

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 5 May 2011
	REFERENCE: RfQ11/00349

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 18 May 2011:**

Item	Generic Description	Quantity	Unit price, MDL	Subtotal, MDL
1.	USB Memory sticks 2.0 white or other light color appropriate for printing the logo. Minimum capacity: 2 GB. Minimum size: 5 cm long by 1.5 cm wide. Manufacturers' logo should not conflict with the logo to be printed.	400 units		
2.	Printing of the Logo on the item 1 as per attached Annex 1 (serigraphy or tampoprint).	On 400 memory sticks		
			Total	

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
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	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	

REQUIREMENTS
<p>Language: All documentation, including installation and operating manuals shall be in:</p> <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: (Romanian) <p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (general information about the company up to 2 pages); • Copy of company's registration certificate; • Pictures of the offered product; • Quotation in USD, EUR or MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline); • Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Offers shall be presented in English or Romanian.

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MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Delivery period including the printing not to exceed 21 working days.

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: Kaarina Immonen, Resident Representative, UNDP

Signature:  DATE: 5 May 2011

CONTACT PERSON: Silvia Pana-Carp, Programme Associate, UNDP (silvia.pana-carp@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: Purchasing of memory sticks and printing of the logo for Meeting of the Parties to Aarhus Convention**".

Offers shall reach the UNDP office not later than **18 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