



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 31 January 2011
	REFERENCE: RfQ11/00297

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 8 February 2011**.

Item	Generic Description	Quantity
	<p>Franking Machine Specification:</p> <ul style="list-style-type: none"> - Processing speed: 5400 - 8000 letter/hour with ADF (automatic envelope feeder) - Scale up to 2,5 kg - Postage costs calculator - Letter thickness up to 6mm - Automatic dating - 9 customized slogans, logos or images (adverts) - 5 pricing categories (minimal) - 2 user accounts (secured) - User account details printing - Customized clichés for User account - Warning when low credit - Advert clichés visualization - Advert clichés - Clichés for special marks (Express, Par Avion etc) - PC interface for exporting data and reports - Manual crediting 	1

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DDU
Delivery Place	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 type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
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	Details on warranty/guarantee conditions
Name and address of authorized service in Moldova	
Separate quote for estimated transportation & insurance charges	Shipping weight (kg) and volume (m ³)

Offerors shall provide the list of recommended consumables and spares including prices and details on local availability. Evaluation shall be made based on combination of cost of offered equipment and cost of consumables required for 1 year of operation based on the volumes indicated above.

REQUIREMENTS

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

English French Spanish Others: (Romanian, Russian)

Electricity: Volt:220 V, AC Hz: 50 type F('Schuko') plug

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (brief information);
- Quotation in USD exclusive of VAT (other currency 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;
- Certificates of quality for the offered equipment;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English, Romanian or Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Availability of Certificates of quality for the offered equipment;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms;
- Minimum warranty of 1 year;
- Maximum delivery period not to exceed 30 days upon signature of the contract;
- Availability of authorized service in Moldova.

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: 21.01.2011

CONTACT PERSON: Radu Dusciac, Procurement Associate (radu.dusciac@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: Franking machine**".

Offers shall reach the UNDP office not later than **8 February 2011, 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