

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT IN MOLDOVA
RFQ NO. MOL_RFQ-24-148

Date: **December 6, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for supply, delivery and installation of **ICT Equipment** in Moldova as described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C

IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D
--	---------

For any questions/ clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. MOL_RFQ-24-148** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: December 16, 2024**

Time: 15:00 hours Rome, Italy local time (16:00 hours in Chisinau, Moldova)

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Moldova Country Office

Annex A
Instructions to Bidders

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: December 16, 2024 Time: 15:00 hours Rome, Italy local time. (16:00 hours in Chisinau, Moldova)
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted (All or Nothing)
i. Place of Delivery	Banulescu Bodoni 25 street, Chisinau, Moldova, MD-2012
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to Banulescu Bodoni 25 street, Chisinau, Moldova, MD-2012.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/ A
l. Currency of Quotation	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

<p>m. Preliminary Documents to be Submitted</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate (Vendor is a legally registered entity in Republic of Moldova); <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance (Vendor is registered with pertinent Republic of Moldova's revenue authority); <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Copies of two (2) Contracts/ LPOs/ Reference Letters in the last two (2) years as proof of delivery of Goods of similar nature and value to UN Agencies, INGOs, Embassies, Government State Agencies or other LLC, joint stock companies, indicating contactable domain email references for verification.
<p>n. Special Packing Requirement or Temperature Control</p>	<p><input checked="" type="checkbox"/> N/A</p>
<p>o. After-sales services required, if applicable</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 3 years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
<p>p. Evaluation of Quote</p>	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
<p>q. Contract Award</p>	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
<p>r. Contract Signature</p>	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>



s. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>
-----------------------	--

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Laptop	<p><i>Operating System: Windows 11 Pro 64bit (pre-installed)</i></p> <p><i>CPU: 12th Generation Intel® Core i7 processor or superior</i></p> <p><i>Video Card: Intel® Graphics integrated</i></p> <p><i>Memory: 32 GB DDR4-3200 MHz RAM</i></p> <p><i>Hard Disk: 512 GB PCIe® NVMea SSD</i></p> <p><i>Screen: "14 inches, non-touch FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC</i></p> <p><i>720p HD IR privacy camera dual-array microphones</i></p> <p><i>Keyboard: Internal English Keyboard, spill-resistant, backlit keyboard</i></p> <p><i>Clickpad with multi-touch gesture support</i></p> <p><i>Dual stereo speakers</i></p> <p><i>Ports:</i></p> <p><i>1x RJ-45 Ethernet port (optional)</i></p> <p><i>1x USB 3.2 Gen 1 port with PowerShare</i></p> <p><i>1x Thunderbolt</i></p> <p><i>1x Universal audio port</i></p> <p><i>1x wedge-shaped lock slot</i></p> <p><i>1x micro-SIM card tray (optional)</i></p> <p><i>1x smart card reader slot (optional)</i></p> <p><i>WLAN: Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card</i></p> <p><i>Battery: Long Life, Express Charge Capable (3-cell)</i></p> <p><i>No Office package, no antivirus</i></p> <p><i>3 Years Onsite Service</i></p>	Piece	5
Lot 2	Monitor	<p><i>23.8 inch FHD display with IPS panel</i></p> <p><i>Resolution: 1920 x 1080</i></p> <p><i>Response time: 4ms</i></p> <p><i>Contrast Ratio: 1000:1</i></p> <p><i>Multiple ports HDMI, DP, VGA, Audio out</i></p> <p><i>4 x USB 3.0 hub</i></p> <p><i>Ergonomic stand with LTPS (lift, swivel, and pivot functions)</i></p> <p><i>Warranty Period: 2 Years</i></p>	Piece	5
Lot 3	Docking Station	<p><i>Compatible with Lot 1</i></p> <p><i>1 x HDMI 2.1</i></p> <p><i>1 x DisplayPort 1.4</i></p> <p><i>3 x USB 3.2 Gen 2</i></p>	Piece	5

