



RFQ Reference: RfQ21/02368 Selection of a company for procurement and delivery of IT Equipment	Date: 20 October 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Corina Oprea

Name: Corina Oprea

Title: Operations Manager

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>As indicated in the eTendering Event for this tender.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: e-Tendering only</p> <ul style="list-style-type: none"> ▪ File Format: PDF and/or .DOC files ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Max. Size of each uploaded File should not exceed 35 MB ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>https://etendering.partneragencies.org registration username and password: Username: event.guest Password: why2change</p> <p>BU Code: MDA10 and Event ID: 0000010512</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 60 days.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	<p>Quotations shall be quoted in USD – United States dollar</p> <p>In case of selection of a local supplier all payments shall be made by UNDP in Moldovan Leu (MDL) at the UN Operational Rate of Exchange:</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php) on the day of payment.</p>
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall

	<p>be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> <p>In case of bid by joint venture/ consortia, all members of the joint venture/ consortia, to include the lead company, must submit all required documents/ information requested in this solicitation document.</p> <p>The majority of percentage of the total assignment must be the Lead Partner's responsibility. The joint venture/ consortia partners must cumulatively fulfil the minimum requirements indicated in the RFQ unless clearly stated otherwise under certain relevant requirements.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals. Registry and tax documentation, catalogues, instructions and operating manuals can be submitted in local language. UNDP reserves the right to request translation to English at any stage of evaluation process.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 1: Schedule of Requirements and Offered Specifications <u>duly completed and signed</u> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile (not exceeding 15 pages). <input checked="" type="checkbox"/> Registration certificate for for the area of IT goods supply; <input checked="" type="checkbox"/> List and value of minimum three (3) projects performed for the last five (5) years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Income Statement and Balance Sheet for 2019 and 2020; Required minimum turnover for a bidder is US\$ 100,000 per each of the above-mentioned years;

	<input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance, not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and UNDP reserves the right to request submission of this Certificate during the evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request; <input checked="" type="checkbox"/> Quality Certificates in possession of a bidder, if any (ISO, etc. – please provide a copy of the Certificate/s as required under Annex 2, Company profile); <input checked="" type="checkbox"/> A list of Authorized Service Shops (at least 1) on the territory of the Republic of Moldova which will be in charge for warranty period and after-sales support, signed by the Bidder's Authorized Person and on the Bidder's letterhead <input checked="" type="checkbox"/> Catalogue(s) or the link(s) for offered items listed in Annex 1 with a clear reference in the offer on the item number/product code and with reference to the page number in the submitted catalogue(s).
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted : Per ITEM Bidder can offer one, few or all items in full item quantity. UNDP reserves the right to contract each item separately from one or more bidders, based on the lowest price technically responsive offer
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection, Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: seesac.procurement@undp.org ; iurie.tarcenco@undp.org Attention: Quotations shall not be submitted to this address but to the eTendering only. Otherwise, offer shall be disqualified. Bidders who are interested to participate should click the button "Accept Invitation" in the eTendering Event and will automatically receive notifications in case of any change, clarification or supplemental info of the solicitation document. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than five (5) days before the submission deadline. Responses to request for clarification will be communicated through the eTendering system. Bidders are advised to check for tender clarifications and updates daily.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Minimum annual turnover requirement <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	30 November 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Technical Specifications for Goods:

1	Notebook PC 15"		Pcs	5
			Offered specification and Brand Name	
		Required specification		
	Processor	Quad Core x86 processor 1.6 GHz, 6MB cache, 8 Threads, 14nm		
	RAM	12GB		
	Hard Disk Drive	256 GB SSD		
	Display	15.6", 1920x1080		
	Network	Ethernet 1Gbit/s (integrated or via USB-C to RJ45 adapter)		
		Wi-Fi 6		
		Bluetooth 5		
	Webcam and microphone	Integrated		
	Touchpad	Touchpad		
	Keyboard	US Layout		
	Ports	2 x USB 3.1, 2 x USB Type-C with Thunderbolt, HDMI		
	Operating System	Microsoft Windows 10 Pro 64-bit		
	Min. warranty (parts/ labour/ on-site)	3/3/3		

1a	Additional equipment for Item 1		Pcs	5
			Offered specification	
		Required specification		
	Keyboard	USB		
	Bluetooth Mouse	Bluetooth		
	Min.warranty (parts/labour/on-site)	2/2/2		

2	Smartphone		Pcs	70
			Offered specification and Brand Name	
		Required specification		
	Operating system	Android 10+		
	Screen	6-7 inches		
	Resolution	2400x1080px		
	Camera	Back: 12 MP min		
	Integrated memory	128 GB min		
	RAM	6 GB min		
	Connectivity	2G, 3G, 4G		

		Wi-Fi 802.11 a/b/g/n/ac, dual-band, hotspot	
		Bluetooth 4.2, A2DP, LE; NFC; GPS	
	Minimum warranty (parts/labor/on-site)	2/2/2 or more	

