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Request for Information (ROI) Banking Services

Date: 28 February 2012

Closing date for receipt of information: 12 March 2012, 16:30

Background:

The United Nations Development Programme (“UNDP”) is the UN’s global development agency. UNDP is an organization with a far-reaching advocacy and capacity-building impact. Further information may be found at www.undp.org.

The UNDP mission in Moldova is to support and supplement the national efforts at solving the most important problems of its economic development and to promote social progress and better standards of life. UNDP provides technical assistance to the Government of Moldova in carrying out its development projects. Further information may be found at www.undp.md.

Scope of the request:

UNDP Moldova is conducting a market research in order to identify relevant suppliers and products that could meet the needs of the organization.

UNDP Moldova invites interested Banks (legally registered in the Republic of Moldova and certified by the National Bank of Moldova) to indicate their interest in providing Banking Services to UNDP Moldova and to provide the information requested in Annex 1.

Submission details:

Requested information and accompanying documents can be submitted either in hard copy or electronically. Documents received by fax will be rejected. Documents received after the deadline shall not be considered.

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

Submissions shall be marked with the note: "**RoI : Banking Services**"

Submission Deadline: **12 March 2012, 16:30 (Moldova local time)**

Contact persons for clarifications:

Tatiana Rybac, Senior Finance Associate (tatiana.rybac@undp.org)

Important Note:

This RoI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all RoI without incurring any obligation to inform the affected applicant/s of the grounds.

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BANK RESPONSE FORM
(download and complete this Word document)

The narrative below may be as long as necessary. Answer all questions using this form.

A. BANK INFORMATION

BANK NAME	
BANK ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
BANK WEBSITE	

B. GENERAL INFORMATION

1. How many years has your bank been operating?
2. How many branches does your bank have in the country and overseas? Please specify their names and locations.
3. Please provide the information on your correspondent banks in USA and Western Europe, if any.
4. Please advise whether you provide services to any UN Agencies operating in the country.
5. Please provide the names of three current major Corporate Clients with their contact address, telephone and e-mail address. Please also specify how long have you been providing them banking services?
6. Please advise if there are any technical possibilities to interface your internet banking system with other web based financial systems (ex. ATLAS).

C. REQUIRED SERVICES

1. Bank cards in MDL, USD and EURO	
1.1 Salary projects (Yes/No)	
1.2 Types of banking cards offered under salary projects	
1.3 Annual service fee for card's accounts opened for the employees	
1.4 Cash withdrawal from cards branches, representative's offices, cash departments and ATMs.	
1.5 Card account replenishments	
1.6 Additional/supplementary card linked to main card account	
1.7 Bank interest	
1.8 Card account information via internet (tariffs for connection and use)	
2. Services fees (for legal persons)	
2.1 Open of current accounts in local and foreign currency	
2.2 Outgoing wire transfers in MDL and foreign currency (urgent, other, within same bank)	
2.3 Income wire transfers in MDL and foreign currency	
2.4 Account maintenance fees (monthly, yearly)	
2.5 Withdrawal of cash in MDL and foreign currency	
2.6 Issuance of confirmation of financial transactions, detailed turnover in bank accounts for a specified period	
2.7 Deposit of cash to accounts	
2.8 Conversion operations (from USD to MDL)	
2.9 Interest paid on client accounts	
3. Internet banking	
3.1 Maintenance fees (monthly or yearly)	
3.2 System requirements (hardware and software)	

Name and Title: _____

Signature: _____

Date: _____