



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RfQ-21/02258 - Rent of Printing Equipment to UNDP and UN Agencies in Moldova under Long Term Agreement basis	Date: 23 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Rent of Printing Equipment to UNDP and UN Agencies in Moldova under Long Term Agreement basis** 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 / UNDP Moldova

Date: 23 April 2021

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>12 May 2021, 12:30 hrs (Moldova local time, GMT+2)</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> <ul style="list-style-type: none"> ▪ File Format: PDF, JPEG, ZIP etc. ▪ 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. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information:</p> <ul style="list-style-type: none"> • Insert BU Code: MDA10 and Event ID number: 0000009077 <p>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:</p> <ul style="list-style-type: none"> ▪ Username: event.guest ▪ Password: why2change <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</p>

	http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
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><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery of machines and/or completion of maintenance services is delayed by 20 calendar days
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	Quotations shall be quoted in US Dollars (USD)k
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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</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.</p> <p>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> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes.</p>
Language of quotation	<p>English and/or Romanian and/or Russian</p> <p>Including documentation including catalogues, instructions and operating manuals.</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 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 (short info up to 2 pages); <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Detailed technical description of the offered goods; <input checked="" type="checkbox"/> Certificates of quality for the offered equipment; <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent or Distributor (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 (three) years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field for the past 3 (three) years;

	<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.
Quotation validity period	Quotations shall remain valid for 90 (ninety) calendar 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 checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Monthly and 100% after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance of the printing device (each device must be fully compliant to technical specifications listed in Annex 1); and <input checked="" type="checkbox"/> Monthly invoice with separated detailed breakdown for each device (invoice shall include information on the monthly rental fee and provide a report on the number of printed/copied pages)
Contact Person for correspondence, notifications and clarifications	E-mail address: <u>sc.md@undp.org</u> Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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 5 (five) days before the submission deadline. Responses to requests for clarification will be communicated via the eTendering system and/or by mail by 07 May 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer ¹ .
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"/> Minimum 3 (three) years; experience in supplying printing equipment; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered equipment; <input checked="" type="checkbox"/> Availability of authorized service in Moldova and comprehensiveness of after-sales services; <input checked="" type="checkbox"/> Maximum period for provision of goods and/or services: <ul style="list-style-type: none"> • <u>For equipment rental</u>: the requested printing machine(s) (as per technical specifications described in Annex 1) shall be delivered within max. 30 calendar days from the official date of request; • <u>For maintenance/troubleshooting services</u>: <ul style="list-style-type: none"> - scheduled maintenance services: at least once a quarter; - errors/breakdown: within 4 (four) hours.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.

¹ 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.

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"/> Contract Face Sheet / Long-Term Agreement The Long Term Agreement shall be signed for an initial period of 1 (one) year and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation.
Expected date for contract award.	07 June 2021
Publication of Contract Award	UNDP will publish the contract awards on UNDP Moldova website (https://sc.undp.md/tndarchive/).
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

TECHNICAL SPECIFICATIONS FOR PRINTING MACHINES

Item	Generic Specifications	
1.	Network Black and White Laser Printer - Regular	
	Media size	A4
	Print speed	40 ppm
	Monthly duty cycle	100,000 pages
	Print quality	600 x 600 dpi
	Input capacity	500 sheets
	Multi-purpose tray	100 sheets
	Duplex	Available
	Memory	128 MB
	Connectivity	Hi-Speed USB 2.0 printer port, Ethernet 10/100/1000, Wi-Fi
	Supported OS	Microsoft Windows 10
2.	Laser Color Multifunctional Printer	
	Copy, print, network print, scan, scan to email	
	Media size	A3, A4
	Print speed	30 ppm/A4 color, 30 ppm/A4 black
	Monthly duty cycle	100,000 pages
	Print quality	1200 x 600 dpi
	Duplex print, copy, scan	Available
	Memory	512 MB
	Connectivity	Hi-Speed USB 2.0 printer port, Ethernet 10/100/1000
	Supported OS	Microsoft Windows 10
	Paper handling	
	Two Input Trays user adjustable	500 sheets per tray
	Duplex Automatic Document Feeder	50 sheets
	Output	Stapler, 500 sheets
	Scanner specifications	
	Capability	Color scanning, black and white
	Optical resolution	600dpi

