

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 25 May, 2009
<u>Pharmacy</u>	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **5 June, 2009**.

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
	Car aid kits for the beneficiary institutions (Department of Carabineers, Border Guard Services and Ministry of Defense) equipped and produced according to the Order 1306 on 21.11.2008 of the Ministry of Health as per attached – Annex A.	500 (five hundred)

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP Chisinau
Delivery Place	19 Petricani Street, Chisinau, Moldova
Payment Terms	100% upon delivery
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input 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
Details on any warranty/guarantee conditions:
Details on delivery period:
Name and address of authorized service in Moldova:

REQUIREMENTS
Language: All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: <i>(Romanian or Russian)</i>
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:
The offer shall comprise the following documents (not subject to return upon evaluation):
<ul style="list-style-type: none"> Company profile (brief information); 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);
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
 - Certificates of quality for the offered equipment;
 - Offers shall be presented in English or Romanian/Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Availability of Certificates of quality for the offered equipment;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms;
- Maximum delivery period not to exceed 21 working days upon signature of the contract;
- Availability of authorized service in Moldova

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: **Iuliana Munteanu, Scaling-up the response to HIV/AIDS in the Uniformed Services of Moldova Project Coordinator Assistant**

Signature: Munteanu DATE: 25.05.09

CONTACT PERSON: Iuliana Munteanu, Project Coordinator Assistant (iuliana.munteanu@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: Car Aid Kit – HIV/AIDS Project**".
Offers shall reach the UNDP office not later than **5 June, 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