

27.02.2024

Request for quotation (RFQ) – goods or services

RFQ Title:	Palladium RFQ – IT Equipment - Moldova
RFQ Issue Date:	27.02.2024
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Data for Impact
The Company	Palladium UK Limited Londra Sucursala Chisinau
Closing Date and Time	17.03.2024, 6:00 pm
Contact Person	Cristina Gherman
Details for Submission	Submissions should be emailed to cristina.gherman@thepalladiumgroup.com

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on +373 69 157 304 or by e-mail cristina.gherman@thepalladiumgroup.com.

Yours sincerely,

Cristina Gherman

Project Assistant

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

Schedule - Terms of Reference

Purpose

We are requesting bids for IT equipment. Specifically for 10 laptops and 10, multifunctional printers.

Type of Contract

Blanket Purchase Agreement (BPA)

Anticipated Contract Term

March 2024 – April 2024

Company Information

Palladium is a global leader in the design, development and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits.

The Project

Data for Impact (D4I) is working with the Ministry of Labor and Social Protection (MOLSP) of the Republic of Moldova on strengthening data collection systems and use of information for decision making. The key priority areas are developing a child protection information system (CPIS) and working with the National Social Assistance Agency (NSAA) to strengthen monitoring and evaluation (M&E)/data use support to the territorial social assistance structures (TSAS) and territorial social assistance agency (TSAA). In addition, D4I is supporting the review and use of data to inform government decisions, with the ultimate goal of improving the lives of Ukrainian refugees currently in the Republic of Moldova.

Timeline

Deadline for submission of quotations is 17.03.2024, by 6:00 p.m. The quote is valid for 30 days from submission and if accepted Palladium UK Limited Londra Sucursala Chisinau will issue a contract to the company.

Specifications for the goods

Section 1: Laptop

- Processor: Intel Core i5 (13th Gen or newer)
- RAM: Minimum 8GB LPDDR5-4800
- Storage: SSD with at least 512GB capacity
- Display: 15.6" IPS Full HD (1920x1080), antireflection
- Operating System: Windows 10 or newer
- Battery Life: Minimum 8 hours
- Connectivity: Wi-Fi 6, Bluetooth 5.0
- Ports: USB Type-C, USB Type-A, HDMI
- Weight: Under 1.6 kg
- Security: Integrated webcam with privacy shutter, fingerprint reader (optional)
- Warranty: Minimum 1-year manufacturer warranty

Section 2: Multifunctional Printer (MFP)

- Printing Technology: Laser
- Speed: Up to 29 ppm (simplex), 18.5 ipm (duplex, A4)
- First Copy Time: 7.6 seconds max.
- Resolution: Up to 600 x 600 dpi
- Copy Types: Text/Photo, High-Speed Text/Photo, Photo, Text
- Duplex Copy: Automatic

- Multiple Copy: Up to 900 copies
- Reduction/Enlargement: 25% to 400% in 1% increments
- Additional Copy Functions: Copy assembly, 2 on 1, 4 on 1, ID and passport copy

Scanner:

- Type: Flatbed, Color
- Resolution: Optical up to 600 x 600 dpi, enhanced up to 9600 x 9600 dpi
- Speed: Mono simplex: 2.7 sec/page, color simplex: 3.5 sec/page (specified dpi)
- Color Depth: 24 bits (input and output)
- Gray Levels: 256
- Compatibility: TWAIN, WIA
- Maximum Scanning Width: Up to 216mm
- Scan to PC: Single-page JPEG
- Scan to Cloud: TIFF, JPEG, PDF, PNG

Paper Handling:

- Input: 150-sheet cassette, 1-sheet multipurpose tray
- Max. Input Capacity: 151 sheets
- Output: 50 sheets
- Print Weight: 60 to 163 g/m²
- General Printer Specifications:

Processor Speed: 1200MHz min.

Memory: 256MB min.

Control Panel: 5-line monochrome LCD

Connectivity

Interface: USB 2.0 Hi-Speed, 10BASE-T/100BASE-TX, Wi-Fi 802.11b/g/n, Wi-Fi Direct

Use and Capacity:

- Recommended Monthly Print Volume: 150 to 2,000 pages
- Duty Cycle: Up to 20,000 pages/month
- Starter Cartridge Included

Palladium will assess each submission based on Selection Panel Report, and will be based on compliance with this Request for Quotation (RFQ), ability to meet the requirement as specified and overall value for money using the following criteria:

- ☐ The equipment should correspond to the criteria and specifications as mentioned above under point 1. Specifications of goods.
- ☐ The company should have additional services as transportation of the equipment to the Place A or B as requested by the D4I Project;

Instructions to the Offerors

The following items are required to be submitted as part of the proposal:

- ☐ Technical Proposal & Management Approach (see enclosed price list submission format – Annex A).
- ☐ Sample of the equipment in accordance to the criteria and specifications as mentioned.
- ☐ The quotations should be in Moldavian lei, MDL, VAT exclusive.
- ☐ The company should included delivery services in their quotations.

If these minimum criteria are met, the lowest priced offeror will be awarded.

Palladium reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and prices with the original submission.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.