



Moldova

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>4 May 2011</b>
	REFERENCE: <b>RfQ11/00347</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **10:00 (local time) on 13 May 2011:**


Generic Description		Quantity
Technical specifications, quality & safety standards, special features required		
<b>LOT 1 - Desk Clocks</b>		
Type	<b>Quartz OR Mechanic</b>	
Movement:	<b>Analog (Not Digital) OR Mechanical (spring-driven) battery operated</b>	
Item Shape:	Any: Round / Square / Rectangle / Rhomb / other	
Placement:	Freestanding/ standalone /Tabletop	
Finish/Colour:	Black, Blue, Brown, Gray, Green, Metallic (Brass, Bronze, Chrome), Ivory, Multicoloured, Painted, Purple, White (NON acid, non pungent, non garish colours)	
Case material:	Acrylic/ Glass/ Metal /Plastic /Synthetic /Veneer	
Assembled Dimensions:	Height & Width not less than 5 cm	
Dial face feature:	Material: Glass or plastic Colours: non acid, non pungent, non garish	
Dial face content:	Time scaled, with Arabic or Roman numerals at least at the 12, 3, 6, and 9 positions with all hours markers	10,000 units
Style/Design:	Classic / Contemporary / Country /Practical /Traditional / Antique	
Mandatory Features:	- With Alarm – <b>OR</b> - With Alarm - independent alarm indicator, crescendo independent alarm type beep, electronic indicator, Classical/real beep, with a snooze ringing bell alarm sound function. - Contain battery	
Clock pins/hands:	At least 3 pins/hands (Hour, Minute, Alarm).	
Model:	Several models (of approximate value per unit) could be chosen to cover the necessary quantity	
Folding feature:	Allowed	
Shipping:	In boxes each item	
Additional possible features:	Luminous hands and hour markers for easy viewing in the dark	
<b>LOT 2 - Printing of 2 logos</b> - Logos of UN and National Bureau of Statistics		
Type of printing:	Serigraphy <b>OR</b> tampoprint	On 10,000 clocks
Colours:	1 colour	
Size:	2 cm each	

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>
Delivery Place	106, Grenoble street , National Bureau of Statistics, Chisinau, MD-2019, Moldova, Office 802
Payment Terms	20% advanced payment, the rest upon delivery of all quantity
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted by LOT</b> <input 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>

<b>Please state</b>
Quantity discount and early payment discount
Details on warranty/guarantee conditions

<b>REQUIREMENTS</b>
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• General Information about the offeror (company profile);</li> <li>• Copy of Company's registration Certificate;</li> <li>• Quotation in USD, EUR or MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate Exchange on the date of competition deadline);</li> <li>• Pictures/images of the proposed goods;</li> <li>• Additional information as requested under the "Please state" section;</li> <li>• Statement on adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be submitted in English, Romanian or Russian.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Maximum delivery period not to exceed 30 days upon signature of contract;</li> <li>• <b>Availability of 2500 units of desk clocks by 23 May 2011.</b></li> </ul> <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Kaarina Immonen, Resident Representative**

Signature:  DATE: 4 May 2011

CONTACT PERSON: Roman Rosca, Project Assistant ([roman.rosca@undp.org](mailto:roman.rosca@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: Desk Clocks for Statistics Project**".  
Offers shall reach the UNDP office not later than **13 May 2011, 10:00 (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](mailto:tenders-Moldova@undp.org)**