

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 23 April, 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 13 May, 2009.**

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1.	Office furniture (as per attached specifications Annexes 01-09)	

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	<ul style="list-style-type: none"> 1 Pietrarilor Street, Chisinau, Ministry of Defense 102 Doina Street, Chisinau, Ministry of Internal Affairs 19 Petricani Street, Chisinau, Border Guard Services
Payment Terms	20% payment upon contract awarding 80% upon delivery of 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 (by lots) <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	<p style="text-align: center;">UNDP General Terms and Conditions for Goods http://www.undp.org/procurement/conditions_contract.htm</p>

Please state
Quantity discount and early payment discount
Separate quote for estimated transportation & insurance charges
Details on any warranty/guarantee conditions:

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> Company profile (short info up to 2 pages);

- Copy of company's registration certificate;
- Quotation for each item in MDL exclusive of VAT (the UN Operational Rate of Exchange on the day of competition deadline shall be used for currency conversions);
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Offers shall be presented in English, Romanian or Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in the field;
- The maximum term for carrying out of all works (manufacturing and delivering) not to exceed 1 month
- Furniture shall be manufactured out of environmentally safe-, liquid- and scratch-resistant material (provision of certificates of quality will be considered an advantage)

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

NAME, FUNCTIONAL TITLE: : **Iuliana Munteanu, Project Coordinator, Assistant**

Signature: Munteanu DATE: 23.04.09

CONTACT PERSON: Iuliana Munteanu, Project Coordination Assistant
(iuliana.munteanu@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: HIV/AIDS Army Project – VCT Furniture**".

Offers shall reach the UNDP office not later than **13 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.

a) 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**

b) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org