United Nations Development Programme Programul Natiunilor Unite pentru Dezvoltare



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 30 August 2010
Specialized equipment suppliers	REFERENCE: RfQ10/00218

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30** (**local time**) on **24 September 2010**.

Item	Generic Description of goods		Quantity
1.	SUMMER HAT/ BASEBALL CAP		
	Fabric	- washable breathable fabric with mesh lining	500 (five
	Size change	– adjustment clasp	hundred) pcs.
	Color	- dark blue + logo (*)	
	* - Yellow stars of the European Union / embroidered		
	POLO SHIRT-SHORT SLEEVES		
2.	General	- straight sleeves (no cuff), side slits	2000 (two
	Fabric	- 97-98% cotton with lycra	thousand)
			pcs.
	Color	- dark blue, logo on back (**) and side front (*)	
	* - Yellow stars of	f the European Union / <u>embroidered</u> an Union Border Assistance Mission to Moldova and Ukraine / <u>embroidered</u>	
	* - Yellow stars of ** - Text - Europe	f the European Union / <u>embroidered</u> an Union Border Assistance Mission to Moldova and Ukraine / <u>embroidered</u>	2000 (two
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT- LO	f the European Union / <u>embroidered</u> can Union Border Assistance Mission to Moldova and Ukraine / <u>embroidered</u> NG SLEEVES	2000 (two thousand)
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT- LO	f the European Union / <u>embroidered</u> can Union Border Assistance Mission to Moldova and Ukraine / <u>embroidered</u> NG SLEEVES - straight sleeves (no cuff), side slits	
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT - LO General Fabric Color * - Yellow stars of	f the European Union / embroidered can Union Border Assistance Mission to Moldova and Ukraine / embroidered NG SLEEVES - straight sleeves (no cuff), side slits - 97-98% cotton with lycra	thousand)
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT - LO General Fabric Color * - Yellow stars of	f the European Union / embroidered can Union Border Assistance Mission to Moldova and Ukraine / embroidered NG SLEEVES - straight sleeves (no cuff), side slits - 97-98% cotton with lycra - dark blue, logo on back (**) and side front (*) If the European Union / embroidered	thousand)
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT - LO General Fabric Color * - Yellow stars of ** - Text - Europe	f the European Union / embroidered can Union Border Assistance Mission to Moldova and Ukraine / embroidered NG SLEEVES - straight sleeves (no cuff), side slits - 97-98% cotton with lycra - dark blue, logo on back (**) and side front (*) If the European Union / embroidered	thousand)
3.	* - Yellow stars of ** - Text - Europe POLO SHIRT - LO General Fabric Color * - Yellow stars of ** - Text - Europe T-SHIRT	f the European Union / embroidered can Union Border Assistance Mission to Moldova and Ukraine / embroidered NG SLEEVES - straight sleeves (no cuff), side slits - 97-98% cotton with lycra - dark blue, logo on back (**) and side front (*) If the European Union / embroidered can Union Border Assistance Mission to Moldova and Ukraine / embroidered	thousand)



CONDITIONS						
Delivery Term (INCOTERMS 2000)	□ FCA □ CPT ☑ DDU Chisinau, Moldova □ FCA ☑ CIP □ DDU Odessa, Ukraine (<i>for Ukrainian vendors</i>)					
Delivery Place	131, 31 August 1989 Street, Chisinau, Republic of Moldova 13, Uyutna Street, Odessa, Ukraine – <u>for Ukrainian vendors</u>					
Payment Terms	20% advance – mobilization costs, plus upon delivery (in maximum 3 tranches)					
Delivery time	Up to 6 (six) weeks upon receipt of approved UNDP Purchase Order, for each tranche					
Validity of Quotation	☐ 30 DAYS ☑ 60 DAYS					
Preliminary Examination - Completeness of quotation.	□ Partial bids permitted ☑ Partial bids not permitted					
Sampling	The UNDP reserves the right to request samples of offered products (without embroidery)					
Quantity change	The UNDP reserves the right to modify the quantity by 40% of the tendered goods					
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml					

Please state					
Quantity discount and early payment discount (if applicable):					

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Language of Offer English, Romanian, Russian (preferably English)
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline);
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Company profile (up to 2 pages)
- ✓ Copy of company's registration certificate

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- ✓ Experience 2 years
- ✓ Maximum total delivery period 4 months
- ✓ Adherence to UNDP General Terms and Conditions and Payment and 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: Uwe Federsel, Chief of Administration

CONTACT PERSONS: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)

Ilhom Muhomediev, Procurement Specialist/EUBAM (ilhom.muhomediev@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with "RFQ: Visibility Cloths Summer / EUBAM".

Offers shall reach the UNDP office not later than 24 September 2010, 16:30 (Moldova local time).

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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

