

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>October 26, 2009</b>
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items **before 16:30 (local time) on 09 November 2009.**

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity	Unit price, MDL	Total, MDL
<b>1</b>	<p><b>Information Board for Police Stations as per Annex 1:</b></p> <ul style="list-style-type: none"> <li>• Size: 1100x1220x5 mm</li> <li>• Weight: approx. 5,5 kg</li> <li>• Single side</li> <li>• Organic glass pockets: A3 format (2 pcs.); A4 format (2 pcs.); B5 format (4 pcs.)</li> <li>• Design as presented in Annex 1</li> <li>• Manufacturing materials: plastic, puncture film, organic glass</li> <li>• Installation materials: metal fixing rings/system and barb bolts</li> <li>• Plastic packing film</li> </ul>	<b>50 (fifty)</b>		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Center for Human Rights, 16, Sfatul Tarii str., Chisinau, Moldova
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of goods
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
Mode of Transport	SURFACE

Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

<b>Please state</b>
Quantity discount and early payment discount
Details on any warranty/guarantee conditions:

<b>REQUIREMENTS</b>
<u>Language</u> : The quotation/offer, including all documentation shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: <i>(Romanian)</i>
Electricity: Volt:      Hz:      phase AC:
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"> <li>• Company profile (brief information);</li> <li>• Quotation for each item 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);</li> <li>• Manufacture and delivery period;</li> <li>• Warranty period;</li> <li>• Additional information as requested under the "Please state" section;</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Proof of quality of materials;</li> <li>• Manufacture and delivery period shall not exceed 3 (three weeks);</li> <li>• Warranty period minimum 2 (two) years;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</li> </ul>
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: <b>Daniela Cotici, Project Manager</b>

Signature: _____ DATE: October 26, 2009
CONTACT PERSON: <i>Diana Selaru, Project Assistant</i> ( <a href="mailto:diana.selaru@undp.org">diana.selaru@undp.org</a> )
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note **“RfQ: Information Board – Torture Prevention Project”**.  
Offers shall reach the UNDP office not later than **09 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](mailto:tenders-Moldova@undp.org)**