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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Transportation companies</u>	DATE: 27 June 2012
	REFERENCE: RfQ12/00564

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 11 July 2012.**

Item	Generic Description of Services	Estimated Quantity	Period (months)
1.	<p>PROVISION OF TRANSPORTATION SERVICES <i>as per Annex I</i></p> <ul style="list-style-type: none"> - <u>Vehicles age</u>: up to 7 years old; - <u>Minimum options</u>: air conditioning & anti-lock braking system (ABS); - <u>Drivers</u>: provided by the service provider with a minimum of 7 years driving experience; - <u>Insurance</u>: arranged & covered by the service provider bot for vehicles, drivers and passengers; - <u>Accommodation & catering (if required)</u>: arranged & covered by the service provider; - <u>Registration</u>: the Company shall be established as a legal entity in Moldova - <u>License</u>: the Company shall be authorized to provide national and international transportation services <p><i>FOR DETAILED DECRPTION PLEASE REFER TO ANNEX 1 (TERMS OF REFERENCE)</i></p>	9 (nine) per month	4 (four) – initial period + 12+12 (twenty four) – possible extension

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	<p>Bank transfer, 100% against monthly invoice (in MDL at the UN Operational Rate of Exchange on the day of payment)</p> <p>Invoice cost shall be calculated based on the actual number of trips and/or km and unit prices per service category</p>
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 (by full LOTS) <input type="checkbox"/> Partial bids not permitted

Quantity change	The UNDP reserves the right to modify the estimated quantity by 25% of the tendered services
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

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

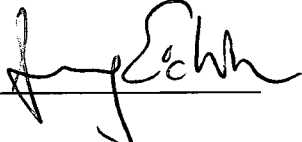
- ✓ Offers shall be submitted in English or Romanian duly signed and stamped
- ✓ Copy of company's registration certificate (in Moldova);
- ✓ Duly filled in, signed and stamped Price Schedule (Annex II) & Table of Compliance (Annex III)
- ✓ Quotation in MDL/USD/EUR exclusive of VAT, excise and other 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: 27/06/2012

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: Transportation Services / EUBAM**".
Offers shall reach the UNDP office not later than **11 July 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