



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 14 November 2011
	REFERENCE: RfQ11/00476

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	<p>Rent of billboards 1 side (including printing and installation), 18 sq.m. (3X6 m), lighting included, period - 3 months (December 2011 – March 2012)</p> <p>Locations: 3 units for each on the mentioned locations, including 1 unit on the main (central) streets and 2 units on the main entrance/exit roads of each of the following city:</p> <p>Stefan Voda Leova Cantemir Hancesti Telenesti Sangerei Falești Comrat</p>	24

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	As indicated in the Item description
Payment Terms	100% upon delivery and installation
Delivery Timeframe	December 2011 – March 2012
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

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:
<ul style="list-style-type: none"> • Company profile (short info up to 2 pages); • Indication of <u>exact location</u> of the offered placement sites;

- 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 and installation period not to exceed 15 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 Ursul, MEBP Project Manager**

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: Rent of Billboards 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