



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>28 December 2009</b>
	REFERENCE: <i>RFQ 09/00118</i>

Dear Sir / Madam:

UNDP Moldova is seeking to establish Long Term Agreements with one or several companies for the provision of express mailing services. The agreement shall be signed for a period of one year with possible extension for additional two years based on a positive performance evaluation. UNDP Moldova is mailing documents, publications, diplomatic pouches and materials not requiring export clearance by the customs authorities. The volume of outsourced express mailing services by UNDP Moldova during 2008-2009 amounted to approximately 25,000 USD. UNDP Moldova does not guarantee that similar volumes would be ordered during the next two years.

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 22 January 2010**.

Item	Generic Description	Price per consignment, USD	Offered discount, %	Final price per consignment, USD	Maximum Obtainable Score for Lowest Price
1.	<b>Delivery of letters (up to 500 grams):</b>				
	1. Moldova (main rayon centers)				10
	2. Romania (Bucharest) & Ukraine (Odessa, Kyiv)				10
	3. Europe (Paris, Copenhagen, Antwerp)				20
	4. USA (New York)				20
2.	<b>Delivery of pouches (more than 500 grams, but less than 1 kg):</b>				
	1. Moldova (main rayon centers)				10
	2. Romania (Bucharest) & Ukraine (Odessa, Kyiv)				10
	3. Europe (Paris, Copenhagen, Antwerp)				10
	4. USA (New York)				10
3.	<b>Delivery of pouches (more than 1.5 kg, but less than 2 kg):</b>				
	1. Moldova (main rayon centers)				10
	2. Romania (Bucharest) & Ukraine (Odessa, Kyiv)				10
	3. Europe (Paris, Copenhagen, Antwerp)				15
	4. USA (New York)				15
<b>TOTAL Obtainable Score</b>					<b>150</b>

Offerors are requested to indicate the price under each item above in US Dollars and the offered discounts and rebates. The lowest final price per consignment among all offerors under each item shall obtain the maximum obtainable score. The other offerors shall be scored based on the following formula:

$$\text{Score} = (\text{Lowest Price} / \text{Offered Price}) \times \text{Maximum Obtainable Score}$$


For example, for Item 1.1 Company A offered a price of 50 USD, Company B – a price of 60 USD and Company C – a price of 45 USD. Company C shall obtain a score of 10 points under Item 1.1, as it offered the lowest price. The score for Company A shall be calculated according to the above formula: Score for Company A = (45 USD / 50 USD) x 10 points = 9 points. Similarly, for Company B the Score under Item 1.1 shall be 7.5 points.

**The contract shall be awarded to the offeror that obtains the highest cumulative score among the qualified offerors.**

<b>CONDITIONS</b>	
Order Pick-up Place	UNDP Moldova office (131, 31 August 1989 Street, MD-2012 Chisinau) or any UNDP Moldova Project office (all Projects are located in Chisinau)
Pick-up Response Time	Same day, if order placed by phone before 13:00; or next business day before noon, if order placed by phone after 13:00
Payment Terms	monthly cumulated payments
Validity of Quotation	<input type="checkbox"/> 30 DAYS <span style="margin-left: 200px;"><input checked="" type="checkbox"/> 90 DAYS</span>
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Partial bids not permitted</span>
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>

<b>REQUIREMENTS</b>	
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> <li>• Company profile (general information about the company up to 2 pages);</li> <li>• Description of company terms and conditions for service, trade customs and approach;</li> <li>• Copy of company's registration certificate;</li> <li>• Company's list of customers;</li> <li>• Quotation in USD exclusive of VAT (other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline);</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</li> </ul>	
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>• 3 years of experience in providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;</li> <li>• Delivery time to destination not to exceed 3 business days.</li> </ul>	
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: 30.12.2009

CONTACT PERSON: Radu Dusciac, Procurement Associate ([radu.dusciac@undp.org](mailto:radu.dusciac@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: LTA Express Mailing Services**".  
Offers shall reach the UNDP office not later than **22 January 2010, 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**

