

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 10 July 2015
	REFERENCE: <a href="#">RfQ15/01057</a>

Dear Sir / Madam:

We kindly request you to submit your quotation **for in-country transportation services**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **27 July 2015, 16:30 (Moldova local time)** and via e-mail or courier mail to the address below:

**United Nations Entity for Gender Equality and the Empowerment of Women in Moldova**  
**131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova**  
**Attention: Registry Office/Procurement**  
[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ15/01057: Transportation Services/UN Women"**

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN Women after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and is saved in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned services:

Exact Address of Delivery Location (identify all, if multiple)	In-country land transportation services as detailed in Annex 1 hereto
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> As required by UN Women
Preferred Currency of Quotation <sup>1</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UN Women's issuance of Purchase Order.

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<b>27 July 2015, 16:30 (Moldova local time)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate and license for provision of transportation services; <input checked="" type="checkbox"/> Company's list of vehicles (model and production year); <input checked="" type="checkbox"/> Company's list of corporate customers; <input checked="" type="checkbox"/> Details on passenger safety and insurance conditions; <input checked="" type="checkbox"/> Details on conditions for advance booking of vehicles; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Deadline Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UN Women may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 2 year experience in the field; <input checked="" type="checkbox"/> Availability of necessary license for provision of transportation service; <input checked="" type="checkbox"/> Availability of fully operational vehicles (minimum 3 cars, 3 Mini-buses, 1 bus). <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Services Contract
Special conditions of Contract	N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).

	Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<a href="mailto:viiorica.culeac@unwomen.org">Viorica Culeac, Project Assistant</a> <a href="mailto:viiorica.culeac@unwomen.org">viiorica.culeac@unwomen.org</a>  Any delay in U Women’s response shall be not used as a reason for extending the deadline for submission, unless UN Women determines that such an extension is necessary and communicates a new deadline to the Proposers.
General Conditions of Contract	- For <a href="#">Services</a>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UN Women requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UN Women. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UN Women’s re-computation and correction of errors, its quotation will be rejected.

After UN Women has identified the lowest price offer, UN Women reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UN Women’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN Women after it has received the quotation. At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UN Women herein attached.

UN Women is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

UN Women encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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<sup>2</sup> This contact person and address is officially designated by UN Women. If inquiries are sent to other person/s or address/es, even if they are UN Women staff, UN Women shall have no obligation to respond nor can UN Women confirm that the query was received.

UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'G. Corgoja', is positioned above the printed name.

**Galina Corgoja**  
Operations Manager  
UN Women Moldova

## Technical Specifications

**Purpose:** Provision of in-country transportation services on an as-needed basis to UN Women Moldova projects.

**Location:** Within Chisinau and from Chisinau to various districts including but not limited to Hincesti, Cahul, Soroca, Orhei, Gagauzia region, Telenesti, Cantemir, Riscani, Glodeni, Drochia, Briceni, Falesti, Stefan Voda, Anenii Noi, Cimislia, Straseni and Dubasari.

Item:	Generic description:	Prices:
<b>Transportation services within the area of Moldova. Fully operational vehicles.</b>		
1.	Price per 1 km by car (4 places)	
2.	Price per 1 km by minivan (8 places)	
3.	Price per 1 km by minibus (12 places)	
4.	Price per 1 km by minibus (20 places)	
5.	Price per 1 km by bus (30 places)	
6.	Price per 1 hour, standing idle	
7.	Price per 1 day, standing idle	
<p><b>General requirements for transportation services:</b></p> <ul style="list-style-type: none"> <li>- Availability of properly maintained and fully operational vehicles (minimum 3 cars, 1 minivan, 3 minibuses, 1 bus);</li> <li>- At least 2 years of proven experience in transportation services, preferably for corporate clients, including international organizations;</li> <li>- Drivers with minimum 3 years' work experience; safe driving record; knowledge of driving rules and regulations.</li> </ul>		

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

We, the undersigned, hereby accept in full the UN Women General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UN Women as per RFQ Reference No. **RfQ15/01057: Transportation Services/UN Women**

**TABLE 1 : Offer to Transportation Services Compliant with Technical Specifications and Requirements**

**Purpose:** Provision of in-country transportation services on an as-needed basis to UN Women Moldova projects.

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6.	Price per 1 hour, standing idle	
7.	Price per 1 day, standing idle	
1.	Price per 1 km by car (4 places)	
<p><b>General requirements for transportation services:</b></p> <ul style="list-style-type: none"> <li>- Availability of properly maintained and fully operational vehicles (minimum 3 cars, 1 minivan, 3 minibuses, 1 bus);</li> <li>- At least 2 years of proven experience in transportation services, preferably for corporate clients, including international organizations;</li> <li>- Drivers with minimum 3 years' work experience; safe driving record; knowledge of driving rules and regulations.</li> </ul>		

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes