

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 3 June 2011
	REFERENCE: RfQ11/00362

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 13 June 2011.**

Item	Generic Description	Quantity
1	<p>4 Wheel Drive Vehicle Left Hand Drive 5 seats, including driver 5 doors Manufacture year: 2011 Fuel type: Petrol Engine: 4 cylinders, 1500 – 2000 cm³ Engine power: min. 100 HP – max. 150 HP Ground clearance: min. 200 mm Fuel consumption: max. 11 L/100 km (urban cycle); average max. 9 L/100 km Gearbox: manual/automatic Emission standard: EURO 5 Equipage: First aid kit, fire extinguisher, full-size spare wheel Front and lateral side Air bags for driver and passenger Air conditioner ABS and Brake Assist System Front power windows, power steering, power heated mirrors Fog light (front and rear) Audio system with radio, CD or MP3 player Central locking with remote control, immobilizer Metallic paint</p>	1 (one)


CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	156a, Mitropolit Dosoftei Street, 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	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
Details on delivery period



Name and address of authorized service in Chisinau, Moldova
Details on any warranty/guarantee conditions
Details on after-sales and post-warranty services
Recommended car maintenance schedule works, consumables and spares required, and their prices: <input type="checkbox"/> For a one year period <input checked="" type="checkbox"/> For a period of 2 years

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 or Russian)
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> • Company profile (short info up to 2 pages, including info about authorized service); • Detailed description of the offered vehicle (including photos); • Quotation in MDL, USD or EUR exclusive of VAT, excise and other duties or taxes (Evaluation will be done in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline. Contract will be signed with the winner in the currency of the offer); • Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Additional information as requested under the "Please state" section; • Offers shall be presented in English, Romanian or Russian. MINIMUM QUALIFICATION REQUIREMENTS: <ul style="list-style-type: none"> • Minimum 2 years of experience in the field; • Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms; • Minimum warranty of 2 years or 100,000 km; • Maximum delivery period not to exceed 60 calendar days; • Availability of authorized service in Chisinau, Moldova. 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
Signature:  DATE: <u>02.06.2011</u>
CONTACT PERSON: Alexandru Rotaru, PAS Project assistant (alexandru.rotaru@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: 4WD Vehicle ". Offers shall reach the UNDP office not later than 13 June 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

