

Invitation to Quote (ITQ)

Project Title: Social Service Improvement Project - SSIP
Source of Funding: IBRD Loan No. 8902-MK
Contract Ref: MK/SSIP# 3.1.44
Contract Title: Supply and delivery of Printers, scanners and Microphone System

Date: June 3, 2022

Dear Supplier,

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

LOT 1

- **A4 Laser printer/copy/ scanner (13 pieces)**
- **A3 Laser Color Printer (1 piece)**
- **Universal Flatbed Scanner with ADF for A4 (5 pieces)**

LOT 2

- **Wireless Microphone System For two person Interviews (1 piece)**
- **Battery for Camera Canon Mark 4 5D (LP-E6N) (1 piece)**
- **SD Card (1 piece)**
- **Camera and Laptop Backpack (1 piece)**

Information on technical specifications and required quantities are attached.

2. You must quote for one or more than one LOT. However, quotations must be provided for ALL the items specified in each LOT. Price quotations will be evaluated for all the items together in each LOT. Contracts will be awarded to the firm(s) offering the lowest evaluated total cost for all the items in each LOT. Quotations that do not cover ALL items in the respective LOT will be disqualified. The Supplier shall not submit more than one quotation and alternative quotations per LOT. Submitting more than one quotation shall result in the disqualification of all quotations submitted by the Supplier per LOT.

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# 3.1.44” DO NOT OPEN BEFORE “HE OTBAPAJ DOJ“ June 17, 2022.

4. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in this paragraph: **June 17, 2022, 15:00 CET. Suppliers wishing to compete for more than one LOT must submit separate files for each LOT.**

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.

The Supplier will be selected under RFQ-Request for quotations selection procedures and in accordance with the Bank's "[Procurement](#) Regulations for IPF Borrowers issued in July 2016, revised November 2017("Procurement Regulations"), which can be found at the following website: www.worldbank.org .

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 of the printers type 1, 4 pieces of the scanner and all the items within the LOT 2) and Koco Racin 14/9, 1000 Skopje, Republic of North Macedonia, (3 pieces of the printers type 1, 1 piece of the printer type 2 and 1 piece of the scanner) 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 for each LOT will be made to the Company / Firm offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. A Company may be awarded the contract for one or more LOTS.

(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

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).

10.

Sincerely,
Natasa Dimeska
SSIP Project Director

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, _____ 2022, between the Ministry of Labor 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# 3.1.44 , **LOT no.XX** 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 _____

***Note –The Form of Quotation must be filled and signed**

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# 3.1.44

1. Prices and Schedules for Supply-LOT 1

Item No	Description of Goods	Quantity	Unit Price (includes customs, duties, inland transportation and insurance)	VAT	Unit Price (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Total Price at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Delivery date
<u>1</u>	A4 Laser printer/copy/scanner (type 1)	13					
<u>2</u>	A3 Laser Color Printer (Type 2)	1					
<u>3</u>	Universal Flatbed Scanner with ADF for A4	5					

Or

2. Prices and Schedules for Supply-LOT 2

Item No	Description of Goods	Quantity	Unit Price (includes customs, duties,	VAT	Unit Price (includes all taxes, VAT, customs, duties, inland	Total Price at final destination (includes all taxes, VAT,	Delivery date
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			inland transportation and insurance)		transportation and insurance)	customs, duties, inland transportation and insurance)	
<u>1</u>	Wireless Microphone System For two person Interviews	1					
<u>2</u>	Battery for Camera Canon Mark 4 5D (LP-E6N)	1					
<u>3</u>	SD Card	1					
<u>4</u>	Camera and Laptop Backpack	1					
TOTAL including VAT							

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 60 days from the date of signing of contract.**
3. **The contract duration is till September 30, 2022**
4. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Republic of North Macedonia.
5. 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.

6. 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.

7. 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.

8. 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.

9. 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 event 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.

10. 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.

11. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 10 day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF
SUPPLIER _____

Authorized Signature _____

Place:

TECHNICAL SPECIFICATIONS (REQUIRED AND OFFERED)-LOT

1

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

MINIMAL requirements		Offered
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	
Scan on both sides	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 toners for minimum 20000 pages per printer	
Warranty	min 2 year	
Operating System	Min. Windows 10	

2. A3 Laser Color Printer (1 piece)

MINIMAL requirements		Offered
Functions	Print	
Printing method	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 toners for minimum 20000 pages per printer	
Warranty	min 2 year	
Operating System	Min. Windows 10	

3. Universal Flatbed Scanner with ADF for A4 (5 pieces)

MINIMAL requirements		Offered
Document Feeder Type	Automatic Duplex	
Scanning	Automatic Duplex	
Scanning Sensor Type	CCD	
Light Source type	LED	
Scanning Modes	Colour, Greyscale, Black and White	
Optical Resolution	600 dpi	
Feeder Capacity	40 sheets	
Max Document Scan Speed B/W	60 ppm	
Max Document Scan Speed Color	60 ppm	
Interface Type	USB 2.0	
Compliant Standards	TWAIN, ISIS, WIA	
Warranty	min 2 year	
Operating System	Min. Windows 10	

TECHNICAL SPECIFICATIONS (REQUIRED AND OFFERED)-LOT 2

1. Wireless Microphone System For two person Interviews (1 piece)

1 x Receiver

	MINIMAL requirements	Offered
Minimum Operating Time	6 Hours	

2 x Mini Clip-On Transmitters Recorders

	MINIMAL requirements	Offered
Transmitter Type	Bodypack	

2 x Microphone

	MINIMAL requirements	Offered
Microphone Type	Lavalier Clip-On Mic	
Polar Pattern	Omnidirectional	
Microphone Cable Length	1m	
Frequency Range	50 Hz to 18 kHz	
Output Connector	3.5 mm TRS Male	

2. Battery for Camera Canon Mark 4 5D (LP-E6N) (1 piece)

	MINIMAL requirements	Offered
Rechargeable Li-ion Battery	1800mAh	
Voltage	7.2V	

3. SD Card (1 piece)

	MINIMAL requirements	Offered
Capacity	64 Gb	
Class	Class 10	
Read Speed	80 MB/s	
Write Speed	30 MB/s	

4. Camera and Laptop Backpack (1 piece)

	MINIMAL requirements	Offered
Fits Camera Body	2 Camera Body	
Fits additional lenses	3 additional lenses	
Fits Laptop	15 inch laptop	

NAME OF SUPPLIER: _____

Authorized Signature: _____