



# REQUEST FOR QUOTATION NO. RFQ23/02741

Procurement of the IT Equipment for the communal service operators from

Cahul and Ungheni regions (2 LOTS)

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the EU4Moldova: Focal Regions Programme kindly requests your quotation for the **Procurement of the IT Equipment for the communal service operators from Cahul and Ungheni regions (2 LOTS)** as detailed in line items section of this Request for Quotation no. RFQ23/02741.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Technical Responsiveness Table

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00271** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org). In case you encounter errors with registration

(e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

## SECTION 2: GENERAL INSTRUCTIONS

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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 cancellation of the tender in the online portal.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_af_rMT=screen&amp;_af_rMFW=1920&amp;_af_rMFH=880&amp;_af_rMFDW=1920&amp;_af_rMFDH=1080&amp;_af_rMFC=8&amp;_af_rMFCI=0&amp;_af_rMFM=0&amp;_af_rMFR=96&amp;_af_rMFG=0&amp;_af_rMFS=0&amp;_af_rMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_af_rMT=screen&amp;_af_rMFW=1920&amp;_af_rMFH=880&amp;_af_rMFDW=1920&amp;_af_rMFDH=1080&amp;_af_rMFC=8&amp;_af_rMFCI=0&amp;_af_rMFM=0&amp;_af_rMFR=96&amp;_af_rMFG=0&amp;_af_rMFS=0&amp;_af_rMFO=0</a></p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>Currency of Quotation</b>	Quotations shall be quoted in the currency indicated in the portal.
<b>Joint Venture, Consortium or Association</b>	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 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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Price variation</b>	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.

<b>Alternative Quotes</b>	If alternative quote is permitted, it 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, UNDP 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” directly in the portal and in any supporting document as relevant.
<b>Contact Person for correspondence, notifications and clarifications</b>	Must be submitted directly in the portal using the messaging functionality.  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.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the websites of the COand the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.

## SECTION 2: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract</a> . Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> <b>Liquidates damages</b> shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
<b>Duties and taxes</b>	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 in the requirements section. All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to project and applicable country agreement]
<b>Eligibility</b>	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 ultimate beneficial owners, 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.
<b>Language of quotation</b>	<b>English</b> Including documentation including catalogues, instructions and operating manuals.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 (ninety) days</b> from the deadline for the Submission of Quotation.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Permitted per LOT
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Clarifications</b>	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.  <b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b>  Requests for clarification from bidders will not be accepted any later than <b>3 (three) days</b> before the submission deadline. Responses to request for clarification will be communicated directly in the portal.

<b>Documents to be submitted</b>	<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, detailing product description / brochures, price quotation per item, additional costs and subtotal per each LOT. <input checked="" type="checkbox"/> Annex 4: Technical Responsiveness Table duly completed and signed <input checked="" type="checkbox"/> Detailed description of the offered goods, including Technical Data Sheet and photos <input checked="" type="checkbox"/> Company Profile (short info up to 2 pages) <input checked="" type="checkbox"/> Copy of Company's Registration certificate <input checked="" type="checkbox"/> Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) <input checked="" type="checkbox"/> List and value of 2 (two) most relevant projects/ contracts completed for the last 5 (five) years including the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including active e-mail</li> <li>• Contract Value</li> <li>• Period of activity / Delivery period</li> <li>• Types of goods / equipment delivered</li> </ul> <input checked="" type="checkbox"/> Certificates of Conformity, Quality Certificate (e.g., ISO, etc.) from the Manufacturer; and / or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Statement of warranty on offered goods in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Statement of availability of a local representative/dealer to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services; details such as name and address of the local representative/dealer shall be listed <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (if any) <input checked="" type="checkbox"/> Export/Import Licenses, if applicable
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<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"/> Be legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> Minimum 3 (three) years' experience in supplying of IT equipment <input checked="" type="checkbox"/> Minimum 2 similar (in terms of type and volume of goods) contracts undertaken in the past 5 (five) years <input checked="" type="checkbox"/> Availability of a local representative/partner to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services <input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 calendar days upon signature of contract
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	20 September 2023

