



Date: 05 July 2019

REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2019/008 – IT Equipment & Software and Communication Equipment

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items for the Youth Centers network:

- IT Equipment – Tablets;
- Software – Licenses: OS Windows and Symantec EndPoint antivirus;
- Communication equipment – photo cameras, voice recorders, wireless sound boxes.

Background information:

The IT equipment will be used by the Youth Centers to organize learning activities. The software will be used to ensure safe and legal usage of the IT equipment offered within the MoECR and UNFPA Joint Fund.

The photo cameras will be used by Youth Centers to take pictures and record the activities. This will increase their potential for better external communication of their activity via social networks, web pages where the pictures and posts will be published.

The wireless boxes will be used for the outdoor activities, team building activities and other events where youth people benefit of a safe space for non-formal communication environment.

Item N°	Description / generic technical specifications of goods	Unit of Measure	Quantity	
1	Convertible Tablet	unit	32 (thirty two)	
	CPU			CPU Benchmark Scale Average CPU Mark 1400 points at least
	Display			(10.1) 1280 x 800, IPS
	Memory			4 GB RAM
	Storage			64 GB
	Connections			LTE, WiFi, Bluetooth 4.2
	USB			USB Type C with Power Delivery
	Camera			Front 2.0 MP / Rear 5.0 MP
	Keyboard			detachable keyboard, incl. stylus
	Input / Output			1x USB 3.1 Gen1 Typ C, microSDXC-Slot
	Power Adapter			45W USB C
	Battery			39Wh, battery life 12 hours
	Warranty			3 years, incl. battery; the package must not be kept for the guarantee terms
	Accessories			Tablet case
OS/Software	Microsoft Windows 10 Pro 64-bit			



2	Photo camera DSLR with Lens		unit	25 (twenty three)
	Megapixels/Total Pixels	18 or more		
	Sensor Size	22.3 x 14.9mm		
	Sensor Cleaning	integrated cleaning system		
	Lens Mount	EF, EF-S		
	Image Processor	DIGIC 4+ or analogical		
	AF System/ Points	Via optical viewfinder: 9 AF points (f/5.6 cross type at centre)		
	ISO Sensitivity	ISO AUTO (100 - 25600)		
	Viewfinder Type	Pentamirror		
	Display	2.7" TFT LCD		
	Flash	Built-in Flash Coverage up to 17mm focal length (35mm equivalent: 28mm) Built-in Flash GN (ISO 100, meters) -9.2 m		
	File Format	RAW+JPEG simultaneous recording		
	Live View Type	Electronic viewfinder with image sensor		
	Movie Size	1920 x 1080 (30, 25, 24 fps)		
	Wireless Features	Built-in Wi-Fi,		
	Menu Languages	English / Russian / Romanian		
	Computer Interface	Hi-Speed USB (USB 2.0)		
	Pict Bridge	Yes		
	Memory Type	SDHC or SDXC (UHS-I) card 64 GB included		
	Battery	Rechargeable Battery Pack		
Power Supply Battery Chargers	Included			
Warranty	3 years, including battery; the package must not be kept for the legal guarantee terms			
Accessories	Camera case			
3	Digital Voice Recorder		unit	15 (fifteen)
	Formats	PCM (WAV)/ MP3		
	Memory	Internal 8GB and microSD Support Compatible Memory Cards - microSD		
	Audio input	Two-Mic Stereo Microphone System		
	Recording Mode	PCM 1411 kbps, SHQ 192 kbps, HQ 96 kbps, SP 64 kbps, LP 8 kbps		
	Display	1.77" LCD Backlit with 128 x 160 Resolution		
	Audio output	Built-In 28mm Speaker		
		1/8" (3.5mm) Headphone Output		
	Interface	USB 2.0 (Micro-B)		
	OS	Windows 10/8/7, macOS 10, Linux		
	Indicators	Low Battery, Recording, Voice Volume		



