



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>14 February 2018</b>
	REFERENCE: <b>RfQ18/01686</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **delivering a Cross-Hatchback vehicle**, 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 **26 February 2018, 16:00 (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](mailto:tenders-Moldova@undp.org)

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **“RfQ18/01686: Action 2/ Cross-Hatchback vehicle for Ombudsperson Office”**.

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)	16 Sfatul Tarii street, Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time)	<input checked="" type="checkbox"/> 90 calendar days from the issuance of the Purchase Order (PO)

<i>exceeds this, quote may be rejected by UNDP)</i>	
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: 26 February 2018  For additional information about the UN Operational Rates of Exchange, please access: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
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 or 100 000 km, whichever occurs first <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Availability of authorized service in Moldova for maintenance/ repair
Deadline for the Submission of Quotation	<b>26 February 2018, 16:00 (Moldova local time)</b>
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 vehicle (including photos); <input checked="" type="checkbox"/> Car maintenance works schedule for the first 3 years; <input checked="" type="checkbox"/> List of recommended consumables and spares and scheduled maintenance services required for 100,000 km of operation (including current prices); <input checked="" type="checkbox"/> Confirmation of availability of consumables and spares for at least 3 years; <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Statement or certificate of origin for the offered vehicle and spares; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> 90 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 vehicles; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered vehicle; <input checked="" type="checkbox"/> Availability of authorized service in Moldova; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 90 calendar days upon signature of PO/Contract. If offered delivery time will be 60 calendar days or less it will be considered a strong advantage; <input checked="" type="checkbox"/> Minimum warranty period of 3 years, or 100 000 km, whichever occurs first.
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"/> Passing Inspection/Drive test <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 <a href="mailto:alexandru.cocirta@undp.org">alexandru.cocirta@undp.org</a>  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](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

Minimum Description/Specification of goods		Qty
<b>Type</b>	<b>Cross-Hatchback vehicle</b> 5 seats, including driver	<b>1</b>
<b>Body</b>	Standard non-metallic white colour	
<b>Year of manufacture</b>	2018, brand new vehicle	
<b>Steering</b>	<ul style="list-style-type: none"> <li>- Left-hand drive;</li> <li>- Hydraulic power assisted steering;</li> <li>- Adjustable steering wheel.</li> </ul>	
<b>Engine</b>		
<i>Displacement</i>	1200-1600 cm3	
<i>Power</i>	At least 90 HP at 3500-4500 rpm	
<i>Torque</i>	At least 150 Nm	
<i>Type</i>	At least 4 cylinders	
<i>Emission standard</i>	EURO 5 or better	
<i>Fuel type</i>	Diesel <b>or</b> Petrol/Gasoline	
<i>Consumption (combined cycle)</i>	Up to 7 l/100 km	
	Fuel filter with water separator	
<b>Tank capacity</b>	At least 45 l	
<b>Transmission</b>	5+1 speed manual transmission Front-Wheel Drive (FWD)	
<b>Doors and windows</b>	<ul style="list-style-type: none"> <li>- 5 (five) doors: 2 (two) on the right side, 2 (two) on the left side, 1 (one) rear door with electrically heated rear windscreen.</li> </ul>	
<b>Seating</b>		
<i>Type of seats</i>	<ul style="list-style-type: none"> <li>- 2 (two) single adjustable seats in front (driver and passenger) with adjustable head restraints;</li> <li>- Height adjustable driver's seat;</li> <li>- Back seat bench foldable (1/3 2/3) with head restraints.</li> </ul>	
<i>Upholstery</i>	High resistant dark fabric/cloth	
<b>Heating and ventilation</b>	Automatic air conditioning/climate control	
<b>Dimensions</b>		
<i>Wheelbase</i>	At least 2500 mm	
<i>Overall length</i>	Up to 4300 mm	
<i>Overall width</i>	Up to 2000 mm	
<i>Overall height</i>	Up to 1600 mm	
<i>Gross vehicle weight</i>	Up to 1700 kg	
<i>Boot volume</i>	At least 300 l	
<i>Ground clearance</i>	Min 165 mm	
<b>Electronics</b>	Remote central locking	
	Front electric windows	
	Electrically adjustable and heated door mirrors	
	Front fog lamps	
	Metric instrument cluster (including at least speedometer, odometer, fuel gauge, seat belt warning light, clock, outside temperature display)	
	12V socket	
	Audio device with AM/FM radio tuner, USB interface, speakers	
<b>Safety and security</b>	Electronic Stability Program (ESP)	

	Anti-lock Braking System (ABS)	
	Electronic Brake-force Distribution (EBD)	
	Acceleration Skid Control (ASR)	
	Brake Assist	
	Hill Assist functionality	
	Three-point seat belts	
	Immobilizer	
	Front and lateral airbags (driver and passenger)	
	Engine and gearbox protection	
	Front and rear mud flaps	
<b>Accessories</b>	First aid kit	
	Powder fire extinguisher	
	Car warning triangle	
	Full-size spare wheel	
	Full set of winter tyres on steel rims to complement the factory standard summer tyres	
	Car jack	
	Tool kit, supplied by the manufacturer	
	1 (one) additional key	

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)*

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. **RfQ18/01686**:

**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 0%)
1.	Cross-Hatchback Vehicle	1 unit	
	<b>Total Prices of Goods<sup>3</sup></b>		
	Cost of Transportation		
	Cost of Insurance		
	Other Charges (if any pls. specify)		
	<b>Total Final and All-Inclusive Price Quotation</b>		

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

List of Consumable Item/s	Mileage when servicing is required	List of replacement parts required	Cost of replacement parts	Cost of maintenance works	Total Price per Item (USD, VAT 0%)
Motor Oil					
Oil filter					
Gearbox Oil					
Timing Belt					
Generator belt					
Belt tensioner and pulleys					
Spark Plugs					
Air filter					
Salon filter					
Brake pads					
<b>Total Cost</b>					

\* These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage.

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

	Your Responses

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

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

<sup>3</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<b>Other Information pertaining to our Quotation are as follows :</b>	<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 90 calendar days upon signature of PO Contractor by both parties			
Warranty for a minimum period of 3 years or 100,000 Km, whichever occurs first			
Availability of certificates of quality and origin for the offered equipment			
Availability of authorized service in Moldova			
Validity of Quotation 90 calendar days			
Delivery on site shall be the responsibility of Supplier			
All Provisions of the UNDP General Terms and Conditions			

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]**