



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Bookstores	DATE: 4 March 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items **before 16:30 (local time) on 15 March 2010.**

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1.	«Пособие для ремонтника. Справочное руководство по монтажу, эксплуатации, обслуживанию и ремонту современного оборудования холодильных установок и систем кондиционирования». П. Котзаоглиан , 2008	150
2.	"Sisteme si cicluri frigorifice pentru instalatiile cu comprimare mecanica", Dragos Hera, Liviu Drughean, A. Pärvan 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				
Delivery Place	9 Cosmonautilor str., MD 2005 Chisinau, office 619				
Payment Terms	100 % upon delivery of final product				
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	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">AIR</td> <td style="border: none;">SEA</td> </tr> <tr> <td style="border: none;">SURFACE</td> <td style="border: none;">OTHERS</td> </tr> </table>	AIR	SEA	SURFACE	OTHERS
AIR	SEA				
SURFACE	OTHERS				
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/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>				

Please state	
Quantity discount and early payment discount	Price for books and delivery separately

## REQUIREMENTS

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (general presentation of the company up to 2 pages);
- Copy of company's registration certificate;
- Offers should be presented in Romanian or English;
- Quotation in MDL exclusive 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 & Conditions and Payment & Delivery Terms above.

### MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year experience in selling books, magazines, etc;
- 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: **Anatolie Tarita, Ozone Office Coordinator**

Signature:  DATE: 04.03.2010

CONTACT PERSON: Anatolie Tarita, **Ozone Office Coordinator** (environment@ozon.mldnet.com)

CONTACT ADDRESS: 9 Cosmonautilor str., MD2005 Chisinau

### SUBMISSION OF OFFERS:

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

Offers shall reach the UNDP office not later than **15 March 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