

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 4 April 2011
	REFERENCE: <u>RFQ11/00325</u>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **14:00 (Chisinau time) on 11 April 2011**. Services shall be provided on the basis of preliminary request.

Item	Generic Description	Prices
A. Transportation services within the area of Chisinau. Fully operational vehicles.		
1.	Price per 1 km by car	
2.	Price per 1 km by minibus (15 places)	
3.	Price per 1 km by bus (30 places)	
4.	Price per 5 min, standing idle	
5.	Price per 1 hour, standing idle	
6.	Price per 1 day, standing idle	
B. Transportation services within the area of Moldova. Fully operational vehicles.		
7.	Price per 1 km by car	
8.	Price per 1 km by minibus (15 places)	
9.	Price per 1 km by bus (30 places)	
10.	Price per 5 min, standing idle	
11.	Price per 1 hour, standing idle	
12.	Price per 1 day, standing idle	

CONDITIONS	
Service Availability	Service should be made available on the basis of preliminary request.
Payment Terms	Upon completion of the each service.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted <input type="checkbox"/> Partial bids not permitted
General Terms and Conditions	UNDP/UN Women General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state
Quantity discount
Details on passenger safety and insurance conditions
Details on conditions for advance booking of vehicles

REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company Profile (in brief);
- Company's list of corporate customers;
- Copy of company's registration certificate and license for provision of transportation services;
- Statement on adherence to UNDP General Terms and Conditions;
- Company's list of vehicles (model and production year);
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 3 years of experience in Transportation Service;
- Availability of necessary license for provision of transportation service;
- Adherence to UNDP General Terms and Conditions;
- Availability of fully operational vehicles (minimum 3 cars, 2 minibuses, 1 bus).

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: **Natalia Galat, Operations Manager**

Signature: _____ DATE: _____

CONTACT PERSON: Eleonora Mocanu, Administrative Assistant (eleonora.mocanu@unwomen.org)

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Transportation Services - WEE Programme/UN Women**".

Offers shall reach the UNDP office not later than **11 April 2011, 14.00 (Chisinau 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:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:

galina.corgoja@unwomen.org