	Scan to email	SMTP: SMTP authentication, TLS/SSL supported, O365 SMTP Relay service supported, Gmail SMTP Relay service supported. LDAP support for address list
	File formats	TIFF, JPEG, PDF
	Accounting feature	Track and limit the number of copy, print, scan to email jobs for each user.
	Firewall/IP filtering	Provides security to the machine, by allowing to register the IP addresses permitted to communicate with the machine.
3.	Laser Black and White Multifunctional Printer – Regular	
	Copy, print, network print, scan, scan to email	
	Media size	A4
	Print speed	40 ppm/A4
	Monthly duty cycle	100,000 pages
	Print quality	600 x 600 dpi
	Duplex print, copy, scan	Available
	Memory	256 MB
	Connectivity	Hi-Speed USB 2.0 printer port, Ethernet 10/100/1000
	Supported OS	Microsoft Windows 10
	Paper handling	
	Input Tray	500 sheets
	Duplex Automatic Document Feeder	100 sheets
	Output	Stapler, 250 sheets
	Scanner specifications	
	Capability	Color scanning, black and white
	Optical resolution	600dpi
	Scan to email	SMTP: SMTP authentication, TLS/SSL supported, O365 SMTP Relay service supported, gmail SMTP Relay service supported. LDAP support for address list
	File formats	TIFF, JPEG, PDF
	Other Features	
	Accounting feature	Track and limit the number of copy, print, scan to email jobs for each user.

	Firewall/IP filtering	Provides security to the machine, by allowing to register the IP addresses permitted to communicate with the machine.
4.	Laser Black and White Multifunctional Printer – Advanced	
	Copy, print, network print, scan, scan to email	
	Media size	A4, A3
	Print speed	35 ppm/A4
	Monthly duty cycle	120,000 pages
	Print quality	1200 x 1200 dpi
	Duplex print, copy, scan	Available
	Memory	512 MB
	Connectivity	Hi-Speed USB 2.0 printer port, Ethernet 10/100/1000
	Supported OS	Microsoft Windows 10
	Paper handling	
	Two Input Trays user adjustable	500 sheets per tray
	Duplex Automatic Document Feeder	50 sheets
	Output	Stapler, 500 sheets
	Scanner specifications	
	Capability	Color scanning, black and white
	Optical resolution	600dpi
	Scan to email	SMTP: SMTP authentication, TLS/SSL supported, O365 SMTP Relay service supported, Gmail SMTP Relay service supported. LDAP support for address list
	File formats	TIFF, JPEG, PDF
	Other Features	
	Accounting feature	Track and limit the number of copy, print, scan to email jobs for each user.
	Firewall/IP filtering	Provides security to the machine, by allowing to register the IP addresses permitted to communicate with the machine.

CONDITIONS OF PRINTING DEVICES RENTAL

- The **estimated quantity of needed printing devices** is:

Item No	Printer type	Estimated quantity of printing devices *
1.	Network Black and White Laser Printer - Regular	1 -2 units per year
2.	Laser Color Multifunctional Printer	Up to 4 units per year
3.	Laser Black and White Multifunctional Printer – Regular	1 -2 units per year
4.	Laser Black and White Multifunctional Printer – Advanced	1 -2 units per year

* The **number of printers may be varied from time to time** based on actual requirements. The Contract shall **not impose a minimum guarantee of printing equipment to be rented** during contract period.

- The **estimated monthly quantity of printed pages** is:

Item No	Printer type	Price per printed b&w page, USD	Price per printed color page, USD
		Estimated monthly A4 ² Volume **	Estimated monthly A4 Volume **
1.	Network Black and White Laser Printer - Regular	700	N/A
2.	Laser Color Multifunctional Printer	2000	500
3.	Laser Black and White Multifunctional Printer – Regular	2000	N/A
4.	Laser Black and White Multifunctional Printer – Advanced	2000	N/A

** The **number of pages may be varied from time to time** based on actual requirements. The Contract shall **not impose a minimum guarantee of pages to be printed** during contract period.

