

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 1 July 2011
	REFERENCE: RfQ11/00388

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **15 July 2011**.

Item	Generic Description	Amount	
1.	Transportation services in Moldova's rural areas (on the whole territory of Republic of Moldova)	Estimated number of requests per half of the year: up to 100 Estimated km per half of the year may vary from 5,000 km up to 15,000 km	
	Vehicle capacity		<ul style="list-style-type: none"> up to 20 passengers;
	Driver		<ul style="list-style-type: none"> provided by service provider; valid driving license; good knowledge of Moldovan road network; at least 3 years of experience in transportation services; good command of Romanian and Russian;
	Vehicle insurance		<ul style="list-style-type: none"> covered by the service provider
	Accommodation (if required)		<ul style="list-style-type: none"> to be covered by the service provider
	Catering (if required)		<ul style="list-style-type: none"> to be covered by the service provider
	Others		<ul style="list-style-type: none"> All other expenses with car maintenance, repairing, gasoline, etc. to be included in the price

Please state costs for:

	Cost per km, USD	Amount
1.	Cost per km, USD	
2.	Cost per hour wait time, USD (no overnight accommodation required)	
3.	Cost per hour wait time, USD (with overnight accommodation required)	

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova
Payment Terms	Monthly upon provision of services (in MDL at the UN operational Rate of Exchange)
Delivery time	In maximum 3 (three) days upon receipt of order from DCRR Project team.
Contract period	6 months (31 December 2011) with possibility of extension.
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input 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	

REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (brief information and vehicles available);
- Copy of Company's registration certificate and license for provision of transportation services;
- Quotation in USD exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);
- Language of offer – English, Romanian or Russian;
- Cost estimates as required under the "Please state costs for" section.

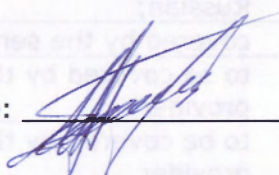
MINIMUM QUALIFICATION REQUIREMENTS:

- Confirmation to the minimum specifications listed at the "Generic Description of Services"
- Suitable microbus for travelling in rural areas, including traveling on bad roads (uncovered with asphalt);
- Vehicle and driver available a 24 hours, weekends and official holidays (if required);
- Adherence to UNDP General Terms and Conditions and Payment and 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: **Pavel Gavrilita, Project Manager**

Signature: _____



DATE: _____

1.07.2011

CONTACT PERSON: **Stela Glavan, Project Assistant** (stela.glavan@undp.org)

CONTACT ADDRESS: Disaster and Climate Risk Reduction Project, 8/1 Cuza Voda street, MD-2060, Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Transportation services - DCRR**".

Offers shall reach the UNDP office not later than **15 July 2011, 17:30 (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