	Recording time	High-Speed USB 2.0 Interface		
	Signal-to-Noise Ratio	> 60 dB		
	Battery Life	Built-In Rechargeable Lithium-Ion Polymer Battery		
	Accessories	Bag		
	Warranty	3 Years		
4	Wireless Speakers with integrated Battery		unit	36 (thirty six)
	Output Power	16W (2x8W) RMS		
	Frequency response	70Hz – 20kHz		
	Battery	Battery capacity 3000 (mAh)		
	Features	Waterproof IPX7 Voice Assistant integration Speakerphone Bluetooth 3.5 mm audio cable Input Auto-power off		
	Power Supply	5V / 1A		
	Connect	Bluetooth 4.2		
	Warranty	3 Years		
5	Licenses	OS Windows 10 Pro 64 Eng	unit	100 (one hundred)
6	Licenses	OS Windows Server Standard 2019 64 Eng	unit	10 (ten)
7	Licenses	Symantec EndPoint antivirus 24 months	unit	10 (ten)

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

Delivery Terms (INCOTERMS 2010)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery place	131, 31 August 1989 Street, MD -2012 Chisinau, Moldova (4 th floor, UNFPA Office)
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Latest Expected Delivery Date	30 calendar days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MDL
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Payment Term	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS <input checked="" type="checkbox"/> 90 DAYS
Partial Quotes	Not Permitted

¹ Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline



Type of contract	Purchase Order
All documents shall be in:	English or Romanian
Technical Evaluation Criteria	<ul style="list-style-type: none">• Full compliance of offered goods to the Technical Specifications and required quality standards;• Availability of authorized office in Moldova and comprehensiveness of after-sales services;• Acceptability of the Delivery Terms.• Availability of certificates of quality and origin for the offered equipment;• Equipment offered shall be FCC compliant and shall be compatible with the Microsoft Hardware Compatibility List.

This Request for Quotation is open to all legally-constituted companies that can provide the requested IT products and software that have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Luminita Arama
Email address of contact person:	arama@unfpa.org

The deadline for submission of questions is **Friday, 12 July 2019, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations



Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
- The bidder shall be required to quote for all items;
 - i. Copy of Company's Registration Certificate;
 - ii. Company profile (short info up to 1 page) and list of clients;
 - iii. Detailed technical specifications of offered goods;
 - iv. Certificates of quality for the offered equipment;
 - v. Statement or certificate of origin for the offered equipment;
 - vi. Name and address of authorized service in Moldova and comprehensiveness of after-sales services.
- b) Price quotation in USD, to be submitted strictly in accordance with Price Quotation Form (Annex II).

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Monday, 22 July 2019, 23:59 (Moldova local time)**.

Name of contact person at UNFPA:	Alexandru Rusu, Administrative Associate
Email address of contact person:	moldova.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2019/008 – IT Equipment & Software and Communication Equipment**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award



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E-mail: moldova.office@unfpa.org
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UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer



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Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

Signature: 

Date: 05/07/2019



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**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French



**ANNEX II:
 PRICE QUOTATION FORM**

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

RFQ N° UNFPA/MDA/RFQ/2019/008 – IT Equipment & Software and Communication Equipment

Currency of quotation:

USD

Validity of quotation:

(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Convertible Tablet <i>(please specify product name and description)</i>	unit		32	
2	Photo camera DSLR with Lens <i>(please specify product name and description)</i>	unit		25	
3	Digital Voice Recorder <i>(please specify product name and description)</i>	unit		15	
4	Wireless Speakers with integrated Battery <i>(please specify product name and description)</i>	unit		36	
5	Licenses: OS Windows 10 Pro 64 Eng	unit		100	
6	Licenses: OS Windows Server Standard 2019 64 Eng	unit		10	
7	Licenses: Symantec EndPoint antivirus 24 months	unit		10	
	Delivery Charges based on the following 2010 Incoterm, to: DAP Chisinau, Republic of Moldova	Each		1	
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/MDA/RFQ/2019/008 – IT Equipment & Software and Communication Equipment including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on



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clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

Name and title	Date and place
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