



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 09 February, 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **12:00 (local time) on 14 February, 2011.**

Purpose: Transportation services (bus) and en-route catering for a study tour to Slovakia and Hungary

Period: February 28, 2011 – March 6, 2011 (7 days)

Venue: Outside Chisinau

Item	Generic Description	Quantity
1.	<p>Provision of bus and transportation services to a group of business community representatives for a study tour to Slovakia and Hungary.</p> <p>Route: Tiraspol-Chisinau-Budapest-Bratislava-Zilina-Budapest-Chisinau-Tiraspol</p> <p>Detailed itinerary:</p> <p>28 February – 1 March, 2011: Tiraspol – Chisinau – Iasi – Oradea – Budapest – Bratislava 1 March – 3 March, 2011: Bratislava 3 March – 4 March, 2011: Bratislava- Zilina 4 March – 5 March, 2011: Zilina 5 March, 2011: Zilina – Budapest 5 March – 6 March, 2011: Budapest - Chisinau - Tiraspol</p> <p>The route will involve local transportation within the cities of destination, total mileage for the trip being estimated at 3800 km.</p> <p>The duration of the trip is 7 days, from 28 of February to 6 of March, 2011. The Contractor shall furnish a bus, 2 drivers and adequate transportation service that shall meet all international standards and legal requirements.</p> <p>Bus:</p> <p>Bus seating capacity must be between 43 to 50 passengers. The bus must be in an excellent technical condition, and must have enhanced comfort features. It must fully meet international transportation requirements and be equipped with:</p> <ul style="list-style-type: none"> - comfortable seats and full-view windows - stereo and video system - minibar - toilet 	1

	<ul style="list-style-type: none"> - global positioning system - air conditioning system <p>The bus must have passed required State inspections for the year in which the vehicle is operating and must display a valid inspection sticker. Vehicle insurance, fuel costs, road taxes, customs fees, travel permissions and parking fees should be included in the submitted quotation.</p> <p>Drivers:</p> <ul style="list-style-type: none"> - Vendor shall provide 2 drivers who must meet State qualifications as well as hold a valid driving license for the assigned vehicle; <p>The drivers must:</p> <ul style="list-style-type: none"> - have good knowledge of Moldovan and EU road network; - have good knowledge of laws and rules relating to travel on the EU public roads; - have Romanian and Russian language skills; - be courteous and polite with customers. <p>Drivers' accommodation and meals should be included in the submitted quotation. The trip will involve 5-6 overnight stays.</p>	
2.	<p>Catering (Meals for the delegation on the way to Slovakia and back to Chisinau/Tiraspol for 25 persons</p> <ul style="list-style-type: none"> - two meals for the delegation on the way to Slovakia - two meals for the delegation on the way back to Tiraspol 	4 meals

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside the city of Chisinau
Payment Terms	Advance payment
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 shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian or Russian
Electricity: Volt: Hz: phase AC:
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:
<ul style="list-style-type: none"> • Quotation offer in MDL with a detailed breakdown of costs; • Detailed description and pictures of the bus that will be offered for the tour (make, model, year of entry into service, mileage, technical state, availability of amenities listed in the technical criteria, etc.); • Company profile (information on submitting organization including personnel qualifications and experience, not more than 2 pages); • Copy of the license valid at the time of offer submission;

- CVs of the two drivers who will be provided for the tour;
- A list of customers and two reference letters from previous customers;
- Offers and other documentation can be presented in either English, Romanian or Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 3-year experience in providing long-distance transportation services to customers;
- Transportation services must meet international standards and legal requirements;
- Technical specification of the bus offered for the tour must fully meet the requirements listed under Item 1;
- Drivers must fully meet the requirements listed under Item 1;
- Adherence to UNDP General Terms and Conditions and Payment and 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: **Victor Munteanu, Project Manager, Support to Confidence Building Measures Project**

Signature: 

DATE: 3/2/11

CONTACT PERSON: **Victor Munteanu, Project Manager** (victor.munteanu@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: Transportation services (bus) and en-route catering for a study tour to Slovakia and Hungary**".

Offers shall reach the UNDP office not later than **14 February, 2011, 12:00 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