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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 6 April 2012
	REFERENCE: RFQ 12/00524

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 27 April 2012.**

Item	Generic Description	Quantity
1.	<ul style="list-style-type: none"> • 1 Year Subscription to Online Services and Materials (database) on European Union legislation and regulations*, for research purposes <p>*The online services should provide:</p> <ol style="list-style-type: none"> 1. Inside knowledge of the impact of key EU Directives on member states' legislation and the path to implementation in the member states; 2. Use only trusted and checked information from official sources, ensuring the most up-to-date and accurate information is available; 3. Indispensable tracking of the implementation status of EU Directives; 4. Updates to the implementation status across key practice areas, as and when they happen <p>The requested key features are:</p> <ul style="list-style-type: none"> • Unique traffic light system indicating the varying status of individual directives across EU member states; • Inside Tracks for each country on each tracked directive – delivering specific country information and day-by-day developments; • Practice Areas – access all relevant EU Legislation broken down by key areas – all at a click of a button; • Quick and easy navigation features – Quick Find by Nickname and Number, • Bookmarks to your favorite directives; • Constantly updated – updated as and when changes happen throughout the day; • National Legislation – links to original implementing legislation. 	5 (five) user points
2.	The selected company has to provide an induction training programme for the use of Online Services and Materials, through Skype or other means, in Romanian or Russian.	

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

Payment Terms	100% upon providing access to online services	
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
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	

Please state
Details on delivery period
Details on any warranty/guarantee conditions

REQUIREMENTS
<u>Language:</u> All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: (Romanian)

<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (brief information up to 3 pages); • Copy of company's registration certificate; • Detailed description of the offered services; • 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; • Availability of certificates of quality and/or specific licenses; • Offers shall be submitted in English or Romanian duly signed and stamped. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • Minimum 5 years of experience in the field; • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; • Availability of certificates of quality and/or specific licenses; • Warranty for 1 year; • Maximum delivery period not to exceed 10 calendar days upon signature of contract. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Sergiu GALITCHI, Project Manager “ Support to Parliamentary Development in Moldova”**

Signature: 

DATE: 06.04.2012

CONTACT PERSON: Sergiu Galitchi, Project Manager(sergiu.galitchi@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/ 00524 Online Database EU Legislation – Parliament Project**”.

Offers shall reach the UNDP office not later than **27 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