- The proposed printing devices can be **new** and/or **used**. Used devices must meet the following eligibility criteria: **year of manufacturing – not older than 5 years**³.

MANAGEMENT AND PRINTING SYSTEM

- Billing system must be able to provide analysis of total usage and usage per user.

- Alerting system must be able to report toner low, toner empty, paper jam and error messages directly to Service provider.

² One A3 page shall be calculated as 2 (two) A4 pages.

³ Calculated from each request date. For the technical evaluation under this RFQ, the RFQ deadline date shall be used.

SPECIFIC TASKS

- Device(s) delivery to the requested address within Chisinau and proper device installation (including network connectivity).
- Supply toners, cartridges, drum units, fixing units, maintenance kits, and all spares for all installed equipment whenever required. Paper reams are excluded, however the Service Provider shall advise UNDP on the quality and standard of paper reams to be purchased and used in the equipment.
- Maintain the installed equipment in excellent working condition. The clients expect that all machines will remain fully functional during their service life.
- Provide quick response within 4 (four) hours whenever there is a fault or breakdown with the equipment. In case of technical malfunctions, not more than one working day of the total printer downtime per month is allowed. Provide standby equipment of medium or equal capacity within 24 hours from its reported time in case of non-restoration of a technical failure of existing equipment. The ownership of all installed equipment remains with the Contractor.
- The client shall on a fixed monthly basis be invoiced for the services provided.
- Supplier to define an Escalation Matrix for service order login and scheduling system.
- At a minimum of once a quarter service engineers to be at site to perform all schedule/preventive maintenance services with minimum interruptions to UNDP's operations.
- Supplier to define an emergency service order procedures and details of their proactive service delivery tools for toner run-outs and service outages.
- Service provider to perform preventive maintenance based on monitoring/alerting system information.
- Single point of contact at Service providers side must be established.

DELIVERY REQUIREMENTS

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods and services as follows: <ul style="list-style-type: none"> • <u>For equipment rental</u>: the requested printing machine(s) (as per technical specifications described in Annex 1) shall be delivered within max. 30 calendar days from the official date of request; • <u>For maintenance/troubleshooting services</u>: <ul style="list-style-type: none"> - scheduled maintenance services: at least once a quarter; - errors/breakdown: within 4 (four) hours.
Delivery Terms (INCOTERMS 2020)	<input checked="" type="checkbox"/> DAP
Customs clearance (must be linked to INCOTERMS)	If applicable, shall be done by: <input checked="" type="checkbox"/> Supplier/Bidder
Exact Address(es) of Delivery Location(s)	Chisinau, Republic of Moldova
After-sales service and local service support requirements	<input checked="" type="checkbox"/> Technical Support: Response ability within 4 (four) hours; <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ 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:	RfQ-21/02258	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: 3 contracts within the past 3 (three) 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"/>	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

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:	RfQ-21/02258	Date: Click or tap to enter a date.

Offer to Supply Goods Compliant with Technical Specifications and Requirements					
Currency of the Quotation: US Dollars (USD)					
INCOTERMS: DAP					
Item No	Description	Monthly fixed rent, USD, per device	Condition of proposed equipment (new or used)	Price per printed b&w page, USD	Price per printed color page, USD
1.	Network Black and White Laser Printer - Regular				N/A
2.	Laser Color Multifunctional Printer				
3.	Laser Black and White Multifunctional Printer – Regular				N/A
4.	Laser Black and White Multifunctional Printer – Advanced				N/A

Terms and Conditions:

- Rent price and price per page shall be fixed and valid for the entire period of LTA. The rent price shall be exclusive of VAT and other applicable indirect taxes;

- Proposed monthly rent price shall include maintenance services, parts, toner supplies and other expenses as may be incurred by the bidder (all except for paper).

