



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: Distribution/Advertisement Companies	DATE: 29 October 2010
	REFERENCE: RfQ10/00266

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time)** on **5 November 2010**.

Item	Generic Description	Quantity
LOT 1: POSTER DISTRIBUTION		
1.	Distribution and placement of the "Voting Procedure" posters (1 X RU and 1 X RO, 2 total)(size A2) and "Go To Vote" posters (1X RU and 1 X RO, 2 total) (size A2) at the entrance of the each polling station, located in Republic of Moldova, as follows:	4400 (four thousand four hundred) + 4400 (four thousand four hundred)
	CHISINAU (302 POLLING STATIONS TOTAL)	
	Balti (59 POLLING STATIONS TOTAL)	
	Anenii Noi (43 POLLING STATIONS TOTAL)	
	Basarabeasca (15 POLLING STATIONS TOTAL)	
	Briceni (39 POLLING STATIONS TOTAL)	
	Cahul (64 POLLING STATIONS TOTAL)	
	Cantemir (47 POLLING STATIONS TOTAL)	
	Călărași (49 POLLING STATIONS TOTAL)	
	Căușeni (51 POLLING STATIONS TOTAL)	
	Cimișlia (46 POLLING STATIONS TOTAL)	
	Criuleni (40 POLLING STATIONS TOTAL)	
	Dondușeni (27 POLLING STATIONS TOTAL)	
	Drochia (47 POLLING STATIONS TOTAL)	
	Dubăsari (14 POLLING STATIONS TOTAL)	
	Edineț (51 POLLING STATIONS TOTAL)	
	Fălești (65 POLLING STATIONS TOTAL)	
	Florești (74 POLLING STATIONS TOTAL)	

	<p>Glodeni (37 POLLING STATIONS TOTAL)</p> <p>Hîncești (68 POLLING STATIONS TOTAL)</p> <p>Ialoveni (49 POLLING STATIONS TOTAL)</p> <p>Leova (46 POLLING STATIONS TOTAL)</p> <p>Nisporeni (43 POLLING STATIONS TOTAL)</p> <p>Ocnița (35 POLLING STATIONS TOTAL)</p> <p>Orhei (81 POLLING STATIONS TOTAL)</p> <p>Rezina (42 POLLING STATIONS TOTAL)</p> <p>Rîșcani (54 POLLING STATIONS TOTAL)</p> <p>Sîngerei (64 POLLING STATIONS TOTAL)</p> <p>Soroca (73 POLLING STATIONS TOTAL)</p> <p>Strășeni (49 POLLING STATIONS TOTAL)</p> <p>Soldănești (34 POLLING STATIONS TOTAL)</p> <p>Ștefan Vodă (31 POLLING STATIONS TOTAL)</p> <p>Taraclia (32 POLLING STATIONS TOTAL)</p> <p>Telenești (44 POLLING STATIONS TOTAL)</p> <p>Ungheni (78 POLLING STATIONS TOTAL)</p> <p>UTA Găgăuzia (64 POLLING STATIONS TOTAL)</p> <p><u>The detailed information on polling stations per each indicated locality can be found in the Annex A to this RfQ (posted on the same webpage)</u></p>	
LOT 2: LEAFLET DISTRIBUTION		
1.	<p>Distribution of leaflets (size A5) throughout the country, in the mentioned localities and mentioned target places:</p> <p>IN CHISINAU, as follows:</p> <p>Main street intersections: Stefan cel Mare bvd. / Izmail str. Stefan cel Mare bvd. / Armeana str. Stefan cel Mare bvd./ V.Alecsandri str. Stefan cel Mare bvd. / A.Puschin str. Stefan cel Mare bvd. / B.Bodoni str. Stefan cel Mare bvd. / Orheiului str. Decebal bvd. / Dacia bvd. Traian bvd. / Dacia bvd. Independentei str./Cuza Voda str. Moscovei bvd. / A.Russo str.</p> <p>Markets: Nr1/ Sun City, Centru Nr1 /Botanica</p>	<p>200 000 (two hundred thousand total)</p> <p>100 000 (one thousand hundred)</p>

