



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 4 July 2011
	REFERENCE: RfQ11/00389

Dear Sir / Madam:

UNDP Moldova, on behalf of the UN Agencies in Moldova, hereby solicits your quotation for vehicle insurance services, as described in the Table below. UNDP Moldova has been selected as the Lead Agency to organize and conduct the bidding process for identifying one qualified provider of vehicle insurance services on behalf of the following UN Agencies in Moldova: IMF, WHO, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women. UNDP Moldova, on behalf of the UN Agencies listed above, envisages entering into Long Term Agreement with one qualified provider of vehicle insurance services for an initial period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

The approximate amount spent by UN Agencies in Moldova on vehicle insurance services does not exceed 33,000 USD per year. The UN Agencies in Moldova do not guarantee any volumes or quantities of fuel to be ordered during the next years. Details about the vehicle fleet of the UN Agencies in Moldova are presented in Annex 1.

Item	Generic Description	Maximum obtainable scores
1.	Third party liability insurance for all vehicles owned by the UN Agencies in Moldova, as per list in Annex 1 <ul style="list-style-type: none"> please, indicate a total price, calculated for a calendar year please, include any discounts that may be applicable (% or amount of discount should be specified separately) 	15 points
2.	Comprehensive insurance (CASCO type) covering the whole territory of the Republic of Moldova (including the territory of Transnistria) only <ul style="list-style-type: none"> please, indicate a flat premium rate per year, as a percentage of the vehicle current (depreciated) price, applied for all vehicles requiring this type of comprehensive insurance, as indicated in Annex 1 	45 points
3.	Comprehensive insurance (CASCO type) covering the whole territory of the Republic of Moldova (including the territory of Transnistria) and countries of the ex-USSR <ul style="list-style-type: none"> please, indicate a flat premium rate per year, as a percentage of the vehicle current (depreciated) price, applied for all vehicles requiring this type of comprehensive insurance, as indicated in Annex 1 	20 points
4.	Franchise % rate deducted for the first insurance claim	10 points
5.	Franchise % rate deducted for the subsequent insurance claims	5 points
6.	Franchise % rate deducted in case of total destruction/loss or theft of vehicle	5 points

Please state
Additionally, please indicate the premium rate per year applied for comprehensive insurance (CASCO type) covering the whole territory of the Republic of Moldova (including the territory of Transnistria) and EU member states
Companies from abroad shall indicate the name and address of the authorized partner in the Republic of Moldova for the settlement of insurance claims

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CONDITIONS	
Payment Terms	UNDP Moldova shall make payments within 30 days upon receipt of invoice; Payments to companies from the Republic of Moldova shall be in Moldovan Lei at the UN Operational Rate of Exchange
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
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:	
<ul style="list-style-type: none"> • Company Profile (brief information about the company, not to exceed 2 pages); • Certificate of registration and license for provision of insurance services; • Statement of adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; • Quotation for each item in accordance with Annex 2 (Quotation Form). Evaluation shall be done in Moldovan Lei. Other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline; • <u>Financial balance sheet</u> for the fiscal year 2010 (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency or financial balance sheet endorsed by authorized state bodies); • Sample contract for comprehensive vehicle insurance; • Regulations and procedures applied in processing of insurance claims; • List of previous customers (including contact information of reference persons); • Offers shall be presented in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> • Minimum 2 (two) years of experience in the field; • Availability of license for provision of insurance services, valid at the moment of proposal submission; • Availability of authorized partner in the Republic of Moldova for the settlement of insurance claims (for companies from abroad); • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms. 	
Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.	

PROCEDURES FOR EVALUATION OF QUOTATIONS	
Following are the procedures which will be applied in order to identify the winner of the competition, which will subsequently be offered to sign a Long Term Agreement for the provision of vehicle insurance services to the UN Agencies in Moldova.	
Offerors are requested to provide quotations as per Annex 2 (Quotation Form). The maximum obtainable scores mentioned above indicate the relative importance of the respective insurance item and the share of expenditures previously incurred by the UN Agencies in Moldova for the respective type of insurance. The lowest price (for Item 1) or the lowest premium rate (for Items 2-6) among the technically qualified offerors shall obtain the maximum obtainable score. The other offerors shall be scored based on the following formulas:	
<p>Item 1: Score = (Lowest Price / Offered Price) x Maximum Obtainable Score</p> <p style="text-align: center;">and</p> <p>Items 2-6: Score = (Lowest Premium Rate / Offered Premium Rate) x Maximum Obtainable Score</p>	
For example, for Item 2 Company A offered a premium rate of 4.5%, Company B – a premium rate of 4.3% and Company C – a premium rate of 4.6%. Company B shall obtain a score of 45.00 points under Item 2, as it offered the lowest premium rate among all technically qualified offerors. The score for Company A shall be calculated according to the above formula: Item 2 Score for Company A = (4.3% / 4.5%) x 45.00 points = 43.00 points. Similarly, for Company C the Score under Item 2 shall be 42.07 points.	
A cumulative score for each technically qualified offeror shall be calculated. The Long Term Agreement shall be signed with the offeror, which obtained the highest cumulative score.	