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications

Lot No	Items to be Supplied	Qty	Description / Technical Specifications
1	<b>Computer / All-In-One</b>	6	<ul style="list-style-type: none"> <li>CPU: 6-cores Processor, similar to Intel core i5 or AMD Ryzen 5 – 2.6 GHz, 12MB cache</li> <li>RAM: Min 8GB</li> <li>Storage: 500GB Solid State Drive</li> <li>Video card: Integrated Graphics</li> <li>Display size: minimum 23.8"</li> <li>Display resolution: 1920x1080</li> <li>Ports / Connectors: External USB: Min x4 USB-A, x1 RJ-45; x1 3.5 mm Audio Jack, x1 HDMI</li> <li>Network: Integrated network card 10/100/1000</li> <li>Sound card: Integrated Sound Card and Internal audio speaker</li> <li>Case: All in One</li> <li>Components/ Accessories: <ul style="list-style-type: none"> <li>Keyboard - USB Keyboard US English/Russian (same brand as desktop computer);</li> <li>USB optical mouse with scroll wheel (same brand as desktop computer);</li> <li>USB 3.1 memory stick 32 GB</li> </ul> </li> <li>Warranty: 24 months</li> <li>Software: Windows 64 bits (Romanian); <ul style="list-style-type: none"> <li>Microsoft Office , 64 bits (Romanian)</li> </ul> </li> </ul>
	<b>Accessories:</b>	6	<b>Uninterruptible Power Supply similar to APC Back UPS 750 BA</b> <ul style="list-style-type: none"> <li>Warranty: minimum 24 months</li> </ul>
2	<b>Printer Scanner A4/A3 Monochrome</b>	2	(Print, network print, copy, scan, scan to email) <ul style="list-style-type: none"> <li>Type: MFP <ul style="list-style-type: none"> <li>Media size: A4/A3 (Print and Scan)</li> <li>Auto double-sided print, copy, and scan</li> </ul> </li> <li>Memory: min 2 GB</li> <li>Connectivity: Ethernet, USB 2.0 Host USB</li> <li>Print speed: Print &amp; Copy speed: minimum 29 ppm/A4</li> <li>Print technology: Dry electro photographic method / Laser</li> <li>Print resolution: Copy &amp; Print Resolution: minimum 600x600 dpi</li> <li>Print languages: PCL6, PCL5e, XPS</li> <li>Paper handling: <ul style="list-style-type: none"> <li>Input Tray 1: from 500 sheets</li> <li>Input Tray 2: from 500 sheets</li> <li>Bypass Tray: 100 sheets</li> <li>Automatic Document Feeder: from 50 sheets</li> <li>Multi-purpose tray: 100 sheets</li> </ul> </li> <li>Paper output: Face Down or Face Up <ul style="list-style-type: none"> <li>500-sheet stacker, 50 sheets stapled</li> </ul> </li> <li>Scanner specifications: <ul style="list-style-type: none"> <li>Scanner resolution: Min 600 x 600dpi</li> <li>Bit Depth: Color Scanning Depth 48-bit / 24-bit output</li> <li>Scan Type: Scan: color &amp; mono; Flatbed, Document Feeder - scan single- or double-sided documents</li> </ul> </li> <li>Scan Destinations: Scan to: Network PC, USB memory, Local PC Supported OS: Windows 10 (32-bit &amp; 64-bit)</li> <li>Others: Printers will be delivered with USB cable. <ul style="list-style-type: none"> <li>Reduction/Enlargement: Zoom 25-400%</li> </ul> </li> </ul>



			<ul style="list-style-type: none"> <li>○ Duplex Standard</li> <li>○ Multi copy from flatbed</li> <li>• Standards: Energy Star</li> <li>• Warranty: 36 months</li> </ul>
--	--	--	---