	<p>Nr1 / Telecentru Fidesco / Telecentru Fidesco / B. Bodoni str. Fidesco / Ciocana Green Hills / Ciocana Green Hills / Botanica Furchette / Rascani Furchette / Sculeni Linella/Buiucani, Alba-Iulia Linella/Riscani, Moscovei bvd.</p> <p>Malls: MallDova/entrance Megapolis/entrance Elat/entrance Jumbo/entrance</p> <p>Public Eating places: Galbenush/A. Puskin str., Centru Andy's Pizza/B. Bodoni str., Centru Andy's Pizza/Opera Theater, Centru Andy's Pizza/Riscani, Moscovei bvd. Celentano Restaurant/Botanica Celentano Restaurant/Centru La Placinte/Buiucani, Creanga str. La Placinte/Ciocana, Mircea cel Batrin bvd. McDonald's/Stefan cel Mare bvd., Centru McDonald's/Botanica, bvd. Dacia</p> <p>Universities: State University/ main bloc, A. Mateevici str. University of Medicine/Stefan cel Mare str. Pedagogical University/Creanga str. Technical University/Centru, Stefan cel Mare bvd. Technical University/Rascani, Studentilor str.</p> <p>Other places: Railway station area Central market/front entrance area Ciocana market Buicani market/Delfin</p> <p>IN ALL OTHER CITIES, to be distributed on the main streets intersections, near biggest markets and near public eating places (cafes, restaurants, etc.), as follows:</p> <p>Codru Cricova Durlesti Singera Vadul lui Voda Vatra Balti Anenii Noi Basarabasca Briceni Lipcani Cahul Cantemir</p>	<p>100 000 (one thousand hundred)</p> <p>1500 1500 2500 500 1000 500 2000 1500 1500 1500 1000 6000</p>
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Calarasi	1000
Causeni	2000
Cainari	3000
Cimislia	500
Criuleni	2000
Donduseni	1000
Drochia	1500
Edinet	3000
Cupcini	3000
Falesti	1500
Floresti	2500
Ghindesti	2500
Marculesti	500
Glodeni	500
Hincesti	2000
Ialoveni	2500
Leova	2500
Iargara	1500
Nisporeni	1000
Ocnita	2000
Otaci	1500
Frunza	1000
Orhei	500
Rezina	5000
Riscani	2500
Costesti	2000
Singerei	500
Biruinta	2000
Soroca	500
Straseni	5500
Bucovat	3000
Soldanesti	500
Stefan Voda	1000
Taraclia	1500
Telenesti	2000
Ungheni	1500
Cornesti	2000
Comrat	500
Ciadir-Lunga	4000
Vulcanesti	3500
	2500

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova <u>Note:</u> The Contractor shall return all print material that was neither put up, nor distributed.

Payment Terms	The payment will be done 100% upon delivery of the services and upon presentation of the following: <ul style="list-style-type: none"> - Detailed distribution plan, with detailed timeline and resources; - Detailed distribution report including presentation of digital pictures of posters placement points (from all mentioned polling stations) and the description of places where the leaflets were distributed in all other mentioned cities, with a report with pictures, showing the distribution process in each locality. 	
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS	<input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" type="checkbox"/> Partial bids not 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	

REQUIREMENTS			
Language: All documentation, including installation and operating manuals shall be in:			
<input checked="" type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Others: (Romanian)
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:			
The quotation/offer shall contain the following: <ul style="list-style-type: none"> • Company profile (in brief); • 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; • Strong system of quality assurance of delivery (to be described in submission). 			

NAME, FUNCTIONAL TITLE: **Veaceslav Balan, Project Manager,
Electoral Support to Moldova Project
UNDP Moldova**

Signature:  DATE: 29 October 2010

CONTACT PERSON: Janna Sofroni, Project Assistant (janna.sofroni@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: Distribution printed materials Voter Information Campaign 2010/ Elections**".
Offers shall reach the UNDP office not later than **5 November 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