



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <b>Specialized security Companies</b>	DATE: <b>05 March 2012</b>
	REFERENCE: <b>RfQ12/00512</b>

Dear Sir / Madam:

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

Item	Generic Description of goods	Quantity (months)
1.	<p><b>PROVISION OF PHYSICAL UNARMED SECURITY SERVICES at 1 (one) LOCATION:</b></p> <ul style="list-style-type: none"> <li>- only one security guard required at a certain time</li> <li>- security guards shall not possess fire arms</li> <li>- security guards shall be in the possession of specialized license/permission</li> <li>- quick intervention group (response time &lt;10 min)</li> <li>- physical presence required from 5:00pm to 8:00am during working days</li> <li>- during week-ends and holidays, physical presence required 24 hours</li> </ul> <p><i>FOR DETAILED DESCRIPTION PLEASE REFER TO ANNEX 1 (TERMS OF REFERENCE)</i></p>	<p><b>8 (eight)</b> – initial period</p> <p>+</p> <p><b>12+12 (twenty four)</b> – possible extension</p>

## CONDITIONS

Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DDU <b>Basarabasca, Moldova</b>
Delivery Place	<b>4, Scolii Street, Basarabasca, Republic of Moldova:</b> a) office area – 75 m <sup>2</sup> b) room for security guards – available c) area perimeter – protected by metal fence
Payment Terms	<b>monthly, upon service delivery</b>
Delivery period	<b>till 30 November 2012, with possibility for one + one year extension</b>
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</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** (where appropriate)

Quantity discount and early payment discount:

Details on any warranty/guarantee conditions:

### Requirements

#### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Language of Offer – English or Romanian
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline);
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Company profile (up to 2 pages)
- ✓ Copy of license/authorization attesting the right to provide security services

#### MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.
- ✓ 5 years of experience in providing security services

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: **Georg Eichhorn, Chief of Administration**

Signature: 

DATE: 5/3/2012

CONTACT PERSONS: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)

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

#### SUBMISSION OF OFFERS:

Offers shall be marked with "**RFQ: Physical unarmed security services at FOBA / EUBAM**".  
Offers shall reach the UNDP office not later than **16 March 2012, 16:30 (Moldova local time)**.

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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**