



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: Advertisement / production companies	DATE: 01 October 2010
	REFERENCE: <i>RFQ 10/00 240</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time)** on **11 October 2010**.

LOT 1

Item	Generic Description	Quantity
1.1.	Printing on vinyl (billboards) , size 18 sq.m. (3x6m, one-side)	64 (sixty four)
1.2.	Printing on vinyl (over-the-street-liners) , size 9,8 sq.m. (7x0,7m, <u>double-sided</u>)	20 (twenty)
1.3.	Printing on backlit (for light-boxes) , size 2,22 sq.m. (1,82m x 1,22m)	20 (twenty)

Delivery Timeframe: Not later than 5 calendar days after receiving approved designs from the beneficiary.

IN CHISINAU

Item	Generic Description	Quantity
2.1.	Placement & Rent of billboards 1 side , size 18 sq.m (3x6m.), placement & lighting included - period 4 weeks (01.11.2010 - 28.11.2010) <u>Locations:</u> Chisinau, major central streets of Centru sector - 2 units Chisinau, major central streets of Botanica sector - 2 units Chisinau, major central streets of Riscani sector - 2 units Chisinau, major central streets of Ciocana sector - 2 units Chisinau, major central streets of Buiucani sector - 2 units Chisinau, in closest proximity of the State University of Moldova - 2 units Chisinau, in closest proximity of the Academy of Economic Studies - 1 unit Chisinau, in closest proximity of the State Medical University - 1 unit Chisinau, in closest proximity of the State Pedagogical University - 1 unit Chisinau, in closest proximity of the State Technical University - 1 unit Chisinau, in closest proximity of Railroad Station - 1 unit Chisinau, in closest proximity of Common Schengen Visa Center - 1 unit Chisinau, highway from the Chisinau airport - 2 units (<i>one billboard to face those driving towards Chisinau, and one to face those driving towards the airport</i>)	20 (twenty)
2.2.	Placement & Rent of lights-box 1 side , size 2,22 sq.m (1,82 m.x1,22 m.) placement & lighting included - period 4 weeks (01.11.2010 - 28.11.2010)	

	<u>Locations:</u> Chisinau, major central streets of Centru sector – 2 units Chisinau, major central streets of Botanica sector – 2 units Chisinau, major central streets of Riscani sector – 2 units Chisinau, major central streets of Ciocana sector – 2 units Chisinau, major central streets of Buiucani sector – 2 units Chisinau, in closest proximity of the State University of Moldova – 2 units Chisinau, in closest proximity of the Academy of Economic Studies – 1 unit Chisinau, in closest proximity of the State Medical University – 1 unit Chisinau, in closest proximity of the State Pedagogical University – 1 unit Chisinau, in closest proximity of the State Technical University – 1 unit Chisinau, in closest proximity of Railroad Station – 2 units Chisinau, in closest proximity of Common Schengen Visa Center – 2 units	20 (twenty)
2.3.	Placement of two-sided over-the-street liners, 9,8 sq.m (7x0,7m.) period 4 weeks (01.11.2010 – 28.11.2010) <u>Locations:</u> Chisinau, major central streets of Centru sector – 1 unit Chisinau, major central streets of Botanica sector – 1 unit Chisinau, major central streets of Riscani sector – 1 unit Chisinau, major central streets of Ciocana sector – 1 unit Chisinau, major central streets of Buiucani sector – 1 unit Chisinau, in closest proximity of the State University of Moldova – 1 unit Chisinau, in closest proximity of the Academy of Economic Studies – 1 unit Chisinau, in closest proximity of Railroad Station – 1 unit Chisinau, in closest proximity of Common Schengen Visa Center – 1 unit	9 (nine)

OUTSIDE CHISINAU

Item	Generic Description	Quantity
3.1.	Placement & Rent of billboards 1 side, size 18 sq.m (3x6m.), placement & lighting included - period 4 weeks (01.11.2010 – 28.11.2010) <u>Locations:</u> 4 units for each of the mentioned locations, including 2 units – the main street of the city/town, and 2 units - entrance to /exit from the city/town Balti Comrat Cahul Orhei Soroca Edinet Taraclia Rezina Causeni Ungheni Hincesti	44 (forty four)
3.2.	Placement of two-sided over-the-street liners, 9,8 sq.m (7x0,7m.) period 4 weeks (01.11.2010 – 28.11.2010) <u>Locations:</u> Balti, the main street – 1 unit Comrat, the main street – 1 unit Cahul, the main street – 1 unit Orhei, the main street – 1 unit Soroca, the main street – 1 unit	11 (eleven)

Edinet, the main street – 1 unit Taraclia, the main street – 1 unit Rezina, the main street – 1 unit Causeni, the main street – 1 unit Ungheni, the main street – 1 unit Hincesti, the main street – 1 unit	
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LOT 2

Item	Generic Description	Quantity
1.	Placement at LED (plasma) screens , overall daily duration not less than 72 min (4320 sec) at minimum 108 appearances per day, - period 10 days (19.11.2010 – 28.11.2010) <u>Locations (at minimum):</u> - str. Dacia intersection bd.Traian - str. Kiev intersection cu str. Tudor Vladimirescu - str. Puskin intersection str. Columna - bd. Stefan cel Mare intersection str. Ismail - bd. Stefan cel Mare intersection str. V.Pircalab	10 (ten)
2.	Placement at TV screens in major Chisinau supermarkets , (including "Green Hills", "Fidesco", "Nr.1", "Fourchette", "METRO"), overall daily duration not less than 48 min (2880 sec) at minimum 72 appearances per day, - period 10 days (19.11.2010 – 28.11.2010)	20 (twenty)

LOT 3

1.	SMS campaigns (at least 400 000 numbers) , during November 2010	2 (two) campaigns
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LOT 4

Item	Generic Description	Quantity
1.	Production of Audio-visual & audio Public Service Announcements (PSAs/spots) , <u>animation</u> , 40 seconds maximum length (audio-visual)	4 (four)

Delivery Timeframe:

- First draft of proposed scenarios: not later than 4 calendar days after signing the contract;
- Final draft of Scenario and Scripts: not later than 3 calendar days after receiving beneficiary's feedback on the first draft;
- PSAs (spots) produced and delivered: not later than 5 calendar days after beneficiary's approval of the Scenario and Scripts.

LOT 5

Item	Generic Description	Quantity
1.	Production of Audio-visual & audio Public Service Announcements (PSAs/spots) , <u>staged shooting</u> , 40 seconds maximum length (audio-visual)	6 (six)


Delivery Timeframe:

- First draft of proposed scenarios: not later than 4 calendar days after signing the contract;
- Final draft of Scenario and Scripts: not later than 3 calendar days after receiving beneficiary's feedback on the first draft;
- PSAs (spots) produced and delivered: not later than 7 calendar days after beneficiary's approval of the Scenario and Scripts.

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova, Str. V. Alecsandri 119
Payment Terms	The payment will be done in two installments: 20% in early phase of delivery, and 80% upon full 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, <u>by FULL LOTS</u> <input 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/operate.shtml

REQUIREMENTS	
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> • Company profile (summary); • Indication of <u>exact location</u> of the offered placement sites; • 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; • Strict adherence to deadlines. 	
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: **Matilda Dimovska, Deputy Resident Representative, UNDP Moldova**

Signature:  DATE: 01.10.2010

CONTACT PERSON: Veaceslav Balan, 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 "**RfQ: Advertisement / Production Services / Elections**". Offers shall reach the UNDP office not later than **11 October 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