3	Desktop PC		Pcs	65
			Offered specification and Brand Name	
		Required specification		
	Processor	6-core X86 CPU, 12 Threads, 2.3 GHz, 12MB Cache		
	Memory/RAM	16GB DDR		
	HDD	256 GB SSD		
	Media Device	DVD+/-RW DL (internal or USB)		
	Ports	Rear: 4 x USB, RJ-45, audio in/out, HDMI Front: 2 x USB, 3.5mm		
	Operating System	Microsoft Windows 10 Pro		
	Power Supply	220V/50Hz, European Power Cord		
	Min.warranty (parts/labor/on-site)	2/2/2		

3a	Additional equipment for Item 3		Pcs	65
			Offered specification	
		Required specification		
	Keyboard	USB		
	Mouse	Optical w/ scroll wheel, wireless		
	Min.warranty (parts/labour/on-site)	2/2/2		

3b	Monitor – 23.8" min		Pcs	65
			Offered specification and Brand Name	
		Required specification		
	Size	23.8 min.		
	Panel Type	IPS		
	Optimal Resolution	1920 x 1080		
	Contrast	1000:1 (typical)		
	Brightness	250 cd/m2 (typical)		
	Response time	8ms		
	Panel Backlight	LED		
	Stand	Height-adjustable, pivot, tilt, swivel		
	Connectivity	HDMI, DP, DP to VGA adapter or HDMI to VGA adapter		
	Minimum warranty (parts/labour/on-site)	2/2/2		

4	UPS		Pcs	65
		Required specification	Offered specification	
	Power	1000 VA / 720W min.		
	Topology	Line interactive		
	Waveform type	Stepped approximation to a sinewave		
	Transfer Time	4 ms typical		
	Input voltage range for main operations	175 - 280V		
	Input Frequency	50/60 Hz +/- 3 Hz Autosensing		
	Output Connectors	3 x Schuko CEE 7		
	AVR	Yes		
	Back-Up time	47min (50W), 22min (100W), 8min (200W), 3min (300W)		
	Battery	12V, 7.2Ah		
	Connection	USB port		
	Min. warranty (parts/ labour/ on-site)	2/2/2		

5	Multifunctional device – copier/printer/scanner		Pcs	65
		Required specification	Offered specification and Brand name	
	Functions	Duplex Printer/ Duplex Scanner/ Copier		
	Printing technology	Monochrome laser		
	Format	A4		
	B&W print resolution	1200dpi		
	B&W print speed	23ppm		
	Scanner type	Tablet, color, flatbed and automatic document feeder (ADF); Duplex		
	Scanner resolution	600x600 Dpi		
	Decrease/ Increase	25-400%		
	Memory capacity	Min 256 Mb		
	Interfaces	USB 2.0 Hi-Speed, LCD display panel		
	First page print time	Max. 6 seconds		
	Media type	Plain, thick, recycled paper, transparencies, labels, envelopes		
	Paper weight	60-163 g/m3		
	B&W cartage	Min 1600 pages		
	OS compatibility	Windows XP 7/8/10 Server 2008/ Server 2012		
	Elevators	220v cable 1pc, USB 2.0 cable 3 m- 1 pc		
	Spare cartridge	Min 1600 sheets- 1pcs		
	Additional toners	Eight original toners cartridge black for a minimum of 27.000 pages		
	Minimum warranty (parts/labor/on-site)	3/3/3		

6	Color Printer		Pcs	1
		Required specification	Offered specification	
	Type	Color Laser Multifunctional		
	Core Functions	Print, Copy, Scan, Send, Store		
	Control Panel	TFT LCD Colour Touch panel		
	Memory	3.0 GB RAM min.		
	Hard Disk Drive	250 GB min.		
	Interface Connection			
	Connectivity	1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n), USB 3.0		
	Paper Handling	Number of trays: 2 Paper size: A3, A4, A4R, A5, A5R Total tray capacity at least 500 sheets		
	Print/Copy Speed (BW and Color)	20 ppm (A4), 15 ppm (A3)		
		Print Resolution (dpi) 1200 x 1200, 600 x 600 Page description languages Standard: PCL 6, Genuine Adobe PostScript Level 3 Printing from USB memory, Supported file types: TIFF, JPEG, PDF, EPS, and XPS OS supported: Windows 7 / 8.1 / 10 / Server 2008 / Server 2008 R2 / Server 2012 / Server 2012 R2 / Server 2016, MAC OS X (10.7 or later) PPD: MAC OS X (10.7 or later), Windows 7 / 8.1/ 10		
	Copy Specifications	Copy speed (BW/CL) 20 ppm (A4), 15 ppm (A3) First-Copy-Out Time (A4) (BW/CL) 10 seconds or less Copy resolution (dpi) 600 x 600 Duplex copying Multiple Copies Up to 999 copies Magnification: 25%-400%		
	Scan Specifications	Automatic Duplexing Document Feeder Scan Speed (ipm, A4): 1-sided: 50 2-sided: 25		

