

# **REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: RfQ22/02452: EU4MD/ Procurement of IT	
goods (tablets) for SMART Education in Cahul and Ungheni	Date: 10 May 2022
Municipalities	

## 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:	DocuSigned by: Corins Opres
Name:	Corina Oprea
Title:	Operations Manager
Date:	09-May-2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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 <u>UNDP Programme and Operations Policies</u> and Procedures (POPP) on Contracts and Procurement		
	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.		
	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.		
Deadline for	24 May 2022, 15:00, EET (Eastern European Time, GMT+3)		
the	If any doubt exists as to the time zone in which the quotation should be submitted, refer to		
Submission	http://www.timeanddate.com/worldclock/.		
of Quotation	For effective extensioning the indicated in effective exchange. Note that exchange the survey is in		
	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.		
Method of	Quotations must be submitted as follows:		
Submission	⊠ E-tendering		
	<ul> <li>File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX</li> </ul>		
	<ul> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> </ul>		
	<ul> <li>All files must be free of viruses and not corrupted.</li> </ul>		
	<ul> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>		
	<ul> <li>The bidder should receive an email acknowledging email receipt.</li> </ul>		
	For eTendering method, click the link <u>https://etendering.partneragencies.org</u> and insert Event ID information		
	Insert BU Code: MDA10 and Event ID number: 0000012389		
	If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:		
	· Username: event.guest		
	· Password: why2change		
	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement- notices/resources/		
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission		
preparation of quotation	of a quotation, regardless of the outcome or the manner of conducting the selection process.		
Supplier	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge		
Code of	that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which		
Conduct,	includes principles on labour, human rights, environment and ethical conduct may be found at:		
Fraud,	https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct		
Corruption,	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a>		
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Cife and	Diddees han dees shall not affer a free its its of any bird to UNDD staff mersham including		
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	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to		
Interest	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.		
	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.		
	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.		
General Conditions of	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General		
Contract	Conditions of Contract General Terms and Conditions / Special Conditions for Contract.		
contract	Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy		
Special	☑ Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.		
Conditions of	oxtimes If the Contractor is breaching maximum delivery period not to exceed 60 calendar days after		
Contract	Contract signature, 0.2% of contract for every day of delay is applied, up to a maximum duration of		
	30 calendar days.		
Eligibility	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.		
	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.		
	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.		
Currency of	Quotations shall be quoted in USD / United States Dollar.		
Quotation	United States Dollar will be also the contract currency. In case of companies registered in Republic of		
	Moldova, payments under the contract will be made in Moldovan Leu based on UN Operational Rate		
	of Exchange on the day of payment <u>https://treasury.un.org/operationalrates/OperationalRates.php</u>		
Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium		
Venture, 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		
or	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the		
Association	legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall		
_	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 <u>Solicitation policy</u> for details on the applicable provisions on Joint		
1	Ventures, Consortium or Association.		

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Only one Bid	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:
	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	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the
taxes	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:
	All prices must:
	in procession in the second s
Language of	Romanian or English
quotation	Including documentation, catalogues, instructions and operating manuals.
Documents	Bidders shall include the following documents in their quotation:
to be	Annex 2: Quotation Submission Form duly completed and signed;
submitted	Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the
	Schedule of Requirements in Annex 1;
	Company Profile (short info up to 2 pages);
	Copy of Company's Registration Certificate;
	☑ Detailed description of the offered goods, Technical Data Sheet (including photos);
	Quality Certificate (e.g., ISO, etc.) from the Manufacturer; and / or other similar certificates,
	accreditations, awards and citations received by the Bidder, if any;
	Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the
	Product being supplied (if any);
	Export/Import Licenses, if applicable;
	☑ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity
	located outside the country;
	Manufacturer's Authorization Form (if Supplier is not the manufacturer);
	⊠ Name and address of the authorized service centre in Moldova for warranty/ guarantee repair, maintenance services, including contract/ agreement;
	Statement (self-declaration) on provision of new (non-refurbished, non-repacked) IT equipment;
	<ul> <li>☑ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN</li> </ul>
	Procurement Division List or other UN Ineligibility List.
Quotation	Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.
validity	
period	
Price	Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and
variation	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.

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	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	⊠ Not permitted
Quotes	
Alternative	⊠ Not permitted
Quotes	
Payment	☑ The Contractor shall submit a final invoice within 30 days from the signature of the Receipt Act.
Terms	
Conditions	☑ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
for Release	
of	
Payment	
Contact Person for	E-mail address: <u>victoria.josan@undp.org</u> Attention: Quotations shall not be submitted to this address but to the address for quotation
corresponde	submission above. Otherwise, offer shall be disqualified.
nce,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission,
notifications	unless UNDP determines that such an extension is necessary and communicates a new deadline to
and	the Proposers.
clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the
	submission deadline. Responses to request for clarification will be communicated by publishing
	directly on eTendering.
Evaluation	☐ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
method	
Evaluation	☑ Full compliance with all requirements as specified in Annex 1 and lowest price
criteria	☑ Full acceptance of the Contract General Terms and Conditions
	Minimum 3 (three) years' experience in supplying of IT equipment
	Availability of Manufacturer's Authorization Form
	Availability of authorized service in Moldova and comprehensiveness of after-sales services
<b></b>	Maximum delivery period not to exceed 60 calendar days upon signature of contract
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	
quotation	At the time of award of Contract or Durchase Order, UNDD reconves the right to your (increase or
Right to vary requirement	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
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	the total oner, without any change in the unit price of other terms and conditions.
Type of	⊠ Purchase Order or Contract for services/goods
Contract to	
be awarded	
Expected	08 July 2022
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the CO
of Contract	website(https://sc.undp.md/tndarchive/).
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at <u>www.ungm.org</u> .
	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.

