

**Request for Quotations (RFQ)**

RFQ Number: YMC-2019-002

Issuance Date: 23/08/2019

Deadline for Offers: 13/09/2019

Description: CNC equipment for educational activities

For: Youth Maker Club (YMC)

Funded By: LED - Liechtenstein Development Service,

 Project 40419\_2019/20

Issued by: National Association of Private ICT Companies (ATIC)

ATIC Points of Contact: Oriol Irina, Deputy Project Coordinator, ioriol@ict.md

 Ion Corbu, Technical Manager, ion.corbu@ict.md

**Section 1: Instructions to Offerors**

**Introduction**: The “Youth Maker Club” project (YMC) is implemented by the Moldovan Association of ICT Companies (ATIC), supported by Liechtenstein Development Services (LED) which aims to promote the development of the ICT sector in the Republic of Moldova through viable partnerships between the private companies, similar organizations, state institutions, international organizations in order to enhance the competitiveness and development of the sector and company capacities, enlarge the market, attract investments in the country and participate in the decision making and regulatory process on the national and international level. As part of the activity, ATIC requires the purchase of CNC equipment to be used in educational activities for VET students such as workshops on learning to operate CNC machinery and design for CNC machines. The purpose of this RFQ is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by ATIC in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol**: Offers must be received no later than 18:00 local Chisinau time on 13.09.2019 by  email or by hard copy delivery to the Tekwill office. Any emailed offers must be emailed to ioriol@ict.md. Any hard copy deliveries must be stamped and signed by the offeror’s authorized representative and delivered to the Tekwill Office located at str. Studenților 9/11, Chisinau.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of ATIC.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 18:00 local Chisinau time on 09.09.2019 by email to ion.corbu@ict.md. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by ATIC will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ATIC or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Specifications**: Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in MDL – Moldovan Lei. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFQ are requested to submit a copy of their identification card.
1. **Delivery**: The delivery location for the items described in this RFQ is str. Studentilor 9/11, Chisinau. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. All rights to warranty support and service shall be transferred with the commodity to that entity’s end-user.
3. **Taxes and VAT**:

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.

1. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award.
2. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
	1. *Technical* - 30 points: Responsiveness to the technical specifications and requirements.
	2. *Delivery* - 10 points: The speed of delivery.
	3. *After-Sales Service* - 20 points: The ability for the offeror to provide after-sales services, including warranty and routine maintenance, particularly in the areas outside of the capital city. Service center(s) will be evaluated on ability to be equipped with tools, staffed with technical personnel, and stocked with spare parts for after-sales service.
	4. *Price* - 40 points: The overall cost presented in the offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ATIC reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, ATIC reserves the right to conduct any of the following:

* ATIC may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this RFQ, ATIC may issue a partial award or split the award among various suppliers, if in the best interest of the Project.
* ATIC may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that LED - Liechtenstein Development Service is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Youth Maker Club (YMC) Project for consideration, as Liechtenstein Development Service will not consider protests regarding procurements carried out by implementing partners. ATIC, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ATIC or the Youth Maker Club (YMC) Project to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to ATIC’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note that the following terms and conditions will apply:

|  |  |  |
| --- | --- | --- |
| **Payment No.** | **Installments** | **Payment Amount** |
| 1 | In 15 days after signing the contract | 30 % of subcontract fixed price |
| 2 | In 15 days after delivery of the services and receipt of the services and goods | 70% of subcontract fixed price |

1. Payment will be made in MDL, via wire transfer to the account specified in the Subcontractor’s invoice. Payment of unpaid balances will be made upon completion and final acceptance of all works and deliverables by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Subcontractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.
2. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
3. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
4. The title to any goods supplied under any award resulting from this RFQ shall pass to ATIC following delivery and acceptance of the goods by ATIC. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ATIC.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

□ Official quotation, including specifications of offered equipment (see Section 3 for example format)

□ Copy of offeror’s registration or business license (see Section 1.5 for more details)

**Section 3: Letter of Transmittal**

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Moldova ICT Excellence Project

 Str. Studentilor 9/11

Reference: RFQ No: YMC-2019-002

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any ATIC or ICTEC project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to ATIC’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Specifications and Technical Requirements**

*The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to ATIC.*

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| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description and Specifications** | **Qty** | **Items and Specifications Offered** | **Unit Price, MDL** | **Total Price, MDL** |
| 1 | **CNC Router**working area 500x500 mm;900W spindle;1/4” diameter shank;dust control;z-probe;clamp set;maintenence toolkit;router bits set for wood engraving/cutting;router bit set for metal engravingopen source firmware;compatible with Windows OS;1 year warranty. | 1 |  |  |  |
| 2 | **CNC laser engraver**working area 300x200 mm;50W laser;suitable for engraving wood, plywood, fabric, leather;moving z axis;enclosed working area;smoke extraction;maintenence toolkitwater cooling system;open source firmware;compatible with Windows OS;1 year warranty. | 1 |  |  |  |
| 3 | **FDM 3D printer**working volume 250x210x200 mm;heated bed;replaceable / magnetic heat bed sheet;suitable for printing PLA, ABS, PET, HIPS, TPU, Nylon materials;maintenence toolkit;open source firmware;compatible with Windows OS;1 year warranty. | 1 |  |  |  |
|  | Equipment can come assembled or as a kit with accompanying assembly guide. Either option - warranty cover for 1 year. |  |  |  |  |
|  |  |  |  |  |  |
| **Subtotal:** |  |
| **Delivery Costs:** |  |
| **Other Costs (Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) :** |  |
| **GRAND TOTAL, MDL:** |  |

Delivery time (after receipt of order): calendar days

Length of warranty on offered equipment: years

Location of service center(s) for after-sales service, including warranty repair: