

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: <b><u>Transportation companies</u></b>	DATE: <b>30 September 2009</b>
	REFERENCE: <i>2009-09-30.8</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 15 October 2009**.

Item	Generic Description of goods	Amount
1.	<b>TRANSPORTATION SERVICES (Moldova &amp; Ukraine):</b>	
	Border crossing	- <u>only</u> Moldovan & Ukrainian border, Transnistria strictly forbidden
	Vehicle capacity	- up to 3 passengers (motor car) - 4 up to 8 passengers (mini bus) - 9 up to 20 passengers (bus)
	Vehicle age	- up to 5 years old
	Minimum options available	- air conditioning - anti-lock braking system (ABS)
	Driver	- provided by the service provider - valid driving license (international) - good knowledge of Moldovan and Ukrainian road network, especially Chisinau, Odessa and Kiev cities - good command of Romanian and Russian, English is desirable
	Vehicle insurance	- arranged by the service provider - valid for passengers as well
	Accommodation (if required)	- cost is covered by the service provider
	Catering (if required)	- cost is covered by the service provider
<b>Average up to 2-5 requests per month</b>  <b>Estimated amount per year may vary from 5,000 to 15,000 US Dollars</b>		

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DDU <b>Moldova &amp; Ukraine</b>
Delivery Place	<b>various in Moldova and Ukraine, mostly Odessa and Chisinau cities</b>
Payment Terms	<b>monthly upon provision of services</b> ( <i>in MDL at the UN Operational Rate of Exchange</i> )
Delivery time	<b>In maximum 3 (three) days upon receipt of order from UNDP Moldova/or EUBAM offices in Chisinau or Odessa</b>
Contract validity	<b>Initially the contract will be signed till 30 November 2009 with possibility for extension for next up to 12 months</b>
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> <input type="checkbox"/> 60 DAYS
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

Please state the costs for:
<b>1. Chisinau – Odessa – Chisinau (one day trip <u>without</u> overnight stay):</b> <ul style="list-style-type: none"> <li>- avoiding Transnistria</li> <li>- up to 1 hour waiting time at the pick up point</li> </ul>
<b>2. Chisinau – Kiev – Chisinau (one day trip <u>without</u> overnight stay):</b> <ul style="list-style-type: none"> <li>- avoiding Transnistria</li> <li>- up to 1 hour waiting time at the pick up point</li> </ul>
<b>3. Chisinau – Odessa – Chisinau (one day trip <u>with</u> overnight stay):</b> <ul style="list-style-type: none"> <li>- avoiding Transnistria</li> <li>- up to 1 hour waiting time at the pick up point</li> </ul>
<b>4. Chisinau – Kiev – Chisinau (one day trip <u>with</u> overnight stay):</b> <ul style="list-style-type: none"> <li>- avoiding Transnistria</li> <li>- up to 1 hour waiting time at the pick up point</li> </ul>
<b>5. Other itineraries within the territories of Moldova and Ukraine:</b> <ul style="list-style-type: none"> <li>- cost per km</li> <li>- cost per hour wait time (no overnight accommodation required)</li> </ul>

## Requirements

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Company profile (brief information)
- ✓ Language of Offer – English, Romanian or Russian
- ✓ Quotation in USD or EUR exclusive of VAT (other currencies will be converted at the UN Operational Rate of Exchange on the day of competition deadline)
- ✓ Cost estimates as requested under the "Please state the costs for" section
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Copy of company's registration certificate

### MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the **minimum** specifications listed at the "General Description of Goods" above
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above

Offers will be evaluated based on their responsiveness to the minimum technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Uwe Federsel, Head of EUBAM Administration**

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



29/09/09

CONTACT PERSONS: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)  
Ilhom Muhomediev, Procurement Specialist/EUBAM (ilhom.muhomediev@undp.org)

CONTACT ADDRESS: 131, 31 August 1989 Street, Chisinau, MD-2012

### SUBMISSION OF OFFERS:

Offers shall be marked with **"RFQ: Transportation Services / EUBAM 6"**.

Offers shall reach the UNDP office not later than **15 October 2009, 16:30 (Moldova local time)**.

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau  
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:

**tenders-Moldova@undp.org**