

Name and address of the contracting authority:

Exceptional Situations Department of Chisinau General Inspectorate for Emergency Situations
3 Iacob Hancu Street, Chisinau, Republic of Moldova, postal code MD-2005

Contact person: Liviu Merzîncu, Acting Head

Title of the tender: Procurement of office equipment

Reference number: REACT/2SOFT/4.2./149/Lot 2

PART A:

1. INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

The subject of this tender is: Procurement of office equipment (REACT/2SOFT/4.2./149/Lot 2).

Procurement procedures according EU PRAG rules (version 2016.0).

Provision of **supplies/ goods**, as indicated in the technical information in point 2 (technical information/ technical specifications) of the tender document.

Deadline for submission of the tenders:

The deadline for submission of tenders is **November 17th, 2020 at 17:00 Moldova time (GMT+2)**.

Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in Part B (Tender Form) of this tender dossier**. The tender will be submitted in 1 (one) original and 2 (two) copies.

The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

The envelope will contain the following information at the external part:

Name and address of the Contracting Authority:

Exceptional Situations Department of Chisinau General Inspectorate for Emergency Situations.
3 Iacob Hancu Street, Chisinau, Republic of Moldova, MD-2005

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The words ‘Not to be opened before the tender opening session’ in the language of the tender dossier and „A nu se deschide înainte de sesiunea de deschidere a ofertelor”.

Name and address of the tenderer:

2. TECHNICAL INFORMATION/ SPECIFICATIONS

The tenderers are required to provide goods as indicated below. In the technical offer, the tenderers will indicate more details on the deliveries, referring to the below table.

No.	No. of items	Title of item	Minimum technical specifications required	Required timeframe
Goods				
1	Two	Laptop with accessories	Display: 15.6"	17/11/2020 17:00
2	One	Multi-functional A3 Printer	Multifunctional, Print, Copy and Scan A3	17/11/2020 17:00
3	One	Projector with remote control	Audio speakers: Yes remote control: Yes	17/11/2020 17:00
4	One	Photo-camera	LCD Display: 3", flexible; Sensor resolution: maximal; Video resolution: Full HD; Memory card included	17/11/2020 17:00

3. FINANCIAL INFORMATION

The maximum available value of the contract is 4,771.00 EUR.

Tenderers shall submit offer per each type of office equipment.

The payment will be done in MDL according to the EU inforeuro course in the month of payment.

https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

4. ADDITIONAL INFORMATION

The selection criteria are/ Documents to be submitted:

No	Description of criteria	Proof mode of criteria achievement	Obligatory
1.	Registration certificate (Public Services Agency)	A signed copy with company stamp	yes
2.	At least 3 contracts of similar nature and size in last calendar year	Copy of the list of contracts - signed, with company stamp	yes
3.	At least 10,000.00 Eur turnover of the bidder during the last 3 years	Copy of the list of contracts with amounts - signed, with company stamp (according to the original)	yes
4.	At least 5 of technical staff in the last 3 years	Copy of confirmation letter - signed, with company stamp	Yes
5.	Certificate regarding the lack of arrears to the national public budget	Original	Yes
6.	Financial identification form	Original	Yes
7.	Legal entity form	Original	Yes
8.	Declaration of honor	Original	Yes

9.	Financial statements for the last three years for which accounts have been closed.	Copy according to the original, signed, with company stamp	Yes
10.	Technical and financial offer (Part B – Annex III)	Original	Yes

The award criterion is:

Lowest price of technically compliant offers.

Offers shall be evaluated per each type of equipment.

The successful and unsuccessful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 5 working days from the deadline for submission of the tenders.

Annexes:

Annex 1. Letter of invitation to tender

Annex 2. Contract Notice

Annex 3. Instructions to tenderers

Annex 4. Draft Contract

Annex 5. Financial Identification Form

Annex 6. Legal Entity Form

Annex 7. Special Conditions

Annex 8. General Conditions

Annex 9. Declaration of honour on exclusion criteria and selection criteria

Annex 10. Technical Specifications

Annex 11. Tender Form

Annex 12. Administrative Compliance Grid

Annex 13. Evaluation Grid

Annex 14. Provisional / Final Acceptance Certificate