

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 31 March 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for cartridges before 16:30 (local time) on **08 April 2010** as follows:

Item	Generic Description	Quantity
1.	Xerox 4118	50
2.	Xerox 3125	30
3.	Xerox 6130 (cyan, magenta, yellow, black)	10 each color
4.	HP 10xx series	30

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	MFA Project, 80, 31 August 1989, Chisinau, Office 224, MD 2012, Moldova
Payment Terms	100% upon delivery of goods
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" 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/conditions_contract.htm

Please state
Availability of local service in country:
Quantity discount and early payment discount:
Details on any warranty/guarantee conditions:
Details on delivery period:

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:
<ul style="list-style-type: none"> • Company profile (in brief); • Copy of company's registration certificate; • Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; • Quotation for each item in MDL (including delivery) and the total offer price exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline); • Additional information as requested under the "Please State" section;

- Offers shall be presented in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in the field;
- Adherence to UNDP General Terms and 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: **Alexandru Pelivan, Project Manager**

Signature: 

DATE: 31/03/2010

CONTACT PERSON: Irina Apostol, MFA Project Assistant (irina.apostol@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: Cartridges/MFA Project**".

Offers shall reach the UNDP office not later than **08 April 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