



Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 2 April 2010
	REFERENCE:


Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 13 April 2010.**

Item	Generic Description	Quantity
LOT 1: Indoor Printing		
1.	Printing on vinyl (indoor banner) , including the cost of vinyl and the cost of installation and supporting construction, size 25.2 sq.m. (3.6m x 7m, one side)	1 (one)
2.	Printing on vinyl (indoor vertical banners) , including the cost of vinyl, size 2.4 sq.m. (1.2m x 2m, one side)	4 (four)
LOT 2: Outdoor Printing		
1.	Printing on vinyl (outdoor billboards) , including the cost of vinyl, size 18 sq.m. (3m x 6m, one side)	3 (three)
2.	Printing on vinyl (outdoor street liners) , including the cost of vinyl, size 9.8 sq.m. (7m x 0.7m, two sides)	2 (two)
LOT 3: Billboard Rent & Street-liner Placement		
1.	Rent of billboards 1 side , size 18 sq.m. (3m x 6m), lighting included – period 6 days (19.04.2010 – 24.04.2010) <u>Locations:</u> Chisinau, on the way from the city to the Chisinau International Airport– 1 unit Chisinau, on the way from the Chisinau International Airport to the city – 1 unit Chisinau, on the Chisinau-Orhei highway, in the region of METRO Hypermarket – 1 unit	3 (three)
2.	Placement of over-the-street liners 2 sides , 9.8 sq.m. (7m x 0.7m) period 6 days (19.04.2010 – 24.04.2010) <u>Locations:</u> Chisinau, Stefan cel Mare bd. near Mayor’s office – 1 unit Chisinau, intersection bd. Stefan cel Mare and str.Eminescu – 1 unit	2 (two)
LOT 4: Screens Placement		
1.	Placement of a still information spot on screen (min. 10 appearances per day, with each-time duration of min. 5 seconds) , period 6 days (19.04.2010 – 24.04.2010) <u>Screens locations:</u> Chisinau, on Pushkin str. across the Nr.1 supermarket / Sun City – 1 unit Chisinau, Riscani district, Mc’Donald’s area – 1 unit	2 (two)

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 and installation
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 (by LOTs) <input type="checkbox"/> Partial bids not permitted
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

REQUIREMENTS	
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> • Company profile (in brief); • For LOT 3: indicate exact location of billboards and over-the-street liners; • Quotation for each item in MDL exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline); • Statement of adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; • Offers shall be presented in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms; • 1 year experience in provision of similar services; • Delivery period for printing shall not exceed 3 calendar days from approval of the design. 	
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: Veaceslav Balan, Project Manager, Electoral Support to Moldova Project	
Signature: 	DATE: <u>2 April 2010</u>
CONTACT PERSON: Janna Sofroni, Project Assistant (janna.sofroni@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: Printing and Advertisement Services. ESM ". Offers shall reach the UNDP office not later than 13 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	