

 **08 January 2024**

**Invitation to Quote (ITQ) - Shopping For Goods**

**Project Title**: Health System Improvement project

**Contract : IT equipment for PCU**

Dear Supplier,

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Equipment description** | **Pieces** | **Amount**  |
|
| **1** | Kompjuter All in one AiO 27 " | Pieces | 3 |
| **2** | UPS | Pieces | 3 |
| **3** | Skaner Tip 4 | Pieces | 1 |
| **4** | FOTOKOPJE Multifunction Color MFP Basic | Pieces | 1 |
| **5** | Printer Color Advanced | Pieces | 1 |
| **6** | Laptop Advanced | Pieces | 3 |

**The quotations should cover all required items, as well as all quantities required for that item (partial quotations will not be accepted).**

***Information on the full ITQ and Technical Specifications, required quantities and delivery schedule are available at www.shendetesia.gov.al or may be provided upon request in writing to hsip.dudushi@gmail.com***

1. Your price quotation in the form attached may be submitted in person or by mail at the following address:

***Mrs. Entela RAMOSAÇAJ***

*Deputy Minister of Health*

*Health System Improvement Project*

*Ministry of health and Social protection (Rruga e Kavajes) Tirana, Albania.*

3. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in this paragraph: **22 January 2024, 11:00 local time.**

4 Your quotation in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for the item quoted, including names and addresses of firms providing also software maintenance in Albania.

5. You 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.

1. PRICES: The prices should be quoted in Euro **(EUR)** for the Total Cost which includes all taxes, VAT, duties, installation.
2. In addition all the technical specifications must be fulfilled.

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 paragraph. i) above.

In evaluating the quotations, the Purchaser will determine for each bid 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: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. 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 5 of this Invitation to Quote.

7. Further information can be obtained from:

Mrs. Blerina DUDUSHI

Project Manager

Health System Improvement Project

hsip.dudushi@gmail.com

**The complete text of ITQ (Invitation to quote) including technical specifications is available at** [**www.shendetesia.gov.al**](http://www.shendetesia.gov.al) **or may be provided upon request in writing to hsip.dudushi@gmail.com**