



United Nations Population Fund

Moldova Country Office

131, 31 August 1989 str., Chisinau, MD 2012, Moldova

E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)Website: <http://moldova.unfpa.org>

Date: 22 February, 2021

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/MDA/RFQ/2021/002 - ICT equipment (tablet and laser printer) for**  
**VET schools**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:  
 ICT equipment – laser printers and tablets for the 12 VET schools.

**General technical qualification requirements:**

- The ICT equipment for VET schools will be used to equip 13 youth friendly classrooms developed with UNFPA and ADA support, where will be provided life skills school courses;

Item No.	Description / specifications of goods	Quantity	
<b>Item 1.</b>	<b>Tablet specifications:</b> <b>Minimum 2 years of warranty, detailed manual/brochure to be sent electronically</b>	<b>8</b>	
	Body:		aluminium with plastic frame or full aluminium case
	Display:		8-inches diagonal, resolution 800*1280, 16:10 Ratio
	CPU:		4 cores with 2Ghz base frequency
	Memory:		integrated memory 32GB; SD Card reader (support SD cards with capacity up to 128GB)
	Connectivity:		Nano-SIM slot with 4G support; 802.11 b/g/n 2.4 + 5GHz + BT v4.2; support Wi-Fi Direct and Hot-spot
	Sensors:		Accelerometer, Light Sensor
	Battery:		5000 mAh; Li-Polymer
	Audio:		3.5mm port, Stereo Speakers
	Camera:		5 MP with auto focus main camera, video record support with 1080@30fps resolution; 2MP "selfie" camera
	Weight:		Max. 400 g
	OS:		Android 9.0
	Color:		Black or Silver
	Accessories:		Protective Case
Warranty:	2 Years official manufacturer warranty		
<b>Item 2.</b>	<b>Laser printer specifications:</b> <b>Minimum 2 years of warranty, detailed manual/brochure to be sent electronically</b>	<b>13</b>	
	Type:		Laser Printer Black & White
	Print speed:		20 ppm
	First page out:		8 sec
	Resolution:		600x600 dpi
	Monthly duty cycle:		20000 pages (A4)
	Memory:		32MB
	Connectivity:		Hi-Speed USB 2.0 port; Wi-Fi 802.11b/g/n
	Media weight:		60-120 g/m2
	Paper Input Tray:		150-sheets
	Cartridges:		support cartridges with 2500 page yield



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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	Al. Puskin 45B str, 5th floor, of. 506, Chisinau, Republic of Moldova.
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	60 calendar days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation <sup>1</sup>	<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	Permitted
Type of contract	Purchase Order
All documents shall be in:	English or Romanian
Technical Evaluation Criteria	<ul style="list-style-type: none"> <li>• Full compliance of offered goods to the Technical Specifications and required quality standards;</li> <li>• The supplier must be a legally-constituted company that can provide the requested products and have legal capacity to deliver in the Republic of Moldova, or through an authorized representative</li> <li>• Availability of authorized office in Moldova and comprehensiveness of after-sales services;</li> <li>• Acceptability of the Delivery Terms.</li> <li>• Availability of certificates of quality and origin for the offered equipment;</li> <li>• Equipment offered shall be FCC compliant and shall be compatible with the Microsoft Hardware Compatibility List.</li> </ul>

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the Republic of Moldova, 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.

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



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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:	<b>Roman Odesschii, Administrative and Finance Associate, Procurement Focal Point</b>
Email address of contact person:	<a href="mailto:odesschii@unfpa.org">odesschii@unfpa.org</a>

**The deadline for submission of questions is 01 March 2021, 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:
  - 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.

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 III 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: Tuesday, 9 March 2021, 23:59 (Moldova local time).**

Name of contact person at UNFPA:	<b>Violeta Mihailova, Designated Bid Receiver</b>
Email address of contact person:	<a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2021/002 – ICT equipment for VET schools.** 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.



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- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### **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**

In case of a satisfactory result from the evaluation process, 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, representative's 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](#).





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**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 Ms. Nigina Abaszade, UNFPA Representative at [abaszade@unfpa.org](mailto:abaszade@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](mailto:procurement@unfpa.org).

**XII. Disclaimer**

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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

**Nigina Abaszada, UNFPA Representative**

DocuSigned by:  
Signature: *Nigina Abaszade*  
6F137FC292C84FD...

DATE: 22-Feb-2021





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E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)Website: <http://moldova.unfpa.org>**PRICE QUOTATION FORM**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	<b>RFQ N° UNFPA/MDA/RFQ/2021/002 – ICT equipment (tablet and laser printer) for VET schools</b>
<b>Currency of quotation:</b>	USD
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- **Quoted rates must be exclusive of VAT and all taxes, since UNFPA is exempt from taxes.**

**Price Quotation Form**

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Tablet	Each		8	
2	Laser Printer	Each		13	
3	Delivery Charges based on the following 2010 Incoterm, to: Chisinau, Republic of Moldova	DAP		1	
<b>GRAND TOTAL</b>					

*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/2021/002 – ICT equipment for VET schools** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on 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
Signature:  _____	



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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](#)

DS  
A blue ink signature is written over a blue rectangular box. The signature appears to be 'Salam'.