



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Leaseholders</u>	DATE: 25 May 2012
	REFERENCE: RfQ12/00548

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 07 June 2012**.

Item	Generic Description of Services	Estimated Quantity	Period (years)
1.	LEASE OF OFFICE PREMISES FOR EUBAM/UNDP MOLDOVA:	min. 30 m² max. 45 m²	1 (one) – initial period + 1+1 (two) – possible extension

Requirements to the office premises:

- Location: in the center of Chisinau, in close proximity to UN House (131, 31 august 1989 Str., Chisinau);
- Building: premises should be in good condition, ready to be occupied (not in post-construction stage or requiring major reconstruction);
- Entrance: restricted/controlled entrance in the building;
- Effective space for 4 workplaces - at least 30 sq. m. on the same floor (two separate rooms or one room with possibility to individually install partitions)
- Light: daylight (sufficient number of windows to allow for natural light) and lamplight;
- Heating: central heating and/or air conditioning system;
- Telephone lines: not less than 4 phone lines with access to Public Telephone Network (PTN);
- Internet connection: availability of broad band internet connection;
- Water supply: cold and hot water;
- Number of sanitary rooms - at least 2 sanitary rooms (one for ladies and one for gentlemen) on the floor;
- Power supply: standard grounded electric lines (Type F "Schuko", 220 V), protected automatic switches, enough sockets to supply 4 workplaces;
- Parking lots on the office parking - at least 2 parking lots;
- Availability of the parking under security surveillance - preferred;
- Elevator: if the offered office is higher than the first floor, elevator in the building is required

General Requirements to the Lessor:

- must be established as a legal entity in the country of registration;
- must be authorized to conclude lease contracts in line with legal regulations of the Republic of Moldova (ownership, disposition, rent, etc.)

Special (Security) requirements:

- Entrance door and emergency exit door must be securely locked (preferably with code or electromagnetic locks);
- Availability of two exits; access to the emergency exit is required;
- Secure lock on windows and balcony doors (if there is a balcony in the office);
- Security alarm on the entrance door;
- Controlled access to the building for external public (levels of control, e.g., may pass freely, shall be stopped by the security and asked to confirm the visit, etc.);
- Fire safety alarm in operation;
- If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security.

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP
Location	radius of 1 (one) km from UN House
Payment Terms	Bank transfer, 100% against monthly invoice. Invoice must cover the rent and all utility fees for the previous month
Commencement Date	July 2012
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
Inspection	The UNDP reserves the right to inspect the offered premises for determining the compliance with above listed requirements
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html

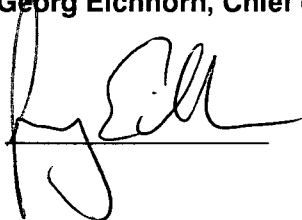
REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> ✓ Offers shall be submitted in English or Romanian duly signed and stamped ✓ Copy of company's registration certificate; ✓ Duly filled in, signed and stamped Price Schedule (Annex I) & Table of Compliance (Annex II) ✓ Quotation in MDL/USD/EUR exclusive of VAT, excise and other duties or taxes (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. Contract shall be signed with the winner in the currency of the offer); ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above

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.

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: 25/5/2012

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

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "RFQ: Rent of Office Premises / EUBAM".

Offers shall reach the UNDP office not later than 07 June 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

PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. All prices/rates quoted must be exclusive of VAT and other taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

Item	Unit	Quantity	Unit Price per month	Total Price per month*
Effective office space	m ²			
Auxiliary space, if applicable (ex: corridor area, bathroom, etc)	m ²			
Parking lots	lot			
Utilities and general maintenance (ex: water, elevator, gas, repairs, etc), excluding phone, internet and electricity charges Note: Electricity to be paid based on actual meter readings, phone & internet to be dealt separately	set	1		
Service charges				
Agent commission (if any)				
GRAND TOTAL per month				

* additionally provide information about any discounts and applicable conditions.

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Signature of Bidder

TABLE OF COMPLIANCE

Requirements to the lessor (as per Annex IV):	Comprehensive description of the proposed office
• Location:	
• Building:	
• Entrance:	
• Effective space for 4 workplaces	
• Light:	
• Heating:	
• Number of telephone lines:	
• Internet connection:	
• Water supply:	
• Number of sanitary rooms:	
• Power supply:	
• Number of parking lots on the office parking:	
• Availability of the parking under security surveillance:	
• Elevator:	
• Availability and type of locks on the entrance door: (code or electromagnetic are preferred)	
• Access to the emergency exit:	
• Secure lock on windows and balcony doors (if there is a balcony in the office):	
• Security alarm on the entrance door :	
• Controlled access to the building for external public (levels of control, e.g., may pass freely, shall be stopped by the security and asked to confirm the visit, etc.):	
• Fire safety alarm in operation:	
• If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security.	