		Scan Resolution (dpi) 600 x 600	
	Send Specifications	Destination E-mail/Internet FAX (SMTP), SMB v3.0, FTP, WebDAV Address book LDAP/Local Communication protocol File: FTP (TCP/IP), SMB v3.0, WebDAV E-mail/I-Fax: SMTP, POP3 File Format Standard: TIFF, JPEG, PDF	
	Fax Specifications	Modem Speed: 33.6 kbps Compression Method: MH, MR, MMR, JBIG Resolution (dpi): 400 x 400, 200 x 400, 200 x 200, 200 x 100	
	Min. warranty (parts/ labour/ on-site)	2/2/2	

7	High volume document scanner		Pcs	2
			Offered specification	
		Required specification		
	Type	High Volume Document Professional scanner		
	Color Image	24 Bit, 16.8 million colors (True Color)		
	Optical Resolution	600 dpi		
	Output Resolutions	150, 200, 300, 400, and 600 dpi		
	Speed	120 sheets/min (A4, 300dpi, color, duplex)		
	Scanning Method	CCD line camera or CIS		
	Paper Input	ADF (500 sheets capacity) or single sheet feed		
	Paper Formats	<ul style="list-style-type: none"> ISO formats: A3, A4, A5, A6, A7, B4, B5, B6, B7 US formats: Ledger, Legal, Letter, Executive, Invoice 		
	Connectivity	RJ45 Gigabit Ethernet		
	Supported OS	Windows 7/8/10 (32/64 Bit)		
	Driver	TWAIN, ISIS, WIA		
	Min. warranty (parts/ labour/ on-site)	2/2/2		

8	Retransfer Card printer		Pcs	1
			Offered specification	
		Required specification		
	Printer Type	Plastic card printer - dye sublimation retransfer - color		
	Nominal Voltage	AC 120/230 V		
	Frequency Required	50/60 Hz		
	Print Speed	At least 150 cards/hour - color single-sided - CR-80 Card		
	Built-in Devices	magnetic stripe reader/writer, status LCD		

Printer Features	lockable enclosure	
Media Type	ABS cards, PET cards, PETG cards, PVC card, PVC composite card, polyester card	
Card / Label Sizes	CR-80 Card	
Total Media Capacity	150 card(s)	
Networking	Networking Print server Data Link Protocol Ethernet, Fast Ethernet Connectivity Technology wired	
Ram	64 MB min	
Printing	300 dpi	
Pc Connectivity	LAN, USB	
Min. warranty (parts/ labour/ on-site)	2/2/2	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Up to 60 calendar days from the date of Contract signing
Delivery Terms (INCOTERMS 2020)	DAP Including loading, transportation and unloading of goods to the designated address, all inclusive
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> Supplier/bidder (UNDP will provide necessary documentation related to customs duties and/or VAT payment exemption. Invoice/s for Customs clearance must be issued to UNDP's consignee name), if any. <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	General Police Inspectorate, Ministry of Internal Affairs, Republic of Moldova, 11/1 Tiraspol Street, Chisinau, MD-2001
Distribution of shipping documents (if using freight forwarder)	Supplier/bidder
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	As indicated in Anex1 Technical Specifications for Goods
After-sales service and local service support requirements	-Service Unit to be Provided when the Purchased Units is /are Under Repair -Brand new replacement if Purchased Unit/s is/are beyond repair -Authorized service shop as described in the Section 2 above
Preferred Mode of Transport	Air/Land/Sea/Any

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience				
Minimum requirements are indicated under Section 2. RFQ Instruction and Data, Documents to be submitted				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 1: Schedule of Requirements and Offered Specification and Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
INCOTERMS: DAP Including loading, transportation and unloading of the equipment to the designated address, all inclusive					
Item No	Description	UOM	Qty	Unit price	Total Price per item*
1.	Light Notebook PC 15"	EA	5		
1a.	Additional equipment for Item 1	EA	5		
2.	Smartphone	EA	70		
3.	PC	EA	65		
3a.	Additional equipment for Item 3	EA	65		
3b	Monitor – 23.8" min	EA	65		
4	UPS	EA	65		
5	Multifunctional device – copier/printer/scanner	EA	65		
6	Color Printer	EA	1		
7	High volume document scanner	EA	2		
8	Retransfer Card printer	EA	1		
Total Final all inclusive Price** for all Items					

* Total Price per item must include all transportation, delivery and other related costs for each item.

** Total Final all Inclusive Price for all Items *must include all transportation, delivery and other related costs for all items.*

*** In case two or more currencies are involved, payment will be effected as per the UN rate of exchange effective on the date when UNDP processes payment.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Remark: If any of the fields is marked as “No, we cannot comply” UNDP reserves the right to reject the offer.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.