

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 10 February 2012
	REFERENCE: RfQ12/00501

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 22 February 2012.**

Generic Description					Quantity
	Rent of billboards 1 side, 18 sq.m. (3X6 m) including: <ul style="list-style-type: none">- Printing;- Installation;- Lighting.				34
	City:	Location:	Quantity:	Rent period:	
1	Stefan Voda	main (central) street	1	2 months March – May 2012	
		main entrance/exit roads	1		
2	Leova	main (central) street	1		
		main entrance/exit roads	1		
3	Falești	main (central) street	1		
		main entrance/exit roads	1		
4	Comrat	main (central) street	1		
		main entrance/exit roads	1		
5	Donduseni	main (central) street	1		
		main entrance/exit roads	1		
6	Floresti	main (central) street	1		
		main entrance/exit roads	1		
7	Glodeni	main (central) street	1		
		main entrance/exit roads	1		
8	Rascani	main (central) street	1		
		main entrance/exit roads	1		
9	Soroca	main (central) street	1		
		main entrance/exit roads	1		
10	Anenii Noi	main (central) street	1		
		main entrance/exit roads	1		
11	Orhei	main (central) street	1		
		main entrance/exit roads	1		
12	Rezina	main (central) street	1		
		main entrance/exit roads	1		
13	Soldanesti	main (central) street	1		
		main entrance/exit roads	1		
14	Ungheni	main (central) street	1		
		main entrance/exit roads	1		
15	Basarabeasca	main (central) street	1		
		main entrance/exit roads	1		
16	Cimislia	main (central) street	1		
		main entrance/exit roads	1		
17	Cahul	main (central) street	1		
		main entrance/exit roads	1		

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 description
Payment Terms	100% upon delivery and installation
Delivery Timeframe	March – May 2012
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (per city) <input 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:

☒ English ☐ French ☐ Spanish ☒ Others: Romanian

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages);
- Indication of exact location of the offered placement sites;
- Filled in Quotation Submission Form (Annex I) 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);
- Indication of the maximum time necessary for printing and placement of banners;
- 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: 10.02.12

CONTACT PERSON: **Mihail Maciuca**, MEBP Procurement and Contract management officer
(mihail.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 February 2012, 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