

Updated on 22.10.2024
Request for Quotations (RFQ)

RFQ Number: #YMC-2024-006

Issuance date: October 11th, 2024

Updated date: October 22nd, 2024

Deadline for offers: October 25th, 2024, 12:00 Chisinau time

Description: **Supply of notebooks and mouses for the Youth Maker Club (YMC) project**

For: Youth Maker Clud project

Funded by: Liechtenstein Development Service (LED)

Issued by: Moldovan Association of ICT Companies (ATIC)

ATIC Point of Contact: csirbu@ict.md – Cristina Sirbu, ATIC Procurement Specialist
ymc@ict.md – Iulian Lungu, YMC Project Coordinator

Section 1: Instructions to Offerors

1. Introduction:

The National Association of ICT Companies (ATIC) is seeking a qualified, responsible, and official supplier to provide notebooks and mice to equip the four Youth Maker Club project locations as part of the initiative to expand and double the number of students.

The given procurement is managed under the Youth Maker Club Project – implemented in the Republic of Moldova by ATIC, in partnership with Liechtenstein Development Service (LED): to expand and doubling the number of participants to at least 2,490 students and increase its pool of mentors from 16 to 20 and train 20 VET teachers to support a broader engagement with VET institutions and the private sector.

The required goods needed for the endowment of the YMC club Laboratories within 4 locations over the country, are grouped into 1 LOT and delivery requirements as follows:

LOT # 1	TYPE OF GOODS	Qty, pcs	DONOR	DELIVERY TERM
1.1	Notebooks	42	LED	Up to 30 calendar days from contract issue
1.2	Mouses	55	LED	Up to 30 calendar days from contract issue

For details please refer to Section 3 – Technical Specifications.

About ATIC: THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the organization uniting over 94 companies, gathering over 9,000 employees.

Being established in 2006, ATIC is the action leading association and the voice of the Moldovan ICT industry that promotes the development of the ICT sector in Republic of Moldova through viable partnerships between companies, similar organizations, government, state institutions and international organizations. The association was founded to represent the industry on different policies and ATIC has extensive experience in implementing a variety of educational and entrepreneurial projects for children, youth and adults. One of the priorities includes supporting women in TECH, women empowerment and equal access to work opportunities.

The Youth Maker Club (YMC) Project is a flagship initiative of the National Association of ICT Companies (ATIC), launched in 2019 with the support of the Liechtenstein Development Service (LED). The project aims to address the growing skills gap in Moldova's vocational education and training (VET) sector by providing students with hands-on experience in key technical, digital, and soft skills. These skills are essential for navigating the rapidly changing job market, particularly in industries that rely on advanced technology, engineering, and digital innovation.

2. Offer Deadline and Protocol:

Offers must be submitted **no later than 15:00, local Chisinau time, on October 25th, 2024**. Offers received after the specified time and date will be considered late and will NOT be evaluated by ATIC.

Electronic Submission Only:

The only acceptable submission method is electronic – via email.

Any email offers must be sent to the following address:

to: csirbu@ict.md – Cristina Sirbu, ATIC Procurement Specialist

cc: ymc@ict.md – Iulian Lungu, YMC Project Coordinator

Offers must be submitted in two (2) separate .pdf format files corresponding to the:

- 1) Technical Quotation Forms A-E and other mandatory documents required by this solicitation documents - details in Section 3. There may be one or several PDF files with relevant names.
- 2) Financial Quotation FORM F **(should be password protected)**. ATIC will request the password if the quotation is deemed eligible and technically compliant. Any submission of the financial quotation that is not password protected will be disqualified. Also, any submission of the financial quotation together with the password will be disqualified.

Please refer to the RFQ number in any response to this RFQ.

All offers must be prepared in one of the 3 languages: English, Romanian or Russian.

Offers received after the specified time and date will be considered late and will NOT be reviewed by ATIC.

All offers must be prepared in one of the 3 languages: English, Romanian or Russian.

3. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted **no later than 12:00, local Chisinau time on October 23rd, 2024**, by email to: ymc@ict.md, cc: csirbu@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.

4. Specifications:

Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused (refurbished not accepted). In addition, all electrical commodities (if applicable), 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.

5. Quotations:

Quotations in response to this RFQ must be set on a fixed-price, all-inclusive basis, including delivery and all other costs required at Section 3.

Currency of Quotation & VAT: Pricing must be presented in MDL (VAT 0% and exempt of customs taxes for donor funded goods, VAT inclusive for ATIC financed purchase).

