



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 5 October 2011
	REFERENCE: RfQ11/00429

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **14 October 2011**.

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	DIGITAL VOICE RECORDER Flash Capacity: 4GB Recording Format: PCM (WAV) / MP3 / WMA Mic: Built-In Mono Mic Display: Monochrome Display Connectors: Input: 3.5mm microphone jack Output: 3.5mm earphone jack USB 2.0 Warranty: At least 12 months	60 (sixty) units

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU
Delivery Place	Str. Sfatul Țării, 16 MD-2012 Chișinău, Republica 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

Quantity discount and early payment discount
Name and address of authorized service in Moldova
Details on any warranty/guarantee conditions:
Details on delivery period (max 45 days)

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 and/or Russian

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:


- Company profile (info up to 3 pages);
- Detailed description of the offered goods, including photos;
- Quotation for each item in MDL, EUR or USD exclusive of VAT, excise and other duties or taxes (Evaluation shall 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 shall be signed with the winner in the currency of the offer. Payment to local suppliers will be done in MDL at the UN Operational Rate of exchange on the day of payment.);
- Additional information as requested under the "Please state" section;
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Certificates of quality for the offered equipment;
- Statement or certificate of origin of the offered goods;
- Offers shall be presented in English, Romanian or Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 3 years of experience in the field;
- Availability of certificates of quality and origin for the offered equipment;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Availability of authorised service in Moldova;
- Minimum warranty period of at least 12 months;
- Maximum delivery period not exceeding 45 calendar days upon signature of the contract.

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: **Alexandru Cocîrță, Project Manager**

Signature:  DATE: 05. Oct. 2011

CONTACT PERSON: **Alexandru Cocîrță, Project Manager** (alexandru.cocirta@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Digital voice recorders for Center of Forensic Medicine**". Offers shall reach the UNDP office not later than **14 October, 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