



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 05 October 2011
	REFERENCE: RfQ11/00438

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	Cotton bags - one side print, maximum imprint size – 21x28cm, four colors logo and text serigraphy - two long handles - bag size without handles – height=42 cm or more, width=36 cm or more - linen density – minimum 100 gr/m ² - Preferred color – light beige			1000
2	Polo T-shirts - Front side print: maximum imprint dimension – 6x9cm, three colors logo and text serigraphy - Backside print: none - Linen density: 210 gr/m ² - Linen composition: 100% cotton - Preferred color – white	women	M	75
			L	75
		men	M	75
			L	75
3	T-shirts (unisex) - Front side print: maximum imprint dimension – 6x9cm, three colors logo and text serigraphy - Back side print: maximum imprint dimension – 20x28cm, one color text serigraphy - Linen density: 160 gr/m ² - Linen composition: 100% cotton - Preferred color – white		M	300
			L	300
			XL	200

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Chisinau
Delivery Place	UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova
Payment Terms	100% upon delivery
Delivery Timeframe	Maximum 45 days from the date of contract signature
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

CUU

Please state

Quantity discount and early payment discount

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish Others: Romanian

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages);
- Quotation in MDL/USD/EUR exclusive of VAT, excise and other duties or taxes (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 currency of the offer);
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Offers shall be presented in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Maximum delivery period not to exceed 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: **Matilda Dimovska, Deputy Resident Representative**

Signature:  DATE: 06.10.2011

CONTACT PERSON: **Ina Zglavuta**, MEBP Media/Communications Specialist (ina.zglavuta@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: Visibility materials for MEBP**".

Offers shall reach the UNDP office not later than **17 October 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