



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Cleaning Companies	DATE: 13 January, 2009
	REFERENCE: <i>2009-01-14.1</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business on 30 January, 2009.

UN House hosts a number of UN Agencies present in the Republic of Moldova – UNDP, UNICEF and UNFPA. The total cleaning area for all three above agencies constitutes 1370 m².

	Generic Description	Price per m ²
1.	Washing and cleaning of floor (laminated)	
2.	Washing and cleaning of marble coverage	
3.	Washing and cleaning of building facade	
4.	Washing and cleaning of windows	
5.	Washing and dry cleaning of carpets	
6.	Office space cleaning (dusting, garbage cleaning, etc)	
7.	Dry cleaning of soft furniture (arm-chairs, sofas)	
A.	Complex daily cleaning	
B.	Complex general cleaning	

CONDITIONS	
Delivery Place	UN House, Chisinau, Moldova
Payment Terms	Quarterly/monthly upon provision of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS
Preliminary Examination - Completeness of quotation.	<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	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm

Please state	
Quantity discount: more than 100 m ² , 200 m ²	
Long-term contract discount	
Details on any warranty/guarantee conditions:	

REQUIREMENTS
Language:

oc

English Others: Romanian, Russian

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- *Company Profile;*
- *Certificate for cleaning services;*
- *Company Registration Certificate;*
- *Price list of works mentioned above;*
- *List of proposed staff;*
- *List of cleaning equipment available, including the certificates attesting environmentally friendly modes of operation;*
- *Proposal for operational/working schedule.*

MINIMUM QUALIFICATION REQUIREMENTS:

- *2 years of experience in the field;*
- *availability of the required certificates;*
- *availability cleaning equipment;*
- *presentation of operational/working schedule;*
- *availability of day-to-day cleaning services;*
- *availability of general office cleaning – regular monthly/annual cleaning services.*

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: 14.01.2009

CONTACT PERSON: *Oxana Chiciuc, Procurement Associate*

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: UN House/Cleaning Services**".

Offers shall reach the UNDP office not later than **30 January, 2009, 15:00**

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

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
Fax: +373-22-220041**

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

tenders-Moldova@undp.org