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## ANNEX 1: SCHEDULE OF REQUIREMENTS

**RfQ22/02452: EU4MD/ Procurement of IT goods (tablets) for SMART Education in Cahul and Ungheni Municipalities** requires the delivery of the following goods as per <u>attached detailed specifications.</u>

### Technical Specifications for Goods:

ltem No	Minimum technical requirements	Unit	Quantity
1	TabletsDisplay: 10" – 11", resolution 1200*1920 px, MultitouchCPU: 8 cores, 2.3 GHz base frequencyInternal memory: 64GB; microSD card reader slot (support up to 256GB)RAM: 4GBConnectivity: 802.11 ac + BT v4.0 or above, GPSBattery: 5000 mAhCamera: 8MP rear camera, 5MP front cameraOS: AndroidWarranty: 24 months	item	150

### **Delivery Requirements**

Delivery Requirements			
Delivery date and timeBidder shall deliver the goods in 60 calendar days after Contract signature.			
Delivery Terms (INCOTERMS 2020)	erms (INCOTERMS DAP		
Customs clearance, if needed, shall be done by:	d, ⊠ Supplier/ Offeror UNDP shall provide a Tax Exemption Letter for Customs procedures.		
Exact Address(es) of Delivery Location(s)	Primăria Municipiului Ungheni MD-3600, or. Ungheni, str. Națională 7 Republica Moldova Primăria Municipiului Cahul MD-3909, or. Cahul, str. Independenței 6 Republica Moldova		
Warranty Period	<ul> <li>☑ Warranty period: 24 months from the date of purchase</li> <li>The provider undertakes to remove, on its own account, all defects caused by it and / or in the case of the use of non-quality materials, detected during the warranty period;</li> <li>The provider will ensure, free of charge, during the warranty period, the repair of defects and spare parts within a reasonable timeframe from the notification;</li> <li>Warranty conditions and timeframes for repairs during this period shall be specified in the quotation.</li> </ul>		
After-sales service and local	☑ Delivery and testing		
service support requirements	☑ Provision of Authorized Service Center in Moldova when pulled out for repair.		

## **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:	RfQ22/02452	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 Phone, e-mail	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?	□ Yes □ 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):	□ Yes □ 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):	□ Yes □ No	
Does your Company have a written Statement of its Environmental Policy? ( <i>If yes,</i> <i>provide a Copy</i> )	□ Yes □ 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)	□ Yes □ No	

ls your company a membe UN Global Compact	your company a member of the N Global Compact				
Bank Information	Bank Addre	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text.			
	SWIFT/BIC:	IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text.			
		, ,	here to enter text. In tap here to enter tex	t.	
Previous relevant e	xperience: 3 contracts	for supply of IT e	quipment completed	within the last 3 years	
Name of previous contracts	Client & Reference Contact Details including <u>e-mail</u>	Contract Value	Period of activity	Types of activities undertaken	

#### **Bidder's Declaration**

Yes	No	
		<b>Requirements and Terms and Conditions:</b> 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.
		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.
		<b>Ethics</b> : 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.
		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: <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		<b>Conflict of interest:</b> 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.
		<b>Prohibitions, Sanctions:</b> 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.
		<b>Bankruptcy</b> : 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.

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Yes	No	
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
		for the Offer Validity.
		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.
		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 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:	RfQ22/02452	Date: Click or tap to enter a date.		

Curren	Currency of the Quotation: USD United States Dollar					
INCOTERMS: DAP						
Item	Description		Qty	Unit	Total price	
No		UOM	~.,	price	rotal price	
	TabletsDisplay: 10" – 11", resolution 1200*1920 px,MultitouchCPU: 8 cores, 2.3 GHz base frequencyInternal memory: 64GB; microSD card readerslot (support up to 256GB)					
1	RAM: 4GB Connectivity: 802.11 ac + BT v4.0 or above, GPS	item	150			
	Battery: 5000 mAh Camera: 8MP rear camera, 5MP front camera OS: Android Warranty: 24 months					

#### **Compliance with Requirements**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period not to exceed 60 calendar days upon signature of contract			Click or tap here to enter text.
Minimum Technical Specifications			Click or tap here to enter text.
Delivery Term (INCOTERMS)			Click or tap here to enter text.
Warranty period (24 months from the date of purchase)			Click or tap here to enter text.
Authorized Service Centre in Moldova to be provided			Click or tap here to enter text.
Validity of Quotation 90 calendar days			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.

All Provisions of the UNDP General Terms and Conditions				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.						
Exact name and address of company			Authorized Signature:			
Company NameClick or tap here to enter text.			Date:Click or tap here to enter text.			
Address: Click or tap here to enter text.			Name:Click or tap here to enter text.			
Click or tap here to enter text.			Functional Title of Authorised			
Phone No.: Click or tap here to enter text.			Signatory: Click or tap here to enter text.			
Email Address: Click or tap here to enter text.			Email Address: Click or tap here to enter text.			