



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 27 February 2018
	REFERENCE: RfQ18/01700

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply, delivery and installation of 13 (thirteen) air-conditioners and provision of maintenance 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 **06 March 2018, 12:00 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Development Programme in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ18/01700: Police/ Procurement of air-conditioners for community police station in Singerei"**.

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 UNDP 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 they are signed and 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 abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror UNDP will provide a letter confirming exemption of customs clearance taxes
Exact Address of Delivery Location (identify all, if multiple)	4, Buianov street, Singerei, Republic of Moldova

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 30 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Reference date to determine the UN Operational Rate of Exchange: 06 March 2018 For additional information about the UN Operational Rates of Exchange, please access: https://treasury.un.org/operationalrates/OperationalRates.php
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Minimum 3 years warranty <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Availability of Service Centre in Moldova for maintenance/repair
Deadline for the Submission of Quotation	06 March 2018, 12:00 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
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"/> Duly Accomplished Form as provided in Annex 4; <input checked="" type="checkbox"/> Company profile (short info up to 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed description of the offered goods; <input checked="" type="checkbox"/> Name and address of Service Centre in Moldova (a formal guaranty letter for offered equipment should be submitted by the Service Centre, if it is not belonging to the supplier); <input checked="" type="checkbox"/> Statement or certificate of origin for the offered equipment; <input checked="" type="checkbox"/> Quality document for the offered equipment (quality certificate/conformity certificate/ mark CE/other credentials); <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 checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP 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 3 year experience in delivering air-conditioners; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered equipment; <input checked="" type="checkbox"/> Availability of Service Centre in Moldova and comprehensiveness of after-sales services for offered equipment (a formal guaranty letter for offered equipment should be submitted by the Service Centre, if it is not belonging to the supplier); <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 calendar days upon signature of PO/Contract; <input checked="" type="checkbox"/> Minimum warranty period of 3 years.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with contract requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 - Specifications of the Goods Required <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions / Special Conditions (attached separately) <input checked="" type="checkbox"/> Annex 4 – Technical Compliance Table 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)	Alexandru Cocirta, Project Manager alexandru.cocirta@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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 UNDP 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 UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP 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 UNDP'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 UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP 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 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 UNDP herein attached as Annex 3.

UNDP 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. 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.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP 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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Denis Suschevici,
Head of Procurement Unit
UNDP Moldova

Technical Specifications

Item	Minimum Specifications		Quantity
	Air Conditioners		
1	Type 1	Split air conditioning system, wall mounted, inverter	1 pcs
	Reverse Cycle System (Cooling & Heating)	Yes	
	Other features	Moisture removal, ventilation, auto	
	Cooling/Heating Capacity (BTU/h)	24,000 BTU/24,000 BTU (circa 40 m ² of office space)	
	Permissible Range of Outdoor Temp, °C	Cooling: -10/+40; Heating: -10/+20	
	Indoor/Outdoor Sound Level, dB	Max 35/60	
	Seasonal Energy Efficiency Ratio (SEER)/ Seasonal Coefficient of Performance (SCOP)	Min 6.1/Min 4.6	
	Energy saving Rank (Cooling/Heating)	Min A++/A++	
	Refrigerant	R410A	
	Input Power (Indoor Unit/Outdoor Unit)	1F, 220 - 240 V, 50 Hz	
	Standard mounting and adjustment services (including consumables and additional services, like supports, pipes, ducts, cable, etc.)	Yes	
2	Type 2	Split air conditioning system, wall mounted, inverter	1 pcs
	Reverse Cycle System (Cooling & Heating)	Yes	
	Other features	Moisture removal, ventilation, auto	
	Cooling/Heating Capacity (BTU/h)	18,000 BTU/18,000 BTU (30-40 m ² of office space)	
	Permissible Range of Outdoor Temp, °C	Cooling: -10/+40; Heating: -10/+20	
	Indoor/Outdoor Sound Level, dB	Max 35/60	
	Seasonal Energy Efficiency Ratio (SEER)/ Seasonal Coefficient of Performance (SCOP)	Min 6.1/Min 4.6	
	Energy saving Rank (Cooling/Heating)	Min A++/A++	
	Refrigerant	R410A	
	Input Power	1F, 220 - 240 V, 50 Hz	
	Standard mounting and adjustment services (including consumables and additional services, like supports, pipes, ducts, cable, etc.)	Yes	
3	Type 3	Split air conditioning system, wall mounted, inverter	4 pcs
	Reverse Cycle System (Cooling & Heating)	Yes	
	Other features	Moisture removal, ventilation, auto	
	Cooling/Heating Capacity (BTU/h)	12,000 BTU/12,000 BTU (20-30 m ² of office space)	
	Permissible Range of Outdoor Temp, °C	Cooling: -10/+40; Heating: -10/+20	
	Indoor/Outdoor Sound Level, dB	Max 35/60	

	Seasonal Energy Efficiency Ratio (SEER)/ Seasonal Coefficient of Performance (SCOP)	Min 6.1/Min 4.6	
	Energy saving Rank (Cooling/Heating)	Min A++/A++	
	Refrigerant	R410A	
	Input Power	1F, 220 - 240 V, 50 Hz	
	Standard mounting and adjustment services (including consumables and additional services, like supports, pipes, ducts, cable, etc.)	Yes	
4	Type 4	Split air conditioning system, wall mounted, inverter	7 pcs
	Reverse Cycle System (Cooling & Heating)	Yes	
	Other features	Moisture removal, ventilation, auto	
	Cooling/Heating Capacity (BTU/h)	9,000 BTU/9,000 BTU (10-20 m ² of office space)	
	Permissible Range of Outdoor Temp, °C	Cooling: -10/+40; Heating: -10/+20	
	Indoor/Outdoor Sound Level, dB	Max 35/60	
	Seasonal Energy Efficiency Ratio (SEER)/ Seasonal Coefficient of Performance (SCOP)	Min 6.1/Min 4.6	
	Energy saving Rank (Cooling/Heating)	Min A++/A++	
	Refrigerant	R410A	
	Input Power	1F, 220 - 240 V, 50 Hz	
	Standard mounting and adjustment services (including consumables and additional services, like supports, pipes, ducts, cable, etc.)	Yes	

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RfQ18/01700**:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Total Price per Item, (USD, VAT o%)
1	Air-conditioner, Type 1	1	
2	Air-conditioner, Type 2	1	
3	Air-conditioner, Type 3	4	
4	Air-conditioner, Type 4	7	
	Total Prices of Goods³		
	Cleaning and maintenance cost twice per year during the warranty period (13 units x 2 times x 3 years = 78 services)		
	Cost of Transportation		
	Cost of Insurance		
	Cost of Installation		
	Other Charges (if any pls. specify)		
	Total Final and All-Inclusive Price Quotation		

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Maximum delivery period not to exceed 30 calendar days upon signature of the Purchase Order (PO)			
Warranty and After-Sales Requirements			
a) 3 year warranty on both parts and labor			
b) Service Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is Beyond repair			
Cleaning and maintenance twice per year during the warranty period			
Validity of Quotation 60 calendar days			
All Provisions of the UNDP General Terms and Conditions			

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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]

GENERAL TERMS AND CONDITIONS

[ATTACHED SEPARATELY]