



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Construction companies</u>	DATE: 04 October 2011
	REFERENCE: RfQ11/00435

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 17 October 2011**.

Item	Generic Description	Quantity
1 (LOT 1)	Selective renovation/repair works UNFPA premises (4th floor, UN House) as per the attached Bill of Quantities and Drawings	1 (one)
2 (LOT 2)	Selective renovation/repair works Common areas of the UN House (ceiling, corridor and stairs on the 4th floor) as per the attached Bill of Quantities and Drawings	1 (one)

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	131, 31 August 1989 str., Chisinau, Republic of Moldova
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services
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
Details on any warranty/guarantee conditions

REQUIREMENTS
<u>Language</u> : All documentation shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Electricity: Volt: Hz: phase AC:
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following documents (not subject to return upon evaluation):
<ul style="list-style-type: none"> • Company profile (general presentation of the company up to 2 pages); • Copy of company's registration certificate; • Copy of license attesting the right to carry out construction/renovation activity; • Company's list of customers, present and past; • Delivery Schedule; • Filled in Technical Task (Bill of Quantities) Form in 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 on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms;
- Offers shall be presented in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in construction field;
- Maximum service delivery – 3 weeks;
- Warranty period – minimum 3 years;
- Adherence to the attached Technical Task (Bill of Quantities);
- 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.

NAME, FUNCTIONAL TITLE: **Matilda Dimovska, Deputy Resident Representative**

Signature:  DATE: 05.10.2011

CONTACT PERSON: Diana Selaru, UNFPA Admin/Finance Associate (diana.selaru@unfpa.md)
Leonid Mazilu, UNDP Procurement Assistant (leonid.mazilu@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: Selective Repairs of UN House**".

Offers shall reach the UNDP office not later than **16:30 (local time) on 17 October 2011**.

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