



# 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: <b>Construction companies</b>	DATE: <b>23 July 2010</b>
	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**.

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

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>
Delivery Place & Time	Chisinau, not later than 2 weeks after signing of the awarded contract
Payment Terms	<b>Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services</b>
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> <input type="checkbox"/> 60 DAYS
Preliminary Examination – Completeness of quotation.	<input type="checkbox"/> Partial bids permitted by LOTS <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>
Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods and services</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>

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