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### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 14 November 2011
	REFERENCE: <b>RFQ11/00475</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **22 November 2011**.

Item	Generic Description	Quantity
1	<b>Electronic portable humidity meter for determining the humidity of biomass (baled straw)</b> - Humidity Measuring range 0% - 100% - Temperature range: -25 ° C / +50 ° C - Measurement pressure 0.2 MPa - 1% resolution LCD display - Battery life: minimum 5000 measurements, rechargeable battery - Certificate of approval SMV model EN 50379-1: 2009 <b>Device shall be equipped with:</b> carrying case	31

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DAP
Delivery Place	UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, 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	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

Please state	
Quantity discount and early payment discount	Availability of local service in country of final destination
List of recommended consumables and spares incl. Prices and details on local availability:	
<input checked="" type="checkbox"/> For a one year period <input type="checkbox"/> For a period of .....	
Details on any warranty/guarantee conditions: minimum 1 (one) year warranty period.	

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

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages);
- Detailed description of the offered equipment (including photos);
- 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;
- Additional information as requested under the "Please state" section;
- Offers shall be presented in English or Romanian.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Minimum 2 years of experience in the field;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;
- Availability of a service in Moldova;
- Maximum delivery period not to exceed 30 days from the date of contract signature;
- Minimum 1 year warranty.

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 Ursul, Project Manager, Moldova Energy and Biomass Project**

Signature:  DATE: 14.11.11

CONTACT PERSON: Mihai Maciuca, MEBP Procurement and Contract Management Officer  
(mihai.maciuca@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: Straw Humidity Meters for MEBP"**.

Offers shall reach the UNDP office not later than **22 November 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**