experience in the field;
- Availability of certificates of quality and origin for the offered equipment;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Availability of authorized service in Moldova;
- Minimum warranty period of 1 year;
- Maximum delivery period not to exceed 30 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: **Boris Gilca, UNFPA Programme Coordinator**

Signature:  DATE: 13/02/2012

CONTACT PERSON: Diana Selaru, UNFPA Admin/Finance Associate (diana.selaru@unfpa.md)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO UNFPA Tablet Computer**".

Offers shall reach the UNDP office not later than **05 March 2012, 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