



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: Construction companies	DATE: 23 July 2010
	REFERENCE:

Dear Sir / Madam:

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

SINGLE LOT: Reconstruction and refurbishment of the CEC Media Centre and Conference Room		
Item	Generic Description	Quantity
1.	Reconstruction and refurbishment of the CEC Media Centre and Conference Room (in Romanian)	1

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place & Time	Chisinau, not later than 2 weeks after signing of the awarded contract
Payment Terms	Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services
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 by LOTS <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 and services
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> ● Company profile (general presentation of the company up to 2 pages); ● Copy of company's registration certificate; ● Copy of license attesting the right to carry out construction/renovation activity; ● Company's list of customers, present and past; ● Delivery Schedule; ● Filled in <u>Technical Task (Bill of Quantities)</u> form in MDL <i>exclusive</i> of VAT; ● Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms; ● Offers shall be presented in English or Romanian. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ● Experience in construction field – 2 years; ● Maximum service delivery – 3 weeks; ● Warranty period – minimum 3 years; ● Adherence to the attached <u>Technical Task (Bill of Quantities)</u>; ● Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Veaceslav Balan, Electoral Support to Moldova Project Manager**

Signature:  DATE: 23 July 2010

CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager
(veaceslav.balan@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Reconstruction of Media Centre – ESM Project**".
Offers shall reach the UNDP office not later than **30 July 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