

# Requests for quotations for the procurement of an audience response system

*Ref. no. 32 from August 29, 2016*

## **Context**

The mission of Promo-LEX Association is to help develop democracy in Moldova, including in the Transnistrian region, by promoting and defending human rights, monitoring democratic processes and strengthening civil society. Promo-LEX Association is a non-governmental, apolitical and non-profit organization registered on 19 July 2002 and operates throughout the Republic of Moldova.

During July 26, 2016 – July 25, 2019, Promo-LEX Association will implement the „Democratic Transparency and Accountability Program”, funded by the US Agency for International Development (USAID) under the Grant Agreement AID-117-A-16-00002. Within the program, Promo-LEX will also observe the Presidential Elections of October 30, 2016. The Election Observation Mission also benefits from financial support from the National Endowment for Democracy (NED) and the British Embassy in Chisinau.

The Election Observation Mission will be also accompanied by a large Get-out-the-Vote Campaign meant to stimulate citizens' participation in elections. The campaign will include a series of debates with the participation of electoral candidates and therefore, for the successful realisation of this activity Promo-LEX plan to procure **an** audience response system that would allow measuring citizens' opinions about the candidates and their platforms during the debates.

**The overall purpose of this Requests for Quotations (RFQ) is**

**to select the best commercial offer for the procurement of an audience response system for the Democratic Transparency and Accountability Program. *Since this Program is funded by USAID, the authorized geographic codes for procurement of goods and services under this award are 937 and 110.***

The audience response system would meet the following minimum requirements:

- 300 Keypads: LCD screen, 10-12 keys, 100 m range, wireless technology, battery life – 6 months;
- 3 (three) base stations (receivers): capacity 250 Keypads or 100 keypads per base station, wireless technology;
- 3 (three) Carry Cases;
- Software;
- Special features like integrated Wi-Fi avoidance (the equipment shouldn't interfere with other equipment and technologies) and keypad finder function/ keypad return reminder;
- Technical support;
- Shipping/delivery to our office in Moldova;
- Warranty: 12 months.

**The application must contain the following documents and information:**

1. ***Technical specification of the proposed equipment;***
2. ***Commercial offers – must contain prices with VAT and 0 VAT rate (if relevant):***
  - pricelist per unit of requested equipment;
  - the total price for each type of equipment;
  - delivery fees.
3. Declaration of the bidder confirming willingness to sell equipment at the 0 VAT rate (if relevant). Promo-LEX will provide the necessary documents confirming the right to purchase goods and services at the 0 VAT rate.

4. Registration certificate / license required for selling the requested equipment.

**The offer must also contain:**

- Company name and contact details of the bidder;
- Bank details of the bidder;
- Signature of authorized person and stamp of the bidder.

**Criteria for the selection of the bidder:**

- Experience of the bidder: market presence, loyal customers / references;
- Official distributor of equipment and warranty service in an authorized service center;
- Competitive price and good quality of the equipment (brand equipment would be preferred).

*Proposals must be prepared in Romanian or English language and submitted by e-mail to [tender.promolex@gmail.com](mailto:tender.promolex@gmail.com) with the reference: „Commercial offer for the purchase of audience response system”.*

*The deadline for submission of commercial offers is Friday, September 2, 2016. Incomplete commercial offers or submitted after the deadline will not be considered.*

**\*Only short-listed bidders will be contacted. For further information please contact:** Nicolae Panfil, Program Coordinator by mob. +37379381842 or e-mail: [nicolae.panfil@promolex.md](mailto:nicolae.panfil@promolex.md).