

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP/ MFAEI Project	DATE: 19 April 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for air conditioners before 16:30 (local time) on **4 May 2011** as follows:

Item	Generic Description	Quantity
1.	Office space 25m², H=3m Energy consumption 220V 1F not more than 1.0kw Working external temperature +43°C (-24°C)	12
2.	Office space 35m², H=3m Energy consumption 220V 1F not more than 1.0kw Working external temperature +43°C (-24°C)	3
	Additional Specifications	
	Average distance between internal and external block- 4.5m	
	Offices situated at 2 nd / 3rd floor (external blocks installation with crane; climbers)	
	Exterior walls concreted	

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	MFA Project, 80, 31 August 1989, Chisinau, Office 224, MD 2012, Moldova
Payment Terms	100% upon delivery of final product
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" 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/conditions_contract.htm

Please state
Availability of local service in country:
Quantity discount and early payment discount:
Details on any warranty/guarantee conditions:
Details on delivery period:

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> Company profile (in brief);

- Copy of company's registration certificate;
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Quotation for each item in MDL (including installing) exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Additional information as requested under the "Please State" section;
- Offers shall be presented in English or Romanian;

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in the field;
- Availability of local service in country;
- Adherence to UNDP General Terms and Conditions and Payment & Delivery Terms above;

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: **Alexandru Pelivan, Project Coordinator**

Signature: _____

DATE: _____

[Handwritten signature] *19/04/2011*

CONTACT PERSON: Irina Apostol, A/F Project Officer (irina.apostol@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Air conditioners, MFA Project**".

Offers shall reach the UNDP office not later than **4 May 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