

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16 January 2009
	REFERENCE: <i>2009-01-19.1</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **26 January 2009**.

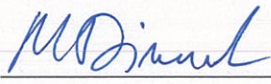
Item	Generic Description	Quantity
1.	Folders with pocket (1 side) Format: 445x310mm, cardboard 300 g/m2, digital printing Color: 1+0 Pocket color: 1+0 (provided image) Lamination: double side glossy lamination Cover design - provided image	1000
2.	Notebooks Format: A5 Cover: glossy coated paper 250 g/m2, color, digital printing 1+0, spiral bound(left side) Inside: 50 sheets, offset 80g/m2 Cover design - provided image	1000
3.	Paper bags Format: 350x250x80mm, paper 170 g/m2, offset, glossy lamination Color: 1+0 Handles: twisted, nickel cringles Cover design - provided image	700
4.	Notebooks (small size) Format: 80x120 mm Cover: glossy coated paper 250 g/m2, color, digital printing 1+0, gluing Inside: 40 sheets, offset 80g/m2 Cover design - provided image	1000
	Special Requirements	
	"Supplier" will seek "Customer" approval for every item subject to printing	

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	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
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Please state
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 for each item in MDL 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; <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • 1 year experience in the field; • Adherence to UNDP General Terms and Conditions and Payment & Delivery Terms above; <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

<p>NAME, FUNCTIONAL TITLE: Matilda Dimovska, Deputy Resident Representative</p> <p style="text-align: center;">Signature: <u></u> DATE: <u>16.01.2009</u></p> <p>CONTACT PERSON: Irina Apostol, MFA Project Assistant (irina.apostol@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p>SUBMISSION OF OFFERS: Offers shall be marked with the note "RfQ: Printing Services, MFA Project". Offers shall reach the UNDP office not later than 26 January, 2009 16:30 (local time).</p> <p>Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.</p> <p>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</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: tenders-Moldova@undp.org</p>
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