

## Invitation to Quote (ITQ)

Project Title: Social Service Improvement Project - SSIP  
Source of Funding: IBRD Loan No. 8902-MK  
Contract Ref: MK/SSIP# 3.1.41  
Contract Title: Supply and delivery of Printers

Date: March 2, 2022

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:

- **A4 Laser printer/copy/ scanner (13 pieces)**
- **A3 Laser Color Printer (1 piece)**

Information on technical specifications and required quantities are attached.

2. You must quote for all the items under this Invitation. Price quotations will be evaluated for all the items together and Contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. Your price quotation in the form attached may be submitted by at the following address:

Ministry of Labor and Social Policy  
Dame Gruev 14, 1000 Skopje, Republic of North Macedonia  
Attn. Elizabeta Kunovska, SSIP Project Manager

The envelope shall also bear following statements SSIP Project , ref.no. MK/SSIP# 3.1.41 "DO NOT OPEN BEFORE " *HE OTBAPAJ DIO*" March 16, 2022.

4. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in this paragraph: **March 16, 2022, 15:00 CET.**

5. Your quotation in Macedonian or in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in the Republic of North Macedonia.

Your quotation shall consist of:

- Terms and Condition of Supply - filled in and signed
- Technical Specification - filled in and signed
- Form of Quotation - filled in and signed

6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices should be quoted in Macedonian Denar (MKD) for the Total Cost at final destination MLSP's offices: Dame Gruev 14, 1000 Skopje, Republic of North Macedonia (10 pieces-type 1) and Koco Racin 14/9, 1000 Skopje, Republic of North Macedonia, (3 +1 piece) which includes all taxes, VAT, customs, duties, inland transportation and insurance, loading and unloading.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at final destination as per para. i above.

In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

(iii) AWARD OF PURCHASE ORDER/Contract: The award will be made to the bidder offering the lowest substantially evaluated responsive quotation. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Invitation to Quote.

7. Further information can be obtained from:

Sanja Andovska, SSIP Procurement Manager  
Ministry of Labor and Social Policy  
Koco Racin 14/9, 1000 Skopje, Republic of North Macedonia  
Tel: ++ 389 (0)2 3296-807  
E-mail: [sanja.andovska@mtsp.gov.mk](mailto:sanja.andovska@mtsp.gov.mk)

8. Inspections and Audits

8.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

8.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and

Corruption of the Form of Contract, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

9. Please confirm by fax/e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

Sincerely,  
Natasa Dimeska  
SSIP Project Director

## FORM OF CONTRACT

**THIS AGREEMENT** number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_\_ 2022, between the **Ministry of Labour and Social Policy of the Republic of North Macedonia** (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has invited quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “Contract”) and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Term and Conditions of Supply, Technical Specification;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.
4. Termination
  - 4.1 Termination for Default
    - (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
      - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.
      - (ii) if the Supplier fails to perform any other obligation under the Contract; or
      - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

#### 4.2 Termination for Insolvency.

(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

#### 4.3 Termination for Convenience.

(a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

(b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(i) to have any portion completed and delivered at the Contract terms and prices; and/or

(ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

#### Fraud and Corruption

5. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

#### 6. Inspections and Audits

6.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts

and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

**Signature and seal of the Purchaser:**  
FOR AND ON BEHALF OF

**Signature and seal of the Supplier:**  
FOR AND ON BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## FORM OF QUOTATION

\_\_\_\_\_ (Date)

To: Ministry of Labor and Social Policy of the Republic of North Macedonia  
Dame Gruev 14, 1000 Skopje, Republic of North Macedonia

We offer to execute the Contract for Supply and delivery of printers, ref.no. MK/SSIP# 3.1.41 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) (name of currency) \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within a period of \_\_\_\_\_ days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

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

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

\_\_\_\_\_

Name of Supplier: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

**Terms and Conditions of Supply**

Project Name: Social Service Improvement Project - SSIP  
Purchaser: Ministry of Labor and Social Policy of the Republic of North Macedonia  
Consignee: Ministry of Labor and Social Policy of the Republic of North Macedonia  
Package No. MK/SSIP# 3.1.41

1. Prices and Schedules for Supply

<b>Item No</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Unit Price (includes customs, duties, inland transportation and insurance)</b>	<b>VAT</b>	<b>Unit Price (includes all taxes, VAT, customs, duties, inland transportation and insurance)</b>	<b>Total Price at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)</b>	<b>Delivery date</b>
<u>1</u>	<b>A4 Laser printer/copy/scanner</b>	13					
<u>2</u>	<b>A3 Laser Color Printer 2</b>	1					
<b>TOTAL including VAT</b>							

1. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
2. Delivery Schedule: The delivery should be completed as per above schedule but **not exceeding 30 days from the date of signing of contract.**
3. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Republic of North Macedonia.



4. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures.
5. Payment for your invoice will be made 100% against delivery and issuance of Acceptance Certificate by the Purchaser, in 30 days at latest through bank account according to the invoice payment instruction.
6. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
7. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser.
8. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.
  - For purposes of this clause, “Force-Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
  - If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.
9. Required Technical Specifications
  - (i) General Description
  - (ii) Specific details and technical standards
  - (iii) Performance Parameters

Supplier confirms compliance with above specifications. In case of deviations supplier to list all such deviations

NAME OF SUPPLIER \_\_\_\_\_

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

Place:

**TECHNICAL SPECIFICATIONS (REQUIRED AND OFFERED)**

**1. A4 Laser printer/copy/ scanner (13 pieces)**

<b>MINIMAL requirements</b>		<b>Offered</b>
Functions	Print, copy, scan	
Printing method	Monochrome laser printing	
Print resolution (min.)	600 dpi x 600 dpi	
Copy speed black A4 (min.)	30 ppm	
Print speed black A4 (min.)	30 ppm	
Duplex printing	Automatic	
Paper Size	A4	
Input Tray Capacity (min)	100 sheets	
Scan resolution	Min. 1000 x1000 dpi (mono)	
Ports (min)	1 x USB 2.0 port; 1 x Ethernet 10/100; 1 x front USB port	
Memory	Min. 500 MB	
Toner	Laser, original included plus 2 pcs per printer	
Warranty	min 2 year	
<b>Operating System</b>	Min. Windows 10	

**2. A3 Laser Color Printer (1 piece)**

<b>MINIMAL requirements</b>		<b>Offered</b>
Functions	Print	
<b>Printing method</b>	Color laser printing	
Paper Size	A3	
Input Tray Capacity (min)	100 sheets	
Ports (min)	1 x USB 2.0 port; 1 x Ethernet 10/100; 1 x front USB port	
Toner	Laser, original included plus 2 pcs per printer	
Warranty	min 2 year	
<b>Operating System</b>	Min. Windows 10	

NAME OF SUPPLIER: \_\_\_\_\_

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