



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 23 October 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 02 November 2009**.

Purpose: Transportation services to Krakow, Poland

Period: 14 – 21 November 2009

Participants: 17 persons

Item	Generic Description	No. of days/nights	Prices
1.	Price per km		
2.	Other expenses (accommodation for the drivers, insurance, etc.)	8 days	
Total, MDL			

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	100% upon delivery of services
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

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (general information about the company up to 2 pages); • Copy of company's registration certificate and license for provision of transportation services; • Company's list of customers; • Resume of the drivers; • 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);

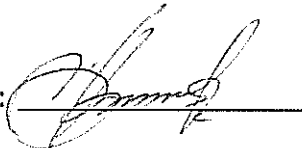
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 3 years of experience in Transportation Services for the company;
- 10 years of driving experience for the drivers;
- Availability of necessary license for provision of transportation services;
- Availability of fully operational vehicle;
- 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: **Mircea Ursu, Programme Coordinator**

Signature:  DATE: 23.10.2009

CONTACT PERSON: Mircea Ursu, ILDP Coordinator (mircea.ursu@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: Transportation Services – ILDP**".

Offers shall reach the UNDP office not later than **02 November 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