



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Medical supplies dealers</u>	DATE: 26 November 2009
	REFERENCE: <i>RFQ 09/00108</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 4 December 2009**.

Item	Generic Description of goods	Quantity
1.	Face mask (soft, non-sterile, single use/disposable)	200,000 pcs
2.	Wipe (alcohol-based, hand antibacterial, single use/disposable)	50,000 pcs

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Airport Chisinau, Moldova
Delivery Place	131, 31 August 1989 Street, Chisinau, Republic of Moldova
Payment Terms	100% upon delivery
Delivery time	Up to 2 (two) weeks upon receipt of approved UNDP Purchase Order
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
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/operate.shtml

Please state
Quantity discount and early payment discount:
Separate quote for estimated transportation & insurance charges:

Requirements

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

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

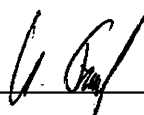
- ✓ Company profile (brief information: 1-2 pages maximum)
- ✓ Language of Offer – English, Romanian or Russian
- ✓ Detailed Description of the offered items
- ✓ Additional information as requested under the “Please state” section
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Copy of company’s registration certificate

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the specifications listed at the “General Description of Goods” above
- ✓ Availability of Certificates of quality for the offered equipment
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Maximum delivery terms – 2 weeks

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: **Uwe Federsel, Head of EUBAM Administration**

Signature: 

DATE: 26/11/2009



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: Face masks & hand wipes for BGS / EUBAM 6”.

Offers shall reach the UNDP office not later than **4 December 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