

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>28/04/2011</b>
	REFERENCE: <i>RFQ 11/00345</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on May 10, 2011.**

Item	Generic Description	Quantity
1	<b>2 Wheel Drive Vehicle</b> Left Hand Drive 5 seats, including driver 4 door sedan or 5 door hatchback Manufacture year: 2010-2011 Fuel type: gasoline Engine power: 100-125 HP Fuel consumption: max. 9 litres / 100 km (urban) Emissions standard: Euro 4 Gearbox: manual Height adjustable front seats Armrest for front and rear seats Equipage: First aid kit, fire extinguisher, full-size spare wheel Front airbags for driver and passenger ABS, ESP Power windows, power steering, power adjustable heated mirrors Fog lamps (front and rear) Audio system with CD-player, Aux-in or USB connection Central locking with remote control, immobiliser Minimum 500 l trunk capacity Road clearance: min. 160mm Light alloy rims Air-conditioner Metallic paint	1 (one)
<b>CONDITIONS</b>		
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>DDU Chisinau max 60 days</b>	
Delivery Place	UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova	
Payment Terms	100% upon delivery	
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	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>	
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>	

Please state	
Quantity discount and early payment discount	
Details on any warranty/guarantee conditions	
Details on after-sales and post-warranty services	
Details on delivery period	
Recommended car maintenance schedule works, consumables, spares included and their prices:	
<input type="checkbox"/> For a one year period	<input checked="" type="checkbox"/> For a period of 4 years or 150 000 km mileage

REQUIREMENTS	
Language: All documentation, including installation and operating manuals shall be in:	
<input checked="" type="checkbox"/> English	<input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian and/or Russian

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages);
- Detailed description of the offered vehicle (including photos);
- Quotation in MDL/USD/EUR exclusive of VAT, excise and other duties or taxes (other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline; contract shall be signed with the winner in currency of the offer);
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English, Romanian or Russian.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Minimum 3 years of experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Availability of authorized service in Moldova;
- Minimum 2 years warranty.

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 Ursul, Project Manager, Moldova Energy and Biomass Project**

Signature:  DATE: 28.04.2011.

CONTACT PERSON: Mihai Maciucă, Procurement and Contract Management Officer  
([mihai.maciuca@undp.org](mailto:mihai.maciuca@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: "2WD Vehicle MEBP".**

Offers shall reach the UNDP office not later than **May 10, 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](mailto:tenders-Moldova@undp.org)**