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## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>20 March 2012</b>
	REFERENCE: <b>RfQ12/00513</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 03 April 2012**.

Item	Generic Description	Quantity
1.	Vehicle 4x4 <ul style="list-style-type: none"> <li>• Left Hand Drive</li> <li>• 5 seats (including driver)</li> <li>• Manufacture year: 2011-2012</li> <li>• Fuel type: petrol</li> <li>• Engine: min 2350 cm3</li> <li>• Gearbox: automatic</li> <li>• Maximum fuel consumption (urban): 13 liters per 100 km</li> <li>• Compliant to environmental standard: Euro-4</li> <li>• Color: White or Silver</li> <li>• Equipage: First aid kit; fire extinguisher; full-size spare wheel</li> <li>• Power windows, power steering</li> <li>• Control display (temperature, fuel consumption, time)</li> <li>• Anti-fog lamps</li> <li>• Xenon lights, light and rain sensors</li> <li>• Central locking remote control</li> <li>• Alarm system</li> <li>• Front seats heating system, rear window heating</li> <li>• ABS and 2 air bags (driver and front passenger)</li> <li>• Air conditioner</li> <li>• Immobilizer</li> <li>• CD-MP3 player</li> </ul>	2 (two)

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery Place	<b>131, 31 August 1989 Street, MD-2012 Chisinau, Moldova</b>
Payment Terms	<b>100% upon delivery</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**

Details on delivery period

Details on any warranty conditions

Name and address of authorized service in Moldova

Details on after-sales and post-warranty services

**REQUIREMENTS**

**Language:** All documentation, including installation and operating manuals shall be in:

English       French       Spanish       Others: (Romanian and/or Russian)

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:**

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages, including info about after-sales service conditions);
- Copy of company's registration certificate;
- Detailed description of the offered vehicles (incl. technical specification and pictures);
- 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.)
- Additional information as requested under the "Please state" section;
- 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 3 years experience in the field/presence on the market;
- Availability of authorized service in Moldova;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Maximum delivery period not to exceed 30 calendar days upon signature of contract / **Availability in stock would be an advantage;**
- Minimum warranty period of 3 years or 100,000 km.

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: **Kaarina Immonen, Resident Representative**

Signature:  DATE: 21.3.2012

CONTACT PERSON: Victor Munteanu, Project Manager ([victor.munteanu@undp.org](mailto:victor.munteanu@undp.org))

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

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note "**RfQ12/00513: 4x4 Vehicles**".

Offers shall reach the UNDP office not later than **03 April 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](mailto:tenders-Moldova@undp.org)**

