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## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>22 November 2011</b>
	REFERENCE: <b>RfQ11/00479</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 28 November 2011**.

Item	Generic Description	Quantity
1.	Installation of biomass burning boilers for household heating in the villages Copceac, Carbalia (UTA Gagauzia) and Copceac (Stefan Voda district), as per attached Bill of Quantities (Annex I) and Specifications (Annex II)	1 (one)
2.	Installation of biomass burning boilers for household heating in the villages Horjesti (Hancesti district), Bocani (Falesti district) and Bursuceni (Sangerei district), as per attached Bill of Quantities (Annex I) and Specifications (Annex II)	1 (one)

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>
Delivery Place	Villages: Copceac, Carbalia (UTA Gagauzia), Copceac (Stefan Voda district), Horjesti (Hancesti district), Bocani (Falesti district) and Bursuceni (Sangerei district) as indicated in the Schedule of Requirements
Payment Terms	<b>100% upon delivery of services</b>
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted</b> <input 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
Details on any warranty/guarantee conditions

REQUIREMENTS
<u>Language:</u> 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
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>
The quotation/offer shall contain the following:
<ul style="list-style-type: none"> <li>Company profile (general presentation of the company up to 2 pages);</li> <li>Copy of company's registration certificates;</li> <li>Copy of license attesting the right to carry out respective construction works;</li> <li>Company's list of customers, present and past;</li> <li>Delivery schedule;</li> <li>Filled in Bill of Quantities Forms in USD, MDL or EUR exclusive of VAT (Evaluation shall be done in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of</li> </ul>

competition deadline. Contract shall be signed with the winner in the currency of the offer. Payment to local suppliers will be done in MDL at the UN Operational Rate of Exchange on the day of payment.);

- 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:**

- 5 years of experience in construction field;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms;
- Ability to effectively manage the installation, renovation and commissioning phases of the project;
- Maximum service delivery – 1 month;
- Warranty period – minimum 1 year;
- Adherence to the attached Technical Task (Bill of Quantities).

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: 22.11.2011

CONTACT PERSON: Mihai Maciucă, MEBP Procurement and Contract Management Officer  
([mihai.maciuca@undp.org](mailto: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 "**RfQ: Installation of Biomass Burning Boilers for Household Heating**".

Offers shall reach the UNDP office not later than **28 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**