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods under each LOT in 30 calendar days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DDP Ungheni DDP Zirnesti (Cahul)
<b>Customs clearance, if needed, shall be done by:</b>	<input checked="" type="checkbox"/> Supplier/ Offeror UNDP shall provide a Tax Exemption Letter for Customs procedures.
<b>Exact Address(es) of Delivery Location(s)</b>	Ungheni Zirnesti (Cahul)
<b>Warranty Period</b>	Standard warranty for all products: <ul style="list-style-type: none"> <li>• 24 months for Computer / All-In-One and Uninterruptible Power Supply</li> <li>• 36 months for Printer Scanner A4/A3 Monochrome</li> </ul>
<b>After-sales service and local service support requirements</b>	Availability of local representative/partner to handle warranty/hardware repair issues (including the name, address and contact details)

## 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:	<b>RFQ23/02741: Procurement of the IT Equipment for the communal service operators from Cahul and Ungheni regions</b>	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 2 similar contracts (in terms of type and volume of goods) undertaken in the past 5 (five) years				
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"/>	<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.
<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"/>	<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.
<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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, 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"/>	<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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> 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 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:	<b>RFQ23/02741: Procurement of the IT Equipment for the communal service operators from Cahul and Ungheni regions</b>	Date: Click or tap to enter a date.

Bidders must include all costs related to the performance of the services in their quotation price (delivery of all goods and equipment, transport costs, unloading at the delivery site, installation etc.)

**Bidders shall fill up the financial offer table for the LOT they are applying to.**

#### COMPUTERS AND ACCESSORIES (LOT 1)

<b>Currency of the Quotation: MDL, VAT exclusive, for local suppliers, OR,</b> <b>USD, VAT exclusive, for international suppliers</b> <b>INCOTERMS: DDP Ungheni and DDP Zirnesti (Cahul)INCOTERMS: DDP Ungheni and DDP Zirnesti (Cahul)</b>					
Item No	Description	UOM	Qty	Unit price <i>[please specify currency]</i>	Total price <i>[please specify currency]</i>
1.	Computer / All-In-One	Pcs	6		
2.	Uninterruptible Power Supply	Pcs	6		
Total Price					
Transportation Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

*\*In case the related services and other costs (transportation, insurance, other as applicable) are included in the value of delivered goods and cannot be reflected as a separate line of expenses, please specify 0 (zero) value in the relevant line in the table above. Should related services and other costs be incorporated in the table above, they shall be reflected in the unit price of goods in the section "Lines" of Quantum portal.*

## PRINTERS (LOT 2)

<b>Currency of the Quotation: MDL, VAT exclusive, for local suppliers, OR,</b> <b>USD, VAT exclusive, for international suppliers</b> <b>INCOTERMS: DDP Ungheni and DDP Zirnesti (Cahul)</b>					
Item No	Description	UOM	Qty	Unit price <i>[please specify currency]</i>	Total price <i>[please specify currency]</i>
1.	Printer Scanner A4/A3 Monochrome	Pcs	2		
Total Price					
Transportation Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

*\*In case the related services and other costs (transportation, insurance, other as applicable) are included in the value of delivered goods and cannot be reflected as a separate line of expenses, please specify 0 (zero) value in the relevant line in the table above. Should related services and other costs be incorporated in the table above, they shall be reflected in the unit price of goods in the section "Lines" of Quantum portal.*

## Compliance with Requirements

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 30 calendar days upon signature of contract.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty period – as per Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Authorized Service Center	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS) - DDP	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation - 90 calendar days	<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.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	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.

<b>Exact name and address of company</b> Company Name <input type="text"/> Click or tap here to enter text. Address: <input type="text"/> Click or tap here to enter text. <input type="text"/> Click or tap here to enter text. Phone No.: <input type="text"/> Click or tap here to enter text.	Authorized Signature: <input type="text"/> <hr/> Date: <input type="text"/> Click or tap here to enter text. Name: <input type="text"/> Click or tap here to enter text. Functional Title of Authorised Signatory: <input type="text"/> Click or tap here to enter text. Email Address: <input type="text"/> Click or tap here to enter text.
---	---

Email Address: Click or tap here to enter text.	
---	--

## ANNEX 4: TECHNICAL RESPONSIVENESS TABLE

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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ23/02741: Procurement of the IT Equipment for the communal service operators from Cahul and Ungheni regions</b>	Date: Click or tap to enter a date.

