



Organization for Security and Co-operation in Europe Mission to Georgia

From: OSCE Mission to Georgia

No of Page(s): 6 pages

OSCE Ref: 2905-2007 (please quote in all correspondence)

Subject: IT Equipment for the PAP

REQUEST FOR QUOTATION (RFQ) No. 2905-2007

Dear Sir/Madam:

1. The OSCE Mission to Georgia, Procurement Unit (hereinafter called “the OSCE”) invites you to submit your quotation for IT equipment as specified in Sections II hereto.
2. You must submit your quotation for any or for all items in respect to this RFQ.
3. Your quotation should be addressed and submitted to OSCE e-mail: Tender-GE@osce.ge **on or before 7 June 2007, 15.00 CET**.
4. Your quotation and all correspondence should be made in English.
5. Your quotation should be in accordance with the following instructions:
 - (i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Technical Specifications and Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;
 - (ii) All price(s) quoted shall be made on the basis of the delivery terms required by the OSCE, as specified in Section II;
 - (iii) All price(s) shall be quoted in the currency accepted by the OSCE, as specified in Section I, Quotation Submission Form;
 - (iv) All price(s) shall be quoted excluding taxes;
 - (v) Your quotation shall be valid for the period of calendars days past the deadline for receipt of quotations as specified by the OSCE in Section I, Quotation Submission Form;
 - (vi) Your quotation must, if applicable, specify the country of origin of the offered goods/items;
 - (vii) Your quotation must bear the OSCE Ref No indicated above;
6. The administrative examination and evaluation of quotations received will in material aspects follow the OSCE’s Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will

be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).

7. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.

8. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.

9. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

10. Please, note that the OSCE will not notify unsuccessful company(ies).

11. Please, address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits:

Procurement Unit of OSCE Mission to Georgia
Krtsanisi Governmental Residence, Krtsanisi Street, 0114 Tbilisi, Georgia,
Tender-GE@osce.org

Attachments:

Section I, Quotation Submission Form
Section II, Technical Specifications and Schedule of Requirements.

Section I – Quotation Submission Form

Notes to Bidders: It is mandatory that the Bidder duly completes and signs this Quotation Submission Form, or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form. Please, also note that the Bidder is requested to duly complete the relevant part(s) of Section II, Technical Specifications and Schedule of Requirements and to attach it as an integral part of its quotation.

The Bidder shall fill in this Quotation Submission Form in accordance with the instructions indicated. The list of line items in column 1 of the table must coincide with the List of Goods and Related Services specified by the OSCE in Section II, Technical Specifications and Requirements.

On (i) Compliance: By reference to Section II, Technical Specifications and Requirements, the Bidder is requested to provide an item-by-item commentary on the OSCE's Technical Specifications and Requirements, demonstrating to the OSCE that its offered Goods are substantially responsive to those specifications and requirements. Any deviation or exception to these specifications and requirements should be clearly indicated here.

On (ii) Unit Price: The Bidder should offer unit prices on the basis of the delivery terms specified by the OSCE in Section II, Technical Specifications and Requirements.

Date [*Bidder to insert date*]

OSCE Ref No. 2905-2007

To: **OSCE Mission to Georgia, Procurement Unit**

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver **IT Equipment for the PAP**, in conformity with your RFQ documents as follows:

| 1 Item | 2 Description | Compliance (i) | Country of Origin |
|-----------|------------------|----------------|-------------------|
| | | | |

| 1 Item | 3 Quantity | 4 Offered Unit Price (ii) EUR | 5 Total Offered Price EUR |
|-----------|---------------|-------------------------------------|---------------------------------|
| | | | |

We undertake, if our quotation is accepted, to supply and deliver the goods in accordance with the delivery schedule specified in Section II of your RFQ Documents, Technical Specifications and Requirements.

We agree to abide by this quotation for a period of validity of **60** calendar days past the deadline for the receipt of quotations. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

We certify and confirm that we comply with the eligibility requirements stated in Article 2 of your Instructions to Bidders.

[Bidder to insert name and signature of duly authorized representative]

Section II - TECHNICAL SPECIFICATIONS AND REQUIREMENTS

| # | Item Description | Technical Specifications |
|---|---|---|
| | | |
| | | |
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| | | |
| | Item Description/Requirement | OSCE Requirements (required certifications, technical standards, delivery terms, after-sales services; spare parts; etc) |
| 1 | <p>Touch Screen:</p> <p>1. HP Compaq Dx 2200 Microtower PC- Intel Pentium 4 630 Processor 3.00 GHz, 2 MB L2 cache, 800 MHz front side bus, ATI Radeon Xpress 200 chipset, 512 MB DDR2-Synch DRAM PC2-5300, 80 GB 7200 rpm Serial ATA 3.0 Gb/s Hard Drive, CD-ROM 48x, two full height PCI 2.3 slots, one full-height PCI Express x 1 slot and one full height PCI-Express x 16 Slot. Integrated Realtek 8100 C 10/100 Fast ethernet Network Connection, 2004 standard keyboard PS/2, USB optical mouse, Windows XP Pro.</p> <p>HP L5006tm 15" Touchscreen MOnitor- 15" Touchscreen Monitor , Ports: 1 x RS- 232 USB, Interfaces: 1 x 15-pin D-Sub, Resolution: 1024 x 768 75 Hz Maximum, 400:1 contrast Ratio, Projection Technology: Active Matrix TFT.</p> <p>Tripplite AVR UPS AVRX 750U - Ultra compact line interactive UPS, Maintains 230V nominal over an input voltage range of 159-282V, 6 C13 outlets (3 UPS/3 surge-only), Full load runtime: 4 min, Half load runtime: 11 min.</p> <p>Q-ty: 26</p> | <ul style="list-style-type: none"> - Delivery: Mission Warehouse (WH) Tbilisi; - Transportation costs to be included in the item price. - Warranty information to be provided. |
| 2 | <p>Notebook:</p> <p>NX7300 15.4" WXGA BrightView / Intel Core 2 Duo/ T5500, 512MB DDR 2 , HDD 120GB, DVD+/-RW, 56K Modem, 802.11a/b/g, Bluetooth, 6-Cell LiIon Batt, No OS.</p> <p>Q-ty: 4</p> | <ul style="list-style-type: none"> - Delivery: Mission WH Tbilisi; - Transportation costs to be included in the item price. - Warranty information to be provided. |
| 3 | <p>Projector:</p> <p>MULTIMEDIA/ CANON LV-X6 1500 ANSI Lumens, 1024x768</p> <p>Q-ty: 3</p> | <ul style="list-style-type: none"> - Delivery: Mission WH Tbilisi; - Transportation costs to be included in the item price. - Warranty information to be provided. |

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| | | |
| 4 | Printer Laser Jet HP 1018: Personal LaserJet/ 1018 A4 12ppm 1200dpi 2mb 3000p/m USB 2.0. Q-ty: 4 | <ul style="list-style-type: none"> - Delivery: Mission WH Tbilisi; - Transportation costs to be included in the item price. - Warranty information to be provided. |
| 5 | Colour Printer Laser Jet HP 1600: Color LaserJet/ 1600 8/8ppm 16mb ImageREt 2400, 20000 p/m. Q-ty: 1 | <ul style="list-style-type: none"> - Delivery: Mission WH Tbilisi; - Transportation costs to be included in the item price. - Warranty information to be provided. |

Signature of Bidder: _____

[Bidder to insert name and signature of duly authorized representative and put a stamp]