REQUEST FOR QUOTATION
RFQ Nº UNFPA/MDA/RFQ/17/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Product Name</th>
<th>Product Description (specifications requirements)</th>
<th>Unit of Measure</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| 1       | Representational vehicle    | Type: Brand new Vehicle  
Manufacture year: 2017  
Model year: not before 2015  
Color: White  
Seating capacity: 5 seats, including driver  
Length: min 4750 mm  
Material: fabric upholstery  
Number of door: 5 doors, sedan type  
Steering: Left hand drive, power assisted steering  
Transmission: Automatic  
Fuel type: petrol or hybrid (petrol+electric)  
Engine: not more than 2500 cm³  
Engine power: min 160 HP  
CO2 emissions: combined, not more than 130 g/km  
Fuel consumption: combined, not more than 6 litres / 100 km  
Ground clearance: min. 145 mm  
Wheels: Light-alloy wheels  
Safety arrangements:  
Airbags: driver and front passenger  
Side airbags for driver and front passenger  
Rear curtain airbags  
Rating: Euro NCAP 5-star rating or equivalent  
ABS, stability control system  
Central locking with remote control and keys  
3-point safety belts with adjustable height on all seats  
Front seat height adjustable headrests  
Electrical System:  
Air-conditioner, automatic, dual zone  
Audio system with USB and Bluetooth connection  
12V socket inside and in the trunk  
Front and rear electric windows  
Electrically adjustable and heated door mirrors  
Anti-fog lights  
Daytime running lights | vehicle | 1 (one) |
| **Delivery Term (INCOTERMS 2010)** | DAP Chisinau, Republic of Moldova |
| **Exact Address of Delivery** | UNFPA Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova |
| **Customs clearance, if needed, shall be done by:** | Supplier/Offeror |
| **Latest Expected Delivery Date** | Up to 120 calendar days from the issuance of the Purchase Order (PO). *If delivery time exceeds this, quote may be rejected.* |
| **Delivery schedule:** | Required |
| **Preferred Currency of Quotation** | United States Dollars |
| **Value Added Tax on Price Quotation** | Must be exclusive of VAT, excise and other applicable indirect taxes |
| **After-sales services required** | • Minimum 3 years warranty or 100,000 km, whichever occurs first  
• Technical Support  
• Availability of authorized service in Moldova for maintenance/repair |
| **Validity of Quotation** | 90 days |
| **Partial Quotes** | Not permitted |
| **Payment Terms** | 100% upon complete delivery of goods |
| **All documentations, including catalogues, instructions and operating manuals, shall be in this language** | English, Romanian or Russian |
| **Documents to be submitted** | • Duly filled-in and signed Price Quotation Form as provided in Annex I, and in accordance with the list of requirements as provided in the present RFQ;  
• Company profile (short info up to 2 pages);  
• Copy of Company’s Registration Certificate;  
• Detailed description of the offered vehicle (including photos);  
• Car maintenance works schedule;  
• List of recommended consumables and spares, including their prices and details on local availability for a period of 3 years or 100,000 km mileage;  
• Name and address of authorized service in Moldova;  
• Statement or certificate of origin for the offered vehicle and spares;  
• Quality Certificates (ISO, etc.);  
• Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of Bidder’s practices that contributes to the ecological sustainability and reduction of adverse environmental impact (e.g.: use of non-toxic substances, recycled materials, etc.). |
raw materials, energy-efficient equipment, reduced carbon emission, etc.) either in its business practices or in the goods it manufactures;
- Fuel economy data from independent testers such as US EPA, FIA Foundation, or equivalent;
- Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>1. Technical responsiveness/Full compliance to specifications requirements and lowest price for vehicle life cycle cost;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Minimum 3 years of experience in the field;</td>
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<td></td>
<td>3. Availability of certificates of quality and origin for the offered vehicle;</td>
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<tr>
<td></td>
<td>4. Availability of authorized service in Moldova and Comprehensiveness of after sales services;</td>
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<td></td>
<td>5. Full acceptance of the PO/Contract General Terms and Conditions.</td>
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<td></td>
<td>6. Maximum delivery period not to exceed 120 calendar days upon signature of PO/contract.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of contract to be signed</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special conditions of Contract</td>
<td>Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days</td>
</tr>
<tr>
<td>Conditions for Release of Payment</td>
<td>Written Acceptance of Goods based on full compliance with RFQ requirements</td>
</tr>
</tbody>
</table>

This Request for Quotation is open to all legally-constituted companies that can provide the requested products/services/works and have legal capacity to perform in the Republic of Moldova, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: UNFPA about us

Objective:

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1 Offerors shall provide a detailed list of recommended replacement parts and scheduled maintenance services required for 100,000 km of operation of the vehicle (including current prices). These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNFPA during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNFPA at this stage. The contract / PO shall contain only the vehicle, warranty, delivery and other related charges.
The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions
Questions or requests for further clarifications should be submitted in writing to the contact person below:

| Name of contact person at UNFPA: | Alexandru Rusu, Administrative Associate |
| Tel №: | +373 22 214002 |
| Email address of contact person: | office.moldova@unfpa.org |

The deadline for submission of questions is Monday, 26 June 2017, 16:30 (GMT+2). Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations
Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
   • The bidder shall be required to quote for all items.

b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company’s relevant authority and submitted in PDF format.

IV. Instructions for submission
Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: Tuesday, 4 July 2017, 23:59 (GMT+2).²

| Name of contact person at UNFPA: | Alexandru Rusu, Administrative Associate |
| Email address of contact person: | office.moldova@unfpa.org |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/17/001- Representational vehicle**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process
Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award
UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award
UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms
UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption
UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: Fraud Policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.

X. Zero Tolerance
UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

XI. RFQ Protest
Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.
XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

Signature: [Signature] DATE: 16/06/17
## ANNEX I: PRICE QUOTATION FORM

**Name of Bidder:**
**Date of the quotation:**
**Request for quotation No:**
**Currency of quotation:**
**Validity of quotation:**
(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

### Price Quotation Form

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>Latest Delivery Date</th>
<th>Unit Price, USD</th>
<th>Number of Units</th>
<th>Total, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Representational vehicle</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td>Delivery Charges based on the following 2010 Incoterm, to: DAP UNFPA Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova</td>
<td>Each</td>
<td>1</td>
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**GRAND TOTAL, USD**

#### TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 100,000 km mileage)

<table>
<thead>
<tr>
<th>List of consumable item/s</th>
<th>Mileage when servicing is required</th>
<th>List of replacement parts required</th>
<th>Cost of replacement parts</th>
<th>Cost of maintenance works</th>
<th>Total Price per Item, USD (exclusive of VAT)</th>
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</thead>
<tbody>
<tr>
<td>Motor oil</td>
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<tr>
<td>Oil filter</td>
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<tr>
<td>Gearbox oil</td>
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<tr>
<td>Timing belt</td>
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<tr>
<td>Generator belt</td>
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<tr>
<td>Belt tensioner and pulleys</td>
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<tr>
<td>Spark plugs</td>
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<tr>
<td>Air filter</td>
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<tr>
<td>Salon filter</td>
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<tr>
<td>Brake pads</td>
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</table>

**GRAND TOTAL, USD**
Vendor’s Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/17/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Date and place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter a date.</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX II:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French.