



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 10 March 2009
	REFERENCE: <i>2009-03-10.2</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **10:30 (local time) on 16 March 2009**.

Item	Generic Description	Quantity/copies
1.	Design, layout and printing of Annual Report (English & Romanian - upturn) (154 pages tentatively) 154 pages: 4 page-cover, 150 pages inside Format: A4 Cover: color 4+0, cardboard 250 g/m ² , matt varnish Inside: color 4+4, 80 g/m ² Binding: thermo binder	500 copies
2.	Proofreading of the Romanian version (75 pages)	75 pages
Special Requirements		
"Supplier" shall seek the approval of the final blueprint from UNDP before starting the printing process.		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	#131, 31 August 1989 Street, MD-2012 Chisinau, Moldova
Payment Terms	100% upon delivery
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	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:
Details on delivery period:
Details on any warranty/guarantee conditions:

REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- General information about the Offeror (Company profile);
- Copy of company's registration certificate;
- Statement on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Quotation in MDL exclusive of VAT (other currency shall be converted into MDL at the UN Operational Rate of Exchange 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:

- 3 years of experience in provision of printing services;
- Adherence to UNDP General Terms & 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: **Matilda Dimovska, Deputy Resident Representative**

Signature:



DATE:

10.03.2009

CONTACT PERSON: Mihail Beregoi, Project Manager (mihail.beregoi@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: Printing services BUMAD**".

Offers shall reach the UNDP office not later than **16 March 2009, 10:30 (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

A handwritten signature in black ink, consisting of a stylized 'S' followed by a dot.