



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 05 April 2011
	REFERENCE: RfQ11/00329

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 20th April 2011.**

Item	Generic Description	Quantity
1.	LOT 1: Tables for the Department of Penitentiary Institutions, Training Centre from Goian (as per attached specifications, Annex A)	
2.	LOT 2: Chairs, couches, armchairs and beds for Department of Penitentiary Institutions, Training Centre from Goian (as per attached specifications, Annex A)	
3.	LOT 3: Cabinets, stands, bookshelves for the Department of Penitentiary Institutions, Training Centre from Goian (as per attached specifications, Annex A)	

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau municipality, Goian village, DPI Training Centre
Payment Terms	20% payment upon contract awarding 80 % upon delivery of the products
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 (by full LOTs) <input 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

Please state
Quantity discount and early payment discount
Separate quote for estimated transportation & insurance charges
Details on any warranty/guarantee conditions

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> • Company profile (info up to 3 pages); • Copy of the company's registration certificate;


- Quotation in MDL/USD/EUR exclusive of VAT (Evaluation will be made in MDL. Other currency shall be converted in MDL at the UN operational Rate of exchange on the day of the competition deadline; contract shall be signed with the winner in currency of the offer);
- Statement on adherence to UNDP General Terms and Conditions for Goods/Services and Payment;
- Offers shall be presented in Romanian, Russian or English.

MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in the field;
- The maximum term for carrying out all works (manufacturing and delivering) not exceed 2,5 months;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Furniture shall be manufactured out of melamine fibreboard 18 mm thick, edge covered with ABS foil 2 mm thick (in Romanian: PAL melaminat, grosimea 18 mm, foliată cu folie ABS pe cant cu grosimea 2 mm).

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, UNDP Moldova**

Signature:  DATE: 06.04.2011

CONTACT PERSON: **Mircea Esanu, Project Manager** (mircea.esanu@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: Furniture for DPI Training Centre from Goian - TPP**". Offers shall reach the UNDP office not later than **20th April, 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