Quotation validity: Offers must remain valid for no less than sixty (60) calendar days after the offer deadline. In exceptional circumstances, ATIC may request Companies to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Quotation shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial quotations: allowed per LOT

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license.

Mandatory documents to be submitted: Offerors responding to this RFQ are requested to submit the following documents:

1) At a minimum, the Technical Volume must contain the following required completed documents:

- Application form (FORM A)
- Letter of Transmittal (see FORM B)
- Offeror's Summary Sheet (see FORM C)
- Certification Regarding Responsibility Matters (see FORM D)
- Evidence Regarding Responsibility Matters (see FORM E)
- Copy of Company's Registration Certificate;
- Tax Registration/ no debt Certificate issued by the Tax Authority evidencing that the Bidder has no debts
- 3 Reference Letters (proof of satisfactory performance) from Clients from the last (3) years;
- Most recent Income Statement and Balance Sheet, for the last 3 years; ATIC has the right to reject any offer if submitted by a Supplier whom is not financially capable and/or had serious financial problems – low liquidity ration, (ATIC may check offeror's financial capacity of the Offeror and has the authority to seek references from concerned parties & banks on the Company's financial standing;

2) Product Certifications and Commercialization Information and Documents:

- Manufacturer's authorization to act on behalf of the manufacturer, if the offeror is not the manufacturer of goods (preferable)
- Export/Import Licenses, if applicable
- Name and address of the authorized entity/Service Center in Chisinau, Moldova for warranty/ guarantee repair, maintenance services (including registration certificate)
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the supplier, if any
- Certificates of quality and origin for the offered goods

- Environmental Compliance Certificates, Accreditations, and/or Markings/Labels, and other evidences of the Supplier's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures

3) Financial Bid:

- Dully filled in Quotation form (FORM F), in line with the technical specifications (Detailed offered technical description of the offered goods);

6. Delivery:

Delivered-at-Place (DAP) Chisinau please see Section 3 – Technical Specifications. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the execution timeframe (after order receipt). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

Expected delivery: Delivery must be made to ATIC: 9/11 Studentilor st., Chisinau mun., Republic of Moldova (Tekwill). Delivery, up to 30 calendar days from the date of issue of the contract.

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in the contract, the Supplier shall (a) immediately consult with ATIC to determine the most expeditious means for delivering the goods and (b) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by ATIC.

7. Packing requirements

Packing of goods should be performed as per standard procedures: it is the responsibility of the selected supplier to ensure that the delivered goods are intact/not tempered with. Damaged items will not be received and should be replaced with a new one of the same specifications.

8. Customs clearance of goods shall be done by the supplier.

9. Source/Nationality/Manufacture: Goods shall not be manufactured by entities included in EU or UN sanctions lists www.sanctionsmap.eu ("EU Restrictive Measures") or www.scsanctions.un.org/search/ (United Nations Security Council Consolidated List Search).

10. Warranty:

The warranty coverage must be valid on all goods/services/works after delivery/execution and acceptance of the services/works. For details please refer Section 3 – Technical Specifications and see the particular requirements for each lot. The full warranty shall include maintenance, troubleshooting and repair including provision of spare parts.

11. 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 Moldova. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. If any exempt charges are paid by the Contractor, they will not be reimbursed to the Contractor by ATIC. The Contractor shall immediately notify ATIC if any such taxes are assessed against the Contractor or its subcontractors/suppliers at any tier. The Contractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by

individuals employed by the Contractor and who are directed to work as required under this Contract. The Contractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which Contractor is normally responsible because of operating its business.

12. Eligibility:

By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, bankrupt, or otherwise considered ineligible for an award.

The offeror shall prove its eligibility and qualification by providing supporting documents to comply with the above:

