



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Bookstores	DATE: 08 February 2010
	REFERENCE: RfQ10/00125

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 18 February 2010**.

Item	Generic Description	Quantity
1.	«Пособие для ремонтника. Справочное руководство по монтажу, эксплуатации, обслуживанию и ремонту современного оборудования холодильных установок и систем кондиционирования». П. Котзаогланиан, 2008	150
2.	"Sisteme si cicluri frigorifice pentru instalatiile cu comprimare mecanica", Dragos Hera, Liviu Drughean, A. Pârvan. Universitatea Tehnica de Constructii Bucuresti (Suport magnetic)	10
3.	"Instalatii frigorifice. Echipamente frigorifice ", Dragos Hera. Universitatea Tehnica de Constructii Bucuresti	10

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP Chisinau, Moldova
Delivery Place	9, Cosmonautilor Street, office 619, MD-2005 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 checked="" type="checkbox"/> Partial bids permitted <input 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
Quantity discount and early payment discount
Separate quote for estimated transportation & insurance charges

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> • Copy of company's registration certificate; • 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 and Conditions and Payment and Delivery Terms;
 - Offers shall be presented in Romanian or English.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year experience in selling books;
- Adherence to UNDP General Terms & Conditions and Payment & 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: **Matilda Dimovska, Deputy Resident Representative**

Signature:  DATE: 08.02.2010

CONTACT PERSON: Anatolie Tarita, Project Manager (environment@ozon.mldnet.com)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Procurement of Books**".

Offers shall reach the UNDP office not later than **18 February 2010, 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