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**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>20 June 2012</b>
	REFERENCE: <b>RfQ12/00557</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 28 June 2012.**

Item	Generic Description	Period of broadcasting	Number of broadcasts per day	Total broadcasting time
1	Broadcasting video spots on benefits of biomass use on <b>Moldova 1</b> TV channel	July – November 2012	2, prime time	120min
2	Broadcasting video spots on benefits of biomass use on <b>PRO TV</b> channel		2, prime time	120 min
3	Broadcasting video spots on benefits of biomass use on <b>Prime TV</b> channel		1, prime time	75 min
4	Broadcasting audio spots on benefits of biomass use on <b>Radio National</b>		4, prime time	300 min
5	Broadcasting audio spots on benefits of biomass use on <b>Radio Noroc</b>		4, prime time	300 min
6	Broadcasting audio spots on benefits of biomass use on <b>Russkoe Radio</b>		4, prime time	300 min

The average length of audio and video spots will be of 30-40 seconds.

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP
Payment Terms	On a monthly basis, based on approved media plan
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted <input type="checkbox"/> Partial bids not permitted
Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered services</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html">http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html</a>

<b>Please state</b>
Quantity discount and early payment discount



## REQUIREMENTS

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

English       French       Spanish       Others: Romanian

### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 2 pages);
- Copy of company's registration certificate;
- 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 2 years experience in the field;
- Availability of licenses for broadcasting or advertising agency agreement;
- Adherence to UNDP General Terms & Conditions and Payment & 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: **Matilda Dimovska, Resident Representative a.i.**

Signature:  DATE: 20.06.2012

CONTACT PERSON: Mihai Maciuca, MEBP Procurement and Contract Management Officer  
([mihail.maciuca@undp.org](mailto:mihail.maciuca@undp.org))

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

### SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ12/00557: Broadcasting video and audio spots**".  
Offers shall reach the UNDP office not later than **28 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**