



**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: <b>Printing companies</b>	DATE: <b>28 May 2010</b>
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 7 June 2010**.

Item	Generic Description	Quantity
<b>LOT 1</b>		
1.	Printing of Romanian version of <b>Good practice in Refrigeration and Air-conditioning</b> Format A5 Inside:112 pages, offset paper 80gr/m <sup>2</sup> , 1+1 Cover: glossy 350 gr 4+0+UV varnish Binding: thermo binder	500
2.	Printing of Russian version of <b>Good practice in Refrigeration and Air-conditioning</b> Format A5 Inside: 124 pages, offset paper 80gr/ m <sup>2</sup> , 1+1 Cover: 350 gram gloss, 4+0+UV varnish Binding: thermo binder	500
<b>LOT 2</b>		
3.	Printing of Romanian version of <b>Aerosolii presurizati dozati non-CFC: Beneficii pentru sanatate si mediu</b> Format A5, 31 pages Inside:10 colour pages 115 gram coated paper , 4+4 21 pages white & black, offset paper paper 80gr/ m <sup>2</sup> , 1+1 Cover: glossy 350 gram, 4+0+UV varnish Binding: thermo binder	500

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP Chisinau, Moldova
Delivery Place	193, Grenoble Street, office 304, MD-2043 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 (by full LOTS only) <input type="checkbox"/> Partial bids not permitted
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>

**Please state**

Quantity discount and early payment discount

Details on delivery period

**REQUIREMENTS**

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:

- General information about the offeror (Company profile)
- 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;
- Additional information as requested under the "Please state" section
- Offers shall be presented in Romanian or English.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Minimum 1 year experience in printing high-quality materials;
- 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, Project Manager**

Signature:  DATE: 27.05.2010.

CONTACT PERSON: Anatolie Tarita, Project Manager ([environment@ozon.mldnet.com](mailto: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: Printing services, HPMP Project**".  
Offers shall reach the UNDP office not later than **7 June 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**