

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 2 October 2012
	REFERENCE: RFQ12/00600

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **17:00 (Chisinau time) on 16 October 2012**.

Item	Generic Description	Quantity
LOT1: Notebook/Netbook– PORTABLE (Warranty: 3 years)		
1.	NOTEBOOK/NETBOOK CPU: 1.5 GHz or faster Processor RAM: 2 GB HDD: 250 GB LCD Display: 12.1" (1366x768) Video: Integrated Graphics Media Accelerator Wired network: Ethernet 10/100 Wireless conn.: Wi-Fi (802.11 a/b/g) Sound card: Integrated Audio Card Ports: 3 USB 2.0; 1 RJ-45 Input Device: Standard Keyboard eng/rus Pointing device: Touchpad Weight: up to 1.5 kg OS: Microsoft Windows 7 Home Edition Premium, Russian	80 (eighty) pcs
LOT 2: MULTIFUNCTIONAL PRINTING DEVICE (Warranty: 1 year)		
2	Functionality: B&W Printer B&W Copier Color scanner Paper size: A4 Printing resolution: 1200x600 dpi Productivity: 23 ppm Duplex print/copy/scan: available Memory: 256MB Connectivity: 1 Hi-Speed USB 2.0; 1 host USB-2.0 Supported OS: Available driver for Windows 7 Home Edition Premium	9 (nine) pcs

IMPORTANT NOTES:

- The proposed notebooks/netbooks should correspond to Microsoft Windows 7 Home System Requirements.
- Electric Current Characteristics: Nominal Voltage: 220V, Frequency A.C. 50Hz, Plug: Type F "Schuko"

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	Chisinau, Republic of Moldova
Delivery period	Maximum 1 month
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 checked="" type="checkbox"/> Partial bids permitted (by lots) <input type="checkbox"/> Partial bids not permitted

Quantity change	The UN Women reserves the right to modify the quantity by 25% of the tendered goods
General Terms & Conditions	UN Women General Terms and Conditions for Goods/Services

Please State:
Name and address of authorized service in Moldova
Details on delivery period
Details on warranty conditions
Quantity discount

REQUIREMENTS
Language: All documentation shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
GENERAL REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:

- Company profile (short info up to 1 page);
- Copy of company's registration certificate;
- Company's list of customers;
- Certificates of quality for the offered equipment;
- Statement or certificate of origin for the offered equipment;
- Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Additional information as requested under the 'Please state' section;
- Statement on adherence to UN Women General Terms & Conditions and Payment & Delivery Terms above;

MINIMUM QUALIFICATION REQUIREMENTS:

- Availability of certificates of quality and origin for the offered equipment
- Availability of authorized service in Moldova;
- Adherence to UN Women General Terms & Conditions and Payment & Delivery Terms above.

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: **Natia Cherkezishvili, CTA/Programme Manager**

Signature: N. Cherkezishvili Date: 02.10.12

CONTACT PERSON: Galina Corgoja, Programme Finance Associate (galina.corgoja@unwomen.org)

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: IT Equipment - WEE Program/UN Women**" and shall reach the UN Women office not later than **16 October 2012, 17:00 (Chisinau time)**.

Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be addressed to:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org

Electronic quotation should be scanned or otherwise converted into one electronic .pdf (Adobe Acrobat) format file and attached to the email message. The Subject line of the email message should state: "**RfQ: IT Equipment – WEE Program/UN Women**". The opening of the quotation file must be secured with a password protected ZIP archive. The password will be requested by UN Women Moldova after expiration of competition deadline.