NAME, FUNCTIONAL TITLE: **Matilda Dimovska, Resident Representative a.i.**

Signature:  DATE: 04.07.2011

CONTACT PERSON: Corneliu Martiniuc, Procurement Associate (corneliu.martiniuc@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF QUOTATIONS:

Offers shall be marked with the note "**RfQ: Vehicle Insurance Services**".

Offers shall reach the UNDP office not later than **25 July 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

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Vehicle Fleet of the UN Agencies in Moldova

Make	Model	Year of Production	Purchase Price (USD)	Engine Volume (cc)	Item 1 required	CASCO insurance required and type (if yes)
Mitsubishi	Outlander XL	2011	25,759.00	2,000	yes	Item 2
Ford	Focus	2011	15,164.52	1,600	yes	Item 2
Mitsubishi	Pajero Sport 3.0 Ultimate	2010	31,990.00	2,998	yes	Item 2
Skoda	Octavia 1.4 TSI	2010	17,411.00	1,390	yes	Item 2
Mitsubishi	Grandis	2009	22,500.00	2,378	yes	Item 2
Nissan	X-Trail Classic 2.0	2009	21,883.29	1,998	yes	Item 2
Mitsubishi	Outlander XL	2009	24,061.00	2,400	yes	Item 2
Mitsubishi	Outlander XL	2009	26,354.72	2,400	yes	Item 2
Volvo	S80	2009	36,941.50	2,500	yes	Item 2
Hyundai	Veracruz	2008	43,637.00	3,800	yes	Item 2
Hyundai	Santa Fe	2008	27,500.00	2,200	yes	Item 2
Subaru	Forester	2008	27,248.00	2,000	yes	Item 2
Toyota	Land Cruiser	2008	44,702.07	3,000	yes	Item 2
Volkswagen	Sharan	2006	31,088.00	2,000	yes	Item 2
Volkswagen	T5	2005	25,867.00	1,900	yes	Item 2
Skoda	Octavia Elegance	2001	12,398.00	2,000	yes	Item 2
Land Rover	Freelander	2010	36,636.13	2,200	yes	Item 3
Land Rover	Freelander	2010	36,636.13	2,200	yes	Item 3
Land Rover	Freelander	2010	36,636.13	2,200	yes	Item 3
Land Rover	Freelander	2010	36,636.13	2,200	yes	Item 3
Land Rover	Freelander	2010	31,118.01	2,200	yes	Item 3
Land Rover	Defender	2010	33,880.02	2,500	yes	Item 3
Land Rover	Defender	2010	33,880.02	2,500	yes	Item 3
Land Rover	Freelander	2009	31,901.01	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2008	36,508.49	2,200	yes	Item 3
Land Rover	Freelander	2006	29,552.25	2,200	yes	Item 3
Land Rover	Freelander	2005	42,904.15	2,500	yes	Item 3
Toyota	Highlander 3.5	2011	43,000.00	3,500	yes	no
Toyota	Land Cruiser	2011	54,428.57	3,000	yes	no
Mitsubishi	Outlander	2009	18,000.00	2,000	yes	no
Mitsubishi	Outlander	2009	18,000.00	2,000	yes	no
Mitsubishi	Outlander	2009	18,000.00	2,000	yes	no
Mitsubishi	Outlander	2009	18,000.00	2,000	yes	no
Hyundai	Santa Fe 2.7	2008	28,070.40	2,700	yes	no
Nissan	Patrol TD	2008	38,500.00	4,200	yes	no
Toyota	Camry	2008	26,998.53	2,362	yes	no
Volkswagen	Touran	2008	31,989.41	1,400	yes	no
Peugeot	Partner	2006	14,000.00	1,600	yes	no
Volkswagen	Passat B6	2005	19,998.00	2,000	yes	no
Toyota	Land Cruiser	2005	25,490.00	4,200	yes	no
Toyota	Hiace	2004	21,952.38	3,000	yes	no
Peugeot	406	2002	16,000.00	1,800	yes	no

Quotation Form
Vehicle Insurance Services

Item	Description	Price / Premium Rate
1.	Total price for third party liability insurance for all vehicles owned by the UN Agencies in Moldova, as per list in Annex 1 (please indicate currency)	
2.	Premium Rate for comprehensive insurance (CASCO type) covering the whole territory of the Republic of Moldova (including the territory of Transnistria) only	
3.	Premium Rate for comprehensive insurance (CASCO type) covering the whole territory of the Republic of Moldova (including the territory of Transnistria) and countries of the ex-USSR	
4.	Franchise % rate deducted for the first insurance claim	
5.	Franchise % rate deducted for the subsequent insurance claims	
6.	Franchise % rate deducted in case of total destruction/loss or theft of vehicle	

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Signature

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[in the capacity of]

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Date

Duly authorised to sign the Quotation for and on behalf of

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