



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>8 October 2010</b>
	REFERENCE: <b>RfQ10/00247</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 15 October 2010**.

Item	Generic Description	Quantity
1.	<b>Software:</b> Microsoft Office 2010 Professional, English, 32-bit, Romanian and Russian language pack, DVD with software or software download available.	31 (thirty one) pcs
2.	<b>Software:</b> Microsoft Visio 2010 Professional, English, 32-bit, DVD with software or software download available.	2 (two) pcs
3.	<b>Software:</b> Corel Draw Graphics Suite X5 upgrade, English, 32-bit, DVD with software or software download available.	3 (three) pcs
4.	<b>Software:</b> Adobe Creative Suite 5 web premium upgrade, English, 32-bit, DVD with software or software download available.	4 (four) pcs
5.	<b>Software:</b> Adobe Acrobat 5 Pro, English, 32-bit, DVD with software or software download available.	3 (three) pcs
6.	<b>Software:</b> Total Commander, English, 32-bit, software download available.	2 (two) pcs

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	131, 31 August 1989 Street, MD-2012 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 <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>

<b>Please state</b>
Details on delivery period
Please elaborate on the possibility of obtaining of Academic license for Microsoft products procured by UNDP

*[Handwritten signature]*

## REQUIREMENTS

**Language:** All documentation, including installation and operating manuals shall be in:

English       French       Spanish       Others: Romanian

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:


- Company profile (brief information);
- Quotation in USD exclusive of VAT (other currencies shall be converted into USD at the UN Operational exchange rate on the day of competition deadline);
- Statement on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English, Romanian or Russian.

### MINIMUM QUALIFICATION REQUIREMENTS:

- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms;

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**

Signature:  DATE: 11/10.2010

CONTACT PERSON: Valentin Turcan, ICT Associate ([valentin.turcan@undp.org](mailto:valentin.turcan@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: Software**".

Offers shall reach the UNDP office not later than **15 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**

 <sup>2</sup>  
Turcan