

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 01 December 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for air conditioners before 16:30 (local time) on **8 December 2009** as follows:

Item	Generic Description	Quantity
1.	<b>Split System with sufficient capacity for 50 m<sup>2</sup> with installation, H=3m</b>	1
2.	<b>Split System with sufficient capacity for 21 m<sup>2</sup> with installation, H=3m</b>	4
3.	<b>Split System with sufficient capacity for 34 m<sup>2</sup> with installation, H=3m</b>	3
4.	<b>Split System with sufficient capacity for 13 m<sup>2</sup> with installation, H=3m</b>	2
	<b>Additional Specifications</b>	
	Average distance between internal and external block- 5m	
	Offices situated at the second floor (external blocks installation with crane; 1 with climbers)	
	Exterior walls concreted	

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	MFA Project, 80, 31 August 1989, Chisinau, Office 224, MD 2012, Moldova
Payment Terms	20% upon contract signature, 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 <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/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>

<b>Please state</b>
Availability of local service in country:

Quantity discount and early payment discount:
Details on any warranty/guarantee conditions:
Details on delivery period:

**REQUIREMENTS**

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:

- Company profile (in brief);
- Copy of company's registration certificate;
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Quotation for each item in MDL (including installing) exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Additional information as requested under the "Please State" section;
- Offers shall be presented in English or Romanian;

**MINIMUM QUALIFICATION REQUIREMENTS:**

- 1 year experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment & 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: **Alexandru Pelivan, Project Manager**

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

DATE: 01/12/09

CONTACT PERSON: Irina Apostol, MFA Project Assistant ([irina.apostol@undp.org](mailto:irina.apostol@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: Air conditioners, MFA Project**".

Offers shall reach the UNDP office not later than **08 December, 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**