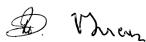


		REQUEST FOR	QUOTA	TION (RFQ)	ivioiaova	
NAME	& ADDRESS OF FIRM:					
			REFER	ENCE: RfQ10/00247		
You ar	Sir / Madam: re kindly requested to sub stober 2010.	mit your quotation fo	or the fol	lowing items before 16:30 (l	ocal time) on	
Item	Generic Description				Quantity	
1.	Software: Microsoft Office 2010 I language pack, DVD w	31 (thirty one) pcs				
2.	Software: Microsoft Visio 2010 Place software download available.	2 (two) pcs				
3.	Software: Corel Draw Graphics Suite X5 upgrade, English, 32-bit, DVD with software or software download available.					
4.	Software: Adobe Creative Suite Software or software d	4 (four) pcs				
5.	Software: Adobe Acrobat 5 Pro, I available.	3 (three) pcs				
6.	Software: Total Commander, Eng	2 (two) pcs				
		CON	DITION	S		
Delivery Term (INCOTERMS 2000) & Place						
Delivery Place		131, 31 August 1989 Street, MD-2012 Chisinau, Moldova				
Payment Terms		100% upon delivery				
Validity of Quotation		⊠ 30 DAYS ☐ 60 DAYS				
Preliminary Examination - Completeness of quotation.		☑ Partial bids permitted ☐ Partial bids not permitted			ot permitted	
Quantity change		The UNDP reserves the right to modify the quantity by 25% 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				
Details on delivery period				
Please elaborate on the possibility of obtaining of Academic license for Microsoft products procured by UNDP				



REQUIREMENTS								
Language: All documentation, including installation and operating manuals shall be in:								
	h 🔲 Spanis	h 🛛	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:	Minus	DATE: Mayle	.2010					
CONTACT PERSON: Valentin Turcan, ICT Associate (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