		<p>1 x USB-C 1 x Gigabit Ethernet 90W Power Adapter and Power Cord Warranty Period: 2 Years</p>		
Lot 4	Keyboard	<p>Slim and Ergonomic keyboard design US International English layout Full-size 3-zone layout Connectivity: Wireless or Bluetooth Nano USB receiver 2 x Batteries: AA or AAA (pre-installed) Spill resistant keys with board drain</p>	Piece	5
Lot 5	Mouse	<p>Optical sensor: 1000dpi Connectivity: Wireless or Bluetooth Nano USB receiver 1 x Battery: AAA (pre-installed) Material: ABS and rubber</p>	Piece	5
Lot 6	Headphones	<p>Wired USB Headset Lightweight on-ear headphones Flip to mute mic Stereo Headphones with Noise-Cancelling Microphone In-Line Controls Compatibility for PC/Mac/Laptop</p>	Piece	5
Lot 7	Data traveller USB	<p>USB Type A drive 128 GB USB 3.0 Read Write speed: 150 MB/s</p>	Piece	15
Lot 8	Multi-functioning printer	<p>MFP Capabilities: Printing, Copy and Scan Printing Technology: Laser Connectivity – Ports: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, Dual band 802.11n 2.4/5GHz USB, LAN, WiFi: Built-in Dual band 802.11n 2.4/5GHz; authentication via WEP, WPA/WPA2, or 802.11x; encryption via AES or TKIP; WPS; Wi-Fi Direct CPU:800Mhz or better Memory:256 MB DDR, 256 MB Flash Control Panel:2.2" (or more) inches color touchscreen. Print Speeds: Black (A4, normal): Up to 21 ppm, Color (A4, normal): Up to 15 ppm, Duplex Mode: Automatic, 10 ppm Print Resolution: Black (best): Up to 600 x 600 dpi, Color (best): Up to 600 x 600 dpi Monthly Duty Cycle:Up to 20,000 pages (A4), Recommended monthly page volume: 150 to 2,500 Duplex Printing: Automatic</p>	Piece	1

		<p><i>Mobile printing services: Apple AirPrint certified; Wireless Direct Printing; Mobile Apps</i></p> <p><i>Copy speed: Black (A4): Up to 21 cpm; Colour (A4): Up to 15 cpm</i></p> <p><i>Copier specifications: Reduce/Enlarge; Lighter/Darker; Optimise; Paper; Multi-page copy; Collation; Draft Mode; Image Adjustment</i></p> <p><i>Maximum number of copies:Up to 99 copies</i></p> <p><i>Copy resolution: Up to 600 x 600 dpi;</i></p> <p><i>Reduce/Enlarge: 25 to 400%</i></p> <p><i>Scan: Automatic 2-sided single scanning</i></p> <p><i>Scanning resolution: 600 x 600 DPI or better</i></p> <p><i>Scanner type: Flatbed & ADF</i></p> <p><i>Scan to: E-mail, FTP, Network folder, SMB, USB</i></p> <p><i>Image formats supported: JPEG, TIFF,</i></p> <p><i>Document formats supported: Compressed Multi-page, PDF</i></p> <p><i>Input & Output Trays: Standard No. 2</i></p> <p><i>Capacity: Tray 1: all media types</i></p> <p><i>Tray 2: A4, Maximum: Up to 250 sheets</i></p> <p><i>ADF: A4, Standard, 50 sheets</i></p> <p><i>Output –100 sheets.</i></p> <p><i>Paper Handling and Supported Media Types: Paper (coloured, glossy, heavy, letterhead, light, photo, plain, recycled), transparencies, labels, envelopes, cardstock.</i></p> <p><i>Compatibility: All Microsoft Windows versions, MacOS, Linux</i></p> <p><i>Power: Power Supply AC 220-240V, 50 to 60Hz</i></p> <p><i>Consumables: Starter Kit included</i></p> <p><i>Warranty: 2 years Manufacturer's warranty</i></p>		
Lot 9	Network equipment	<p><i>Wi-Fi Router Ceiling or wall mountable</i></p> <p><i>Standards: Wi-Fi 6, IEEE 802.11 ax/ac/n/a 5 GHz, IEEE 802.11 ax/n/b/g and 2.4 GHz</i></p> <p><i>WiFi Speeds: 5 GHz: At least 1000 Mbps (802.11ax), and 2.4 GHz: At least 500 Mbps (802.11ax)</i></p> <p><i>Processor: at least 1.5 GHz Dual-Core CPU</i></p> <p><i>Ethernet Ports: 1× Gigabit WAN Port, at least 1× Gigabit LAN Ports</i></p> <p><i>WiFi Encryption: WPA, WPA2, WPA, WPA/WPA2-Enterprise (802.1x)</i></p> <p><i>Protocols: IPv4, IPv6</i></p> <p><i>Quality of Service: QoS by Device</i></p> <p><i>Warranty: 2 years Manufacturer's warranty</i></p>	Piece	1

