



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>18 June 2018</b>
	REFERENCE: <b>RfQ18/01765</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **Book Scanner for the National Institute of Justice**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by this document and its attachments.

Quotations may be submitted on or before **02 July 2018, 16:00 (Moldova local time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID 0000002454**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Quotations shall be submitted in English, Romanian or Russian, duly signed and stamped and shall be marked with the note **"RfQ18/01765 Book Scanner"**.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Delivery Terms [INCOTERMS 2010] ( <i>Pls. link this to price schedule</i> )	<input checked="" type="checkbox"/> DAP Chisinau
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Addresses of Delivery Location	Chisinau, 1, Serghei Lazo Str.
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 45 calendar days upon signature of PO Contract by both parties
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> US dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes (VAT 0%)
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for a minimum period of 3 (three) years <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Technical support
Deadline for the Submission of Quotation	<b>02 July 2018, 16:00 (Moldova local time)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in these languages	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Submission Form as provided in Annex 2, and in accordance with the requirements listed in present RfQ; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed Technical Compliance Table (Annex 4) with description of the offered goods, or product catalogue/leaflet, with detailed technical specifications as per attached Annex 1 Technical Specifications table. <input checked="" type="checkbox"/> Confirmation of product compliance with international quality (ISO 19264-1 or other similar) and safety standards (IEC 62368-1 or other similar); <input checked="" type="checkbox"/> Offered item must include product instruction for use in English and Russian or English and Romanian languages; <input checked="" type="checkbox"/> Statement from the Manufacturer that guarantees production of consumables and spare parts for the offered goods for a period of at least 5 years;

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input checked="" type="checkbox"/> Certificate or Statement of Country of Origin for the offered goods; <input checked="" type="checkbox"/> Information about service center in Republic of Moldova (including name, address and contact details of the Service Center); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<b>0.3 % of the total contract amount for every calendar day of late delivery, based on the approved delivery schedule, up to a maximum duration of 30 calendar days. After which UNDP may terminate the contract.</b>
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price <sup>2</sup> ; <input checked="" type="checkbox"/> Minimum 2 (two) years of experience in delivering ICT and/or peripheral or scanning equipment or services; <input checked="" type="checkbox"/> Availability of certificates of quality and safety for the offered goods; <input checked="" type="checkbox"/> Maximum delivery period shall not exceed 45 calendar days upon signature of PO Contract; <input checked="" type="checkbox"/> Warranty on goods for a minimum period of 3 (three) years; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.
UNDP will award to:	<input checked="" type="checkbox"/> Only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/ PO Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Liquidated damages of 0.3% from the total contract amount per calendar day of late delivery shall be imposed. <input checked="" type="checkbox"/> Cancellation of PO Contract if the completion of delivery is delayed by 30 (thirty) calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Delivery and installation on site and written acceptance of goods based on full compliance with RFQ requirements;

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input checked="" type="checkbox"/> Passing Inspection (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements; <input checked="" type="checkbox"/> Training of users on daily usage and maintenance of delivered goods.
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 – Minimum Technical Specifications of Goods required <input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 – General Terms and Conditions/ Special Conditions <input checked="" type="checkbox"/> Annex 4 – Technical Compliance Table  <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<i>Lidia Marchitan</i> <i>Project Associate</i> <a href="mailto:lidia.marchitan@undp.org">lidia.marchitan@undp.org</a>  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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

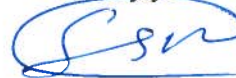
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

**Sincerely yours,**



*Denis Suschevici*

*Head of Procurement Unit*

## Technical Specifications

Item	Description/Minimum specifications	Quantity
	<b>Book scanner</b>	
<b>1</b>	<ul style="list-style-type: none"> <li>• Color overhead scanner for formats up to A3+</li> <li>• Scan Speed Color @ 300 dpi &lt;3s</li> <li>• Image formats: Color, grayscale, black &amp; white</li> <li>• Output formats: Multipage PDF, JPEG, others</li> <li>• V-shaped adjustable book cradle, 120-180 degrees</li> <li>• V-shaped glass plate</li> <li>• Scanner Resolution 400+ dpi</li> <li>• USB Port 3.0 or 1 GBit Fast Ethernet</li> <li>• Special capturing software: Optical Character Recognition (OCR), book fold correction, automatic finger and thumb removal, automatic crop</li> <li>• LED lamps, IR/UV free</li> <li>• Foot Switch</li> <li>• Power supply: 210-240V</li> <li>• Warranty 3 years</li> <li>• Training of end-user (in Romanian or Russian)</li> </ul> <p>Please indicate the minimum technical requirements for the hardware (computer) necessary to operate the book scanner</p>	<b>1 (one) pcs</b>

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RfQ18/01765:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Lot No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, USD	Total Price per Item, USD
1	Book Scanner (please specify brand model)	1			
	<b>Total Prices of Goods<sup>6</sup></b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation, USD</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Maximum delivery period not to exceed <i>45 calendar days</i> upon signature of PO Contractor by both parties			
Warranty on goods for a minimum period of <i>3 years</i>			
Validity of Quotation <i>60 calendar days</i>			
User Training in Romanian or Russian for end-user personnel			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>6</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**GENERAL TERMS AND CONDITIONS**

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[ATTACHED BELOW]



## Technical Compliance Table

Item	Description/Minimum specifications	Provide details of the offered features
	<b>Book scanner</b>	
1	Color overhead scanner for formats up to A3+	
	Scan Speed Color @ 300 dpi <3s	
	Image formats: Color, grayscale, black & white	
	Output formats: Multipage PDF, JPEG, others	
	V-shaped adjustable book cradle, 120-180 degrees	
	V-shaped glass plate	
	Scanner Resolution 400+ dpi	
	USB Port 3.0 or 1 GBit Fast Ethernet	
	Special capturing software: Optical Character Recognition (OCR), book fold correction, automatic finger and thumb removal, automatic crop	
	LED lamps, IR/UV free	
	Foot Switch	
	Power supply: 210-240V	
	Warranty 3 years	
	Training of end-user (in Romanian or Russian)	
	Minimum technical requirements for the hardware (computer) necessary to operate the book scanner	