

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 02 December 2009
	REFERENCE:

Dear Sir / Madam:

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

Item	Generic Description	Quantity
1.	Cell Phone, equivalent to HTC Touch Diamond 2	5

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	100% upon delivery of final product
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	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
Availability of local service in country:
Quantity discount and early payment discount:
Details on any warranty/guarantee conditions:
Details on delivery period:

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • 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 of item in MDL <u>exclusive of VAT</u> (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; <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • 1 year experience in the field; • Availability of certificates of quality;

- At least 12 month of warranty period;
 - 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, MFA Project Manager

Signature: 

DATE: 02/12/09

CONTACT PERSON: Irina Apostol, MFA Project Assistant (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: Cell Phones, 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