



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Audit Companies	DATE: 7 May, 2009
	REFERENCE: 2009-05.08.2

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **25 May, 2009**.

Item	Generic Description as per TORs attached	Quantity
	Assessment of an Implementing Partner's Financial Management Capacity	4

CONDITIONS	
Delivery Place	Chisinau, Moldova
Payment Terms	20% - advance payment; 80% - upon delivery of the final product.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity of the audited institutions
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state	
Quantity discount and early payment discount	

REQUIREMENTS
<u>Language:</u> All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Electricity: Volt: _____ Hz: _____ phase AC: _____
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:
<ul style="list-style-type: none"> - Company Profile; - Certificate of Registration; - License for audit services; - Detailed Cost Proposal; - Statement on adherence to UNDP General Terms and Conditions; - Offers should be presented in English (preferably) or Romanian.
MINIMUM QUALIFICATION REQUIREMENTS:
<ul style="list-style-type: none"> - Minimum 3 (three) years of experience;

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- Availability of Certificate of Registration;
- Availability of License for audit services;
- Adherence to UNDP General Terms and Conditions.
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Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Matilda Dimovska, Deputy Resident Representative**

Signature: 

DATE: 08.05.2009

CONTACT PERSON: *Ms. Nadejda Chirica, Budget/Finance Analyst (nadejda.chirica@undp.org)*

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: UNDP-HACT**".

Offers shall reach the UNDP office not later than **25 May, 2009, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

- Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:
**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: Registry Office/Procurement**
- Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org