



Electoral Support to Moldova Project

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



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 19 May 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 27 May 2009**.

Item	Generic Description	Quantity
	<p>Visual Studio Team System Team Suite with MSDN Premium Subscription</p> <p>The subscription shall be done to the benefit of the Central Electoral Commission of the Republic of Moldova, which shall be made the legal holder of the subscription.</p>	1 (one) piece

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
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
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);
- Detailed description of the offered product;
- 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;
- 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.

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: 19 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: MSDN Subscription Electoral Support to Moldova Project**".
Offers shall reach the UNDP office not later than **27 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