

## REQUEST FOR QUOTATION (RFQ)

|                         |                        |
|-------------------------|------------------------|
| NAME & ADDRESS OF FIRM: | DATE: 30 July 2012     |
|                         | REFERENCE: RFQ12/00574 |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **17:00 (Chisinau time) on 10 August 2012**. Services shall be provided on the basis of preliminary request.

| Item   | Generic Description                   | Prices |
|--|---------------------------------------|--------|
| <b>Transportation services within the area of Moldova. Fully operational vehicles.</b> |                                       |        |
| 1.   | Price per 1 km by car                 |        |
| 2.   | Price per 1 km by minibus (15 places) |        |
| 3.   | Price per 1 km by bus (30 places)     |        |
| 4.   | Price per 5 min, standing idle        |        |
| 5.   | Price per 1 hour, standing idle       |        |
| 6.   | Price per 1 day, standing idle        |        |

| <b>CONDITIONS</b>                                    |  |
|--|--|
| Service Availability                                 | Service should be made available on the basis of preliminary request.  |
| Payment Terms  | Upon completion of the each service.   |
| Validity of Quotation                                | <input type="checkbox"/> 30 DAYS <span style="margin-left: 100px;"><input checked="" type="checkbox"/> 60 DAYS</span>  |
| Preliminary Examination - Completeness of quotation. | <input type="checkbox"/> Partial bids permitted <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Partial bids not permitted</span>                    |
| General Terms and Conditions                         | UNDP/UN Women General Terms and Conditions for Goods/Services<br><a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a> |

| <b>Please state</b>   |
|---|
| Quantity discount   |
| Details on passenger safety and insurance conditions  |
| Details on conditions for advance booking of vehicles   |
| <b>REQUIREMENTS</b>   |
| Language: All documentation shall be in:  |
| <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian |
| <b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>   |
| The quotation/offer shall contain the following:  |
| <ul style="list-style-type: none"> <li>• Company Profile (in brief);</li> </ul>   |

- Company's list of corporate customers;
- Copy of company's registration certificate and license for provision of transportation services;
- Company's list of vehicles (model and production year);
- Quotation in MDL, VAT exclusive (other currencies shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Statement on adherence to UNDP General Terms and Conditions;
- Additional information as requested under the "Please state" section;

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Minimum 2 years of experience in Transportation Service;
- Availability of necessary license for provision of transportation service;
- Adherence to UNDP General Terms and Conditions;
- Availability of fully operational vehicles (minimum 3 cars, 2 minibuses, 1 bus).

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: **Natia Cherkezishvili, CTA/Programme Manager**

Signature:  DATE: 30 July 2012

CONTACT PERSON: Galina Corgoja, Programme Finance Associate ([galina.corgoja@unwomen.org](mailto:galina.corgoja@unwomen.org))

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note "**RfQ: Transportation Services /UN Women (WEE programme)**" and shall reach UN Women office not later than **10 August 2012, 17.00 (Chisinau 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 addressed to:

**UN Women Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau  
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:  
**tenders-Moldova@undp.org**