

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. HQ-2022-016

Date: February 11, 2022

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. HQ-2022-016** 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: February 22, 2022**
Time: 15:00 hours Rome, Italy local time.

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: February 22, 2022 Time: 15:00 hours Rome, Italy local time.
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 <input type="checkbox"/> Permitted
i. Place of Delivery	IDLO Moldova Office, Banulescu Bodoni 25 Street, Chisinau, Moldova or to be agreed beforehand with IDLO representatives.
j. Delivery Terms	Incoterms DAP Including Custom Clearance Goods will be delivered within 90 days after receipt of PO or contract from IDLO to IDLO Moldova Office, Banulescu Bodoni 25 Street, Chisinau, Moldova or to be agreed beforehand with IDLO representatives.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A

I. Currency of Quotation	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR provision of link to Manufacturer’s website showing Product Data Sheets; <input checked="" type="checkbox"/> Manufacturer’s Authorization Letter as proof of Company as a Sales Agent (if Supplier is not the Manufacturer) <input checked="" type="checkbox"/> Provision of Serial Number at Time of Shipment to be included in Contract and to be counterchecked by IDLO at the time of Delivery; <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.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour as per Manufacturer’s standards and Warranty Provisions <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <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

q. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	<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 type="checkbox"/> N/A</p> <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

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

As in many other post-Soviet countries, Moldova's economic development and democratic governance have been significantly hindered by systemic corruption. Its widespread nature represents an important obstacle to the country's capacity to both ensure the rule of law and provide adequate public services. Ranked 115th out of 180, Moldova scores a low 34 out of 100 on Transparency International's Corruption Perception Index. Appearing just below Ukraine in the Democracy Index, Moldova is classified as a "hybrid regime," an unconsolidated democracy with strong authoritarian features. The combination of systemic corruption, ineffective institutions, and a compromised democratic process makes the country one of the most challenging environments for policy reform.

The newly established President committed to prioritizing the implementation of anti-corruption reforms and has issued a decree establishing the Independent Anti-Corruption Advisory Committee (CCIA) as one of the critical strategic actions in this regard. The establishment of the CCIA presents development partners with a new entry point to provide the government with best practices and international standards in anti-corruption, both on the broader system architecture and on the specific draft laws and policies.

The Bureau for International Narcotics and Law Enforcement Affairs, with the support of the International Development Law Organization (IDLO), launched the implementation of the **Supporting Moldova's Independent Anti-Corruption Advisory Committee** project which aims to strengthen Moldova's capacity for more inclusive and accountable governance through implementation of sector-specific anti-corruption legislation and regulatory reforms. In order to foster effective planning, execution, and administration by the Independent Anti-Corruption

Advisory Committee (CCIA), IDLO will advance the operationalization of the CCIA Secretariat by providing technical, logistical, and administrative support.

This RFQ is for **Supply, Delivery and Installation of ICT Equipment**.

C. General Requirements:

1. The Contractor shall be able to provide the required ICT equipment at the maximum quantity (as defined in the Table below). The Contractor shall be able to provide the required services under the specified schedule.
2. The Contractor shall provide all items in good condition with availability of certificates of quality and origin for the offered equipment. The quality of the items in question will be assessed and approved by IDLO prior to delivery and post assembly.
3. The Contractor shall ensure that the technical support provided is in compliance with the Manufacturer's standards and Warranty provisions.

D. Proof of Authenticity

1. All ICT Hardware must come in their Original/Genuine standard packaging.
2. The successful Contractor must provide the Serial Numbers of the items at the time of shipment to be included in the Purchase Order and counterchecked by IDLO upon delivery.
3. IDLO must be informed of any changes to the Serial Numbers prior to the delivery of the items.
4. IDLO shall do a 3-way-match with the Serial Numbers stated at time of Purchase Order with the Manufacturer's Website and the actual products delivered. Products that do not match will be rejected

E. Installation and Technical Support:

The Contractor shall be responsible for the setup of the below-mentioned equipment as follows:

1. All equipment shall be installed and configured.
2. All equipment shall be connected and configured to the LAN and Internet connection.

F. Table 1: Specifications for Supply of ICT Equipment

Lots	Item Name	Specification
Lot 1	Laptop	Dell 14" FHD Processor: Intel i7 11th generation 12 Mb cache Memory: 16GB RAM DDR4 Hard Drive: M.2 512GB SSD Layout keyboard: English US OS: Windows 10 Pro 64 bit ENG, MS Office 2021 (2 year license), Antivirus (2 year) Ports, Slots & other: USB-C, Card reader, WebCam Weight: 1.4 Kg Warranty: 3 years
Lot 2	Monitor	23.8" DELL IPS LED DisplayPort, HDMI, USB3.0, USB-C, Webcam, Speakers, Mic Warranty: 3 years
Lot 3	Keyboard & Mouse	Dell Wireless Keyboard & Mouse Keyboard: EN, RU layout, Numeric pad Warranty: 2 years
Lot 4	External HDD	2.5" External HDD 1.0TB (USB3.1) Warranty: 2 years
Lot 5	Data Traveler USB	128GB USB-A /USB-C Compact Metal Case, (R/W:130/30MB/s) Warranty: 2 years
Lot 6	Headphones	Headphones with microphone, USB Warranty: 2 years
Lot 7	Multi-function Device	Colour Laser MFD: Print, Copy, Scan, WiFi, LAN Printing Speed: Up to 15 ppm (A4) Features: Secure Print, Print from USB memory key, Google Cloud Print Ready, iOS: AirPrint, Android; Mopria certified Scan to E-mail, Scan to PC, Scan to USB memory key, Scan to FTP, Scan to Cloud Recommended Monthly Print Volume: 2 500 pages Control Panel: 12.7 cm LCD Touch Screen Cartridges resources included: (Black 4,5 K, Color 3K pages) Warranty: 2 years
Lot 8	Conference Equipment	Logitech ConferenceCam Full HD 1080p 30fps video Tilt and zoom, Speakerphone, Remote For groups of 1-4 Warranty: 2 years
Lot9	Network equipment	4-bay NAS Server Quad-Core 1.5-2.5GHz 4GB SO-DDR4 2.5"/3.5"SATA or SSD x4 (Hot Swap) USB3.2, 2.5GbE LAN x2, HDMI Warranty: 2 years 2 x 4TB 256MB HDD NAS

G. Specifications for After-Sale Service for Goods

Description
<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)

**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 Goods 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. HQ-2022-016**

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Price in USD	Total Amount in USD
1.	Laptop	Refer Annex C Section F. Table 1	Per Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Monitor	Refer Annex C Section F. Table 1	Per Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Keyboard & Mouse	Refer Annex C Section F. Table 1	Per Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	External HDD	Refer Annex C Section F. Table 1	Per Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Data traveller USB	Refer Annex C Section F. Table 1	Per Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Headphone	Refer Annex C Section F. Table 1	Per Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Multi-function Device	Refer Annex C Section F. Table 1	Per Unit	1	<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 Price in USD	Total Amount in USD
8.	Conference equipment	Refer Annex C Section F. Table 1	Per Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Network equipment	Refer Annex C Section F. Table 1	Per Unit	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)							
Taxes/ VAT (if applicable)							
Grand Total							

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 90 Days from Receipt of PO			
Incoterms DAP including Customs Clearance			
Provision of Serial Numbers at the time of Shipment to be inserted in Purchase Order and to be counter-checked by IDLO upon delivery			
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>Bidder’s Stamp</p>
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<p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	
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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_august_2020.pdf

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