Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme

Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: **7 May 2009**
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 13 May 2009**.

Item	Generic Description	Quantity
	Vehicle 4X4 (first-hand) Left Hand Drive Min. 5 seats, including driver 4 or 5 door Manufacture year: 2008 or 2009 Fuel type: gasoline (petrol) or diesel Engine: min. 2000 cm3 Gearbox: manual 5-speed or automatic Control display (temperature, fuel consumption, time) Equipage: First aid kit, fire extinguisher, full-size spare wheel Min. 2 front airbags (driver and front passenger) ABS Power windows, power steering Central locking with remote control Immobilizer "Bad roads" pack Climate-control / air-conditioning White / silver ("metallic") / grey colour	1 (one) piece

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	☐ FCA ☐ CPT ☑ **CIP**
Delivery Place	**131, 31 August 1989 Street, MD-2012 Chisinau, Moldova**
Payment Terms	**100% upon delivery**
Validity of Quotation	☐ 30 DAYS ☑ **60 DAYS**
Preliminary Examination - Completeness of quotation.	☐ Partial bids permitted ☑ **Partial bids not permitted**
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm

Please state
Quantity discount and early payment discount
Name and address of authorised service in Chisinau, Moldova
Details on any warranty/guarantee conditions
Details on delivery period

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

☑ English ☐ French ☐ Spanish ☑ Others: Romanian

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following documents (not subject to return upon evaluation):

- Company profile (short info up to 2 pages, including info about authorised service);
- Detailed description of the offered vehicle (including photos);
- Quotation in MDL *exclusive* of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Statement or certificate of origin for the offered vehicles;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 3 years experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Availability of authorised service in Chisinau, Moldova;
- Minimum 3 years warranty.

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: **Veaceslav Balan, Electoral Support to Moldova Project Manager**

Signature: _____ DATE: 07 May 2009

CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager (veaceslav.balan@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: Vehicle Electoral Support to Moldova Project"**.
Offers shall reach the UNDP office not later than **13 May 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