



# 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: 11 November 2010 REFERENCE:
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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 **17 November 2010**.

Item	Generic Description	Quantity
<b>LOT 1: DISTRIBUTION PROMOTIONAL MAGNETS <u>IN CHISINAU</u></b>		
1.	<p><b>Distribution of promotional magnets in Chisinau, in mentioned target places, as follows:</b></p> <p><b>Main street intersections:</b></p> <p>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><b>Markets:</b></p> <p>Nr1/ Sun City, Centru Nr1 /Botanica 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><b>Malls:</b></p> <p>MallDova/entrance Megapolis/entrance Elat/entrance Jumbo/entrance</p>	<b>100 000 (one hundred thousand)</b>

	<p><b>Public eating places:</b> 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><b>Universities:</b> 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><b>Other places:</b> Railway station area Central market/front entrance area Ciocana market Buicani market/Delfin</p>	
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**LOT 2: DISTRIBUTION PROMOTIONAL MAGNETS OUTSIDE CHISINAU**

1.	<p><b>Distribution of promotional magnets throughout the country, on the main streets intersections, near biggest markets and near public eating places (cafes, restaurants, etc.), in the following localities:</b></p> <p><b>Codru</b> 1500  <b>Cricova</b> 1500  <b>Durlesti</b> 2500  <b>Singera</b> 500  <b>Vadul lui Voda</b> 1000  <b>Vatra</b> 500  <b>Balti</b> 6000  <b>Anenii Noi</b> 1500  <b>Basarabasca</b> 1500  <b>Briceni</b> 1500  <b>Lipcani</b> 1000  <b>Cahul</b> 4500  <b>Cantemir</b> 1000  <b>Calarasi</b> 2000  <b>Causeni</b> 3000  <b>Cainari</b> 500  <b>Cimisia</b> 2000  <b>Criuleni</b> 1000  <b>Donduseni</b> 1500  <b>Drochia</b> 3000  <b>Edinet</b> 3000  <b>Cupcini</b> 1500  <b>Falesti</b> 2500  <b>Floresti</b> 2500  <b>Ghindesti</b> 500</p>	<p><b>100 000</b> (one thousand hundred)</p>
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<b>Marculesti</b>	<b>500</b>
<b>Glodeni</b>	<b>2000</b>
<b>Hincesti</b>	<b>2500</b>
<b>Ialoveni</b>	<b>2500</b>
<b>Leova</b>	<b>1500</b>
<b>Iargara</b>	<b>1000</b>
<b>Nisporeni</b>	<b>2000</b>
<b>Ocnita</b>	<b>1500</b>
<b>Otaci</b>	<b>1000</b>
<b>Frunza</b>	<b>500</b>
<b>Orhei</b>	<b>4000</b>
<b>Rezina</b>	<b>2500</b>
<b>Riscani</b>	<b>2000</b>
<b>Costesti</b>	<b>500</b>
<b>Singerei</b>	<b>2000</b>
<b>Biruinta</b>	<b>500</b>
<b>Soroca</b>	<b>4000</b>
<b>Straseni</b>	<b>3000</b>
<b>Bucovat</b>	<b>500</b>
<b>Soldanesti</b>	<b>1000</b>
<b>Stefan Voda</b>	<b>1500</b>
<b>Taraclia</b>	<b>2000</b>
<b>Telenesti</b>	<b>1500</b>
<b>Ungheni</b>	<b>2000</b>
<b>Cornesti</b>	<b>500</b>
<b>Comrat</b>	<b>4000</b>
<b>Ciadir-Lunga</b>	<b>3500</b>
<b>Vulcanesti</b>	<b>2500</b>

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova  <b><u>Delivery terms: the distribution must be executed within 6 calendar days (for each LOT), 22-27 November, 2010</u></b>  <u>Note:</u> The Contractor shall return all promotional magnets that were not 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"> <li>- Detailed distribution plan, with detailed timeline and resources;</li> <li>- Detailed distribution report including the description of places where the magnets were distributed in the mentioned cities, and with a report with pictures, showing the distribution process in each locality.</li> </ul>
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted (by LOTS)</b> <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>

### 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 (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:

- 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: 11 November

2010

CONTACT PERSON: Janna Sofroni, Project Assistant ([janna.sofroni@undp.org](mailto: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 Promotional Magnets/ Elections**".  
Offers shall reach the UNDP office not later than **17 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](mailto:tenders-Moldova@undp.org)**