



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>4 November 2009</b>
	REFERENCE: <b>RfQ09/00101</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 11 November 2009**.

Item	Generic Description of Services	Amount	
1.	Transportation services in Moldova's Protected areas (rural and forest area on the whole territory of Republic of Moldova)	Estimated number of requests per year: 100-250  Estimated km per year may vary from 10,000 km up to 30,000 km	
	Vehicle capacity		<ul style="list-style-type: none"> <li>• 3 up to 8 passengers</li> <li>• 9 up to 20 passengers</li> </ul>
	Driver		<ul style="list-style-type: none"> <li>• Provided by service provider</li> <li>• Valid driving license</li> <li>• Good knowledge of Moldovan road network</li> <li>• Good command of Romanian and Russian. English is desirable.</li> </ul>
	Vehicle insurance		Arranged by service provider
	Accommodation (if required)		Cost is covered by service provider
	Catering (if required)		Cost is covered by service provider

Please state costs for:		Amount
1.	Cost per km, USD	
2.	Cost per hour wait time, USD (no overnight accommodation required)	
3.	Cost per hour wait time, USD (with overnight accommodation)	

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Various in Moldova
Payment Terms	Monthly upon provision of services (in MDL at the UN operational Rate of Exchange)
Delivery time	In maximum 3 (three) days upon receipt of order from PAS Project team.
Contract period	12 months with possibility of extension.
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input 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	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>
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>

## REQUIREMENTS

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents:

- Company profile (brief information);
- Language of offer – English, Romanian or Russian;
- Quotation in USD exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);
- Cost estimates as requested under the "Please state costs for" section;
- Copy of Company's registration certificate and license for provision of transportation services;

### MINIMUM QUALIFICATION REQUIREMENTS:

- Confirmation to the **minimum** specifications listed at the "Generic Description of Services"
- Suitable cars for traveling in **rural and forest area**, including traveling on bad roads (uncovered with asphalt);
- Vehicle and driver available 24 hours, weekends and official holidays (if required);
- All other expenses with car maintenance, repairing, gasoline, etc to be included in the price;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.

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: **Iulian Gisca, Project Manager**

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



DATE: \_\_\_\_\_

04.11.09

CONTACT PERSON: **Alexandru Rotaru, Project Assistant** ([alexandru.rotaru@undp.org](mailto:alexandru.rotaru@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: Transportation services - PAS**".

Offers shall reach the UNDP office not later than **11 November 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**