Bidders shall supplement the information provided in the tables below with detailed description of the offered goods, including Technical Data Sheets (including photos).

**Bidders shall fill up the financial offer table for the LOT they are applying to.**

### COMPUTERS AND ACCESSORIES (LOT 1)

#	Technical specifications		Conformity (Yes/No)	Offered Brand, Model and Exact characteristics <i>(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)</i>
1	Computer / All-In-One	<ul style="list-style-type: none"> <li>CPU: 6-cores Processor, similar to Intel core i5 or AMD Ryzen 5 – 2.6 GHz, 12MB cache</li> <li>RAM: Min 8GB</li> <li>Storage: 500GB Solid State Drive</li> <li>Video card: Integrated Graphics</li> <li>Display size: minimum 23.8"</li> <li>Display resolution: 1920x1080</li> <li>Ports / Connectors: External USB: Min x4 USB-A, x1 RJ-45; x1 3.5 mm Audio Jack, x1 HDMI</li> <li>Network: Integrated network card 10/100/1000</li> <li>Sound card: Integrated Sound Card and Internal audio speaker</li> <li>Case: All in One</li> <li>Components/ Accessories: <ul style="list-style-type: none"> <li>Keyboard - USB Keyboard US English/Russian (same brand as desktop computer);</li> <li>USB optical mouse with scroll wheel (same brand as desktop computer);</li> <li>USB 3.1 memory stick 32 GB</li> </ul> </li> <li>Warranty: 24 months</li> <li>Software: Windows 64 bits (Romanian); <ul style="list-style-type: none"> <li>Microsoft Office , 64 bits (Romanian)</li> </ul> </li> </ul>		
2	Accessories:	<b>Uninterruptible Power Supply similar to APC Back UPS 750 BA</b> <ul style="list-style-type: none"> <li>Warranty: minimum 24 months</li> </ul>		



**PRINTERS (LOT 2)**

#	Technical specifications		Conformity  (Yes/No)	Offered Brand, Model and Exact characteristics  <i>(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)</i>
1	Printer Scanner A4/A3 Monochrome	<p>(Print, network print, copy, scan, scan to email)</p> <ul style="list-style-type: none"><li>Type: MFP<ul style="list-style-type: none"><li>Media size: A4/A3 (Print and Scan)</li><li>Auto double-sided print, copy, and scan</li></ul></li><li>Memory: min 2 GB</li><li>Connectivity: Ethernet, USB 2.0 Host USB</li><li>Print speed: Print &amp; Copy speed: minimum 29 ppm/A4</li><li>Print technology: Dry electro photographic method / Laser</li><li>Print resolution: Copy &amp; Print Resolution: minimum 600x600 dpi</li><li>Print languages: PCL6, PCL5e, XPS</li><li>Paper handling:<ul style="list-style-type: none"><li>Input Tray 1: from 500 sheets</li><li>Input Tray 2: from 500 sheets</li><li>Bypass Tray: 100 sheets</li><li>Automatic Document Feeder: from 50 sheets</li><li>Multi-purpose tray: 100 sheets</li></ul></li><li>Paper output: Face Down or Face Up<ul style="list-style-type: none"><li>500-sheet stacker, 50 sheets stapled</li></ul></li><li>Scanner specifications:<ul style="list-style-type: none"><li>Scanner resolution: Min 600 x 600dpi</li><li>Bit Depth: Color Scanning Depth 48-bit / 24-bit output</li><li>Scan Type: Scan: color &amp; mono; Flatbed, Document Feeder - scan single- or double-sided documents</li></ul></li><li>Scan Destinations: Scan to: Network PC, USB memory, Local PC Supported OS: Windows 10 (32-bit &amp; 64-bit)</li><li>Others: Printers will be delivered with USB cable.<ul style="list-style-type: none"><li>Reduction/Enlargement: Zoom 25-400%</li><li>Duplex Standard</li><li>Multi copy from flatbed</li></ul></li><li>Standards: Energy Star</li><li>Warranty: 36 months</li></ul>		