Eligibility	Criteria	
Legal status	The company is a legally registered entity.	Filled and Signed in: Form A – application Form
Eligibility and conflicts of interest	<ul style="list-style-type: none"> - Suppliers are not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization, EU or other international Organization. - Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the supplier that could impair its operations in the foreseeable future. - No conflicts of interest in accordance. 	Filled and Signed in: FORM D – Certification Regarding Responsibility Matters, FORM B – Letter of Transmittal, FORM C – Certificate of Independent Price Determination
Licenses, Authorizations, Certificates	<ul style="list-style-type: none"> - Manufacturer’s authorization to act on behalf of the manufacturer, if the offeror is not the manufacturer of goods. - Export/Import Licenses, if applicable - Tax Registration/ no debt Certificate issued by the Tax Authority evidencing that the Bidder has no debts 	Statements to be provided
	<ul style="list-style-type: none"> - Name and address of the authorized entity/Service Center in Chisinau, Moldova for warranty/ guarantee repair, maintenance services (including registration certificate) - Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the supplier, if any - Certificates of quality and origin for the offered goods - Environmental Compliance Certificates, Accreditations, and/or Markings/Labels, and other evidence of the Supplier’s practices which contribute to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures - List and value of major contracts of similar nature and size successfully completed in the past three years, (year, client, amount, contact details) - Most recent Income Statement and Balance Sheet, for the last 3 years; ATIC has the right to reject any offer if submitted by a Supplier who is not financially capable and/or had serious financial problems – low liquidity ration, (ATIC may check offeror’s financial capacity of the Offeror and has the authority to seek references from concerned parties & banks on the Company’s financial standing 	Provide information /separate documents: Describe in FORM E – Evidence of Responsibility Statement / Separate document - Provide copies
Qualification	<ul style="list-style-type: none"> - No contract non-performance in the last 3 years (because of default/bankruptcy) - No court or arbitral decisions against the supplier in the last 3 years 	Signed Form D – Certification regarding responsibility Matters

	- At least 3-years of experience in supplying and provision of IT /office/ICT equipment	Describe in FORM E – Evidence of Responsibility Statement
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13. Evaluation and Award:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a **lowest-price, technically acceptable basis**, business experience, the visual aspect of the work to be performed, similar objects in the past and short production and installation terms. The delivery period will also play an important role in the cost of the lots requiring the priority delivery.

Technical Evaluation	- The offers will be evaluated for their compliance/non-compliance with the technical requirements and specifications stated in this RfQ	
	<ul style="list-style-type: none"> - Full compliance of Offer to the Technical Requirements: - Full compliance with offered goods to the Technical Specifications and required quality standards - Availability of certificates of quality and origin for the offered equipment - The equipment offered shall be compatible with the Microsoft Hardware Compatibility List - Acceptability of after-sales service capacity and appropriateness of service network in areas of delivery - Ability to deliver goods in all areas required by this RfQ 	Filled in Form F – Quotation form
Financial Evaluation	<ul style="list-style-type: none"> - Compliance with pricing conditions described in the RFQ - Detailed analysis of the price-offer based on requirements listed in Section 3 and quoted for by the bidders in Form F. - Price comparisons shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) 	Filled in Form F – Quotation form

The evaluation committee will analyze all quotations according to the evaluation criteria mentioned in the table below:

#	EVALUATION CRITERIA	MAXIMUM OBTAINABLE POINTS	
I.	Technical Evaluation	75 pts	
1	Full compliance of offered goods to the Technical Specifications and required quality standards	20 pts	20 pts – compliant; 10 pts – small acceptable deviations; 0 pts – not compliant;
2	Availability of certificates of quality and origin for the offered equipment	5 pts	5 pts - all certificates sent; 3 pts - some certificates are missing; 0 pts - certificates are missing;
3	Equipment offered shall be compatible with the Microsoft Hardware Compatibility List	5 pts	5 - MS compliant; 0 - not compliant;
4	Acceptability of after-sales service capacity and appropriateness of service network in areas of YMC club locations;	10 pts	10 pts – availability of a service center 0 pts – no service center
5	minimum 3 years of experience in supplying and provision of IT equipment	10 pts	5 pts - 3 years 1 pts for each additional year of experience (5 +1+1+1+1+1)
6	Proposed timeline of delivery	15 pts	15 pts – shorter than required period of 30 calendar days 10 pts – as requested in 30 calendar days 5 pts – longer than requested, but reasonable and acceptable, up to 45 calendar days;

			<i>0 pts – longer than requested, but not reasonable and unacceptable;</i>
7	Validity of cost-offer	5 pts	<i>5 pts – as requested or longer than requested 0 pts – shorter than requested</i>
II.	Financial Offer (Gross amount)	30 pts	<i>minimum offer - 30 pts; Evaluated offer pts = (lowest offer x 30 pts) / evaluated offer</i>
Total Points = Technical + Cost Approach		100 pts	

***Minimum technical passing score** – 49 pts (70% of the technical score). Offers that do not reach the minimum pass score will not be considered for further evaluation.

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 **Donors** are not party to this solicitation and the offeror agrees that any protest hereunder must be presented - in writing with full explanations - to ATIC for consideration, Donors 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.