There might be situations where some printing equipment could be needed for a **short period rent, up to 1 (one) month**, as a short-term replacement for a UNDP owned printer which can be out of service for repair works. In case the proposed rent costs are different for a short-term rent (up to one month), please fill in below Table with proposed costs:

Costs for short-term rent of printing equipment (up to one month) – if not applicable, indicate “N/A”		
Currency of the Quotation: US Dollars (USD)		
INCOTERMS: DAP		
Item No	Description	Short-term fixed rent, USD, per device
1.	Network Black and White Laser Printer - Regular	
2.	Laser Color Multifunctional Printer	

3.	Laser Black and White Multifunctional Printer – Regular	
4.	Laser Black and White Multifunctional Printer – Advanced	

The following **formula** shall be considered when **carrying out the price evaluation**. The quoted monthly rent price per device shall be added to the price of printed pages (quoted price per page multiplied by estimated amount) per each type of device:

Formula to be used for evaluation of received quotations						
Currency of the Quotation: US Dollars (USD)						
INCOTERMS: DAP						
Item No	Description	Quoted monthly fixed rent, USD, per device	Price per printed b&w page, USD	Price per printed color page, USD	Short-term fixed rent, USD, per device	Total Amount
1.	Network Black and White Laser Printer - Regular	A	B	N/A	D	$(A + 700B + D) * 12 \text{ months}$
2.	Laser Color Multifunctional Printer	A	B	C	D	$(A + 2000B + 500C + D) * 12 \text{ months}$
3.	Laser Black and White Multifunctional Printer – Regular	A	B	N/A	D	$(A + 2000B + D) * 12 \text{ months}$
4.	Laser Black and White Multifunctional Printer – Advanced	A	B	N/A	D	$(A + 2000B + D) * 12 \text{ months}$
Total Calculated Amount						

Compliance with Requirements

Requirements	Your 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.
Availability of certificates of quality and origin for the offered equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of authorized service in Moldova	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Warranty and After-Sales Requirements: <input checked="" type="checkbox"/> Technical Support: Response ability within 4 (four) hours; <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair.	<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.

Other Information:

Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	Click or tap here to enter text.
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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.

Certificate Of Completion

Envelope Id: 0E2003360B6C4FFFB33DCA0D12ABFBC8	Status: Completed
Subject: Please DocuSign: Launch of RFQ-21/02258 - LTA/Rent of printing equipment	
Source Envelope:	
Document Pages: 17	Signatures: 1
Certificate Pages: 2	Initials: 6
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cristina Gnaciuc
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	One United Nations Plaza
	New York, NY 10017
	cristina.gnaciuc@undp.org
	IP Address: 178.168.122.58

Record Tracking

Status: Original	Holder: Cristina Gnaciuc	Location: DocuSign
4/23/2021 1:13:37 AM	cristina.gnaciuc@undp.org	

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Signature	Timestamp
Cristina Gnaciuc	Sent: 4/23/2021 1:19:32 AM
cristina.gnaciuc@undp.org	Viewed: 4/23/2021 1:19:42 AM
United Nations Development Program	Signed: 4/23/2021 1:19:51 AM
Security Level: Email, Account Authentication (None)	
Signature Adoption: Pre-selected Style	
Using IP Address: 178.168.122.58	

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Corina Oprea	Sent: 4/23/2021 1:19:52 AM
corina.oprea@undp.org	Viewed: 4/23/2021 1:20:50 AM
Operations Manager	Signed: 4/23/2021 1:21:33 AM
United Nations Development Program	
Security Level: Email, Account Authentication (None)	
Signature Adoption: Pre-selected Style	
Using IP Address: 77.89.212.77	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/23/2021 1:19:32 AM
Certified Delivered	Security Checked	4/23/2021 1:20:50 AM
Signing Complete	Security Checked	4/23/2021 1:21:33 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	4/23/2021 1:21:33 AM
Payment Events	Status	Timestamps