

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 21 October 2011
	REFERENCE: RfQ11/00452

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **5th November 2011**.

Item	Generic Description	Quantity
1.	Xerox 4118	60
2.	Xerox 3125	60
3.	Xerox 6130 (cyan, magenta, yellow, black)	8 each color
4.	HP 10xx series	30
5.	Drum Xerox 4118	10
6.	Xerox Workcenter M20i	4

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	MFA Project, 80, 31 August 1989, Chisinau, Office 224, MD 2012, Moldova
Payment Terms	100% upon delivery of goods
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	Shipping weight (kg) and volume (m ³)
Separate quote for estimated transportation & insurance charges	Availability of local service in country of final destination
List of recommended consumables and spares incl. Prices and details on local availability:	
<input type="checkbox"/> For a one year period <input type="checkbox"/> For a period of	
Details on any warranty/guarantee conditions:	

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 type="checkbox"/> Others: (Rom; Rus)
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
The quotation/offer shall contain the following:

- Company profile (in brief);
- Copy of company's registration certificate;
- Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Quotation for each item in MDL (including delivery) and the total offer price exclusive of VAT (other currency shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Additional information as requested under the "Please State" section;

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment & 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: **Alexandru Pelivan, MFA Project Coordinator**

Signature: 

DATE: 22/10/2011

CONTACT PERSON: Alexandru Pelivan (alexandru.pelivan@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: Cartridges for MFAEI**".

Offers shall reach the UNDP office not later than **date, 16:30 (local time) 5th November 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