14. Terms and Conditions:

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ATIC to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

Please note that the following terms and conditions will apply in case of any resulting award:

- a) Advance payment can be taken into consideration ($\geq 30\%$) and will be conditioned by the Contractor submitting a bank guarantee, which will be calculated as a % of the contract, up to the maximum delivery term that will be indicated in the contract.
- b) Payments will be made in MDL, via wire transfer to the account specified in the Contractor's invoice. Payment of unpaid balances will be made upon completion and final acceptance of goods 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.
- c) 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.
- d) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- e) *No goods or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries/entities included*

in the EU and UN sanctions lists comprehensive mapping of existing programmes, capacities and needs of refugees and vulnerable categories of women in regions;

- f) EU laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- g) Economic resources provided by the EU under this Project shall not be made available to, or for the benefit of, third parties - whether entities, individuals or groups of individuals - designated by the EU and/or UN Security Council as subject to restrictive measures in the lists provided at www.sanctionsmap.eu ("EU Restrictive Measures") or www.scsanctions.un.org/search/ (United Nations Security Council Consolidated List Search)
Implementing Partner (ATIC) shall cooperate with Sida and/or the Contracting Authority in assessing if the third parties - whether entities, individuals or groups of individuals - identified by the Cooperation Partner as recipients of funds in connection with the implementation of the respective Contribution Agreement fall under the scope of EU Restrictive Measures. In the event that such recipients fall under the scope of EU Restrictive Measures, the Cooperation Partner shall promptly inform Sida and/or the Contracting Authority.
- h) 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.

At any time during the validity of the quotation, ATIC shall not accept any changes in unit prices, due to escalation, inflation, exchange rates fluctuation, or other market factors, after receipt of the quotation.

At the time of award of the Contract, ATIC reserves the **right to increase or decrease the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer (per LOT)**, without changes in the unit price or other terms and conditions.

Section 2: Offer Checklist

To assist offerors in preparation of quotations, the following checklist summarizes the documentation to include an offer in response to this RFQ: the list of documents as per Section 1, p.5 Mandatory documents to be submitted

Section 3: Technical Specifications and Requirements

The table below contains the List of the required goods/services. Offerors are requested to provide quotations, including the technical specifications of the notebooks and mouses, containing the information below on official letterhead or official quotation format (As per FORM F – Quotation Form).

Offerors are allowed to quote items of different brands/models within the same LOT/Item category, provided that the equipment is technically acceptable.

#	Goods and Technical Specifications	Country of Import	Quantity, pcs
1	Notebooks		

	<p>Item: Notebooks (16 GB RAM)</p> <p>Display: 15.6-16" WQXGA (2560x1600) CPU: Intel/AMD, min 12 Cores, min 16 Threads, base frequency 2.6 GHz – 4.7 GHz RAM: 16GB DDR5 (1x 16GB/ 2x 8GB) Storage: 512 GB SSD M.2 NVMe (Updated on Oct 22nd, 2024) GPU: discrete</p> <p>Ports:</p> <ul style="list-style-type: none"> - HDMI 2.1 - 1 microphone in, 1 headphone or combo jack - RJ-45 or USB-C to LAN adapter - 1-2x USB-C 3.2 Gen 2 - 2x USB-A 3.2 <p>Slots: MicroSD Card Reader Keyboard: English, Russian; Wireless conn.: Wi-Fi 6 (802.11ax), Bluetooth 5.1 OS: Windows® 11 Pro 64-bit (Microsoft official* license); * Microsoft genuine, perpetual license, purchased through OEM** or Volume Licensing programs ** Preinstalled at the factory or delivered and installed through Microsoft official channel (Microsoft – MS Distributor – MS Partner) Warranty: 3 years</p>		42 units
2	Mouses		
	<p>Item: Mouse</p> <p>Interface: USB type A 2.0 Wired Mouse, Sensor: Optical tracking, up to 7000 dpi Supported Software Platforms: Windows 7, Windows 8, Windows 10, Windows 11 Cable length: 1-2m Lighting: optional RGB backlight</p>		55 units
Other information:			
<p>Warranty and aftersales requirements:</p> <ul style="list-style-type: none"> - Warranty (full) min 36 months - Service Center in Moldova - Brand new replacement if unit is beyond repair (withing warranty period) 			
Delivery costs included (Address: 9/11 Studentilor st., Chisinau mun., Republic of Moldova (Tekwill))			
DELIVERY TIME: Up to 30 calendar days, preferable, for goods available in stock			

**ATIC may change/adjust quantities to fit available budgets (based on funding sources).*