



Empowered lives.
Resilient nations.

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16/02/2012
	REFERENCE: RfQ12/00503

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 23 February 2012.**

Item	Generic Description	Quantity
1.	Specialized software – ArcGIS for Desktop, Standard (ArcView + ArcEditor), single use license	2 (two) licenses

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DAP
Delivery Place	131, 31 August 1989 Street, MD-2012, Chisinau, Republic of 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
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state
Details on delivery period

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (short info up to 1 page); • Copy of company's registration certificate; • Detailed description of the offered software; • Quotation for each item in MDL, EUR or USD exclusive of VAT, excise and other duties or taxes (Evaluation shall be done in USD. 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 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 & Conditions and Payment & Delivery Terms above; • Offers shall be submitted in English or Romanian duly signed and stamped.

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year experience in the field;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Maximum delivery period not to exceed 10 working days upon signature of 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: **Matilda Dimovska, Deputy Resident Representative**

Signature:  DATE: 16.02.2012

CONTACT PERSON: Radu Dusciac, Procurement Associate (radu.dusciac@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ12/00503: Software**".

Offers shall reach the UNDP office not later than **23 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