



Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Printing / Advertisement Companies	DATE: 2 November 2010 REFERENCE: <i>RFQ 10/00274</i>
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Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time)** on **8 November 2010**.

Item	Generic Description	Quantity
SINGLE LOT: PRODUCTION OF PROMOTIONAL MAGNETS		
1.	Production of promotion magnets , on vinyl support, magnetized, 6x6 cm, color print with application of self-adhesive paper and laminated face, irregularly shaped.	200 000 (two hundred thousand) pcs

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova
Deliver Timeframe	Not later than <u>12 calendar days</u> from the date of contract signing
Payment Terms	The payment will be done 100% upon delivery of the services
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	
<u>Language:</u> 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)

<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <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. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <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.

NAME, FUNCTIONAL TITLE: **Matilda Dimovska, Deputy Resident Representative, UNDP Moldova**

Signature:  DATE: 02.11.2010

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: Production of Promotional Magnets / ESM Project**".
Offers shall reach the UNDP office not later than **8 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