Lot 10	Paper shredder machine	<i>Cutting type: crossed Nr. destroyed sheets: 12 (+-3) pieces Destruction of staples: yes Privacy level: 3-4 Volume: 23 Lliter (Minimum) Destruction of credit cards: Optional Destruction of floppy disks: Optional CD destruction: Optional Anti-jam technology, shredder automatically stops and reverses when too much paper is inserted</i>	Piece	1
Lot 11	LCD Projector	<i>Device Type: LCD projector Built-in Devices: Speaker, 0.59-inch TFT LCD Brightness (White):3800 lumens Brightness (Color):3800 lumens Contrast Ratio:16000:1 Resolution:WXGA (1280 x 800) Native Aspect Ratio:16:10 Color Support:1.07 billion colors Lamp Type:UHE 210 Watt Lamp Life Cycle: Up to 8000 hour(s) - normal mode Up to 17000 hour(s) - economic mode interface: HDMI: x 2, VGA: x 1, USB-A: x 1 (Power output 5V/1.5A), RJ45: Yes, RS232: Yes, Audio In and Out: Yes Speakers: Speaker(s) - integrated Warranty: 2 years</i>	Piece	1

Specifications for After-Sale Service for Goods

Description (the below are just examples, please edit as appropriate)
<ul style="list-style-type: none"> • Technical Maintenance and Support for Installation at Place for All Lots • Warranty per Lot as per Manufacturer's standards • Service Center in Moldova or near Moldova (Mandatory information on the Service Center Company name, address, contact person, e-mail and phone number to be provided with the Warranty Certificates) • Brand new replacement if purchased unit is beyond repair (under Warranty period) •

*Please attach delivery schedule by lot, if relevant if partial quotes are allowed.

* Specify delivery locations if goods are required in multiple destinations.

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/ Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. MOL_RFQ-24-148**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	



Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

*The price should be VAT exempt and including all possible costs of delivery and installation of goods.

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD (without VAT)	Total amount in USD (without VAT)
1.	Laptop	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Monitor	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Docking Station	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Keyboard	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Mouse	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Headphones	As per in Annex C	Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Data traveller USB	As per in Annex C	Piece	15	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD (without VAT)	Total amount in USD (without VAT)
8.	Multi-functioning printer	As per in Annex C	Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Network equipment	As per in Annex C	Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Paper shredder machine	As per in Annex C	Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	LCD Projector	As per in Annex C	Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Grand Total							

[If applicable]

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time Within 30 Days from Receipt of PO			
Warranty and After-Sales Requirements			
a) Technical Maintenance and support for Installation at Place of All Lots			
b) Warranty per Lot as per Manufacturer's standards			
c) Service Center in Moldova or near Moldova (Mandatory information on the Service Center Company name, address, contact person, e-mail, phone number)			
d) Brand new replacement if purchased unit is beyond repair (under Warranty period)			

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
---	------------------------------

**ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>