

Date: 15 April 2015

Our Reference: RfQ15015

REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam:

We kindly request you to submit your quotation for a **4WD vehicle** for the Representative of World Health Organization (WHO) Country Office in the Republic of Moldova, 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 **01 May 2015, 18:00 (Moldova local time)** and via email or courier mail to the address below:

World Health Organization Country Office in the Republic of Moldova:

129, Sfatul Tarii Street, MD-2012 Chisinau, Republic of Moldova

Attention: WHO MDA CO/Procurement

whomda@euro.who.int

Quotations shall be submitted in English or Romanian, duly signed and stamped and shall be marked with the note "**RfQ15/015 4WD Vehicle for Representative of WHO MDA CO**". 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 WHO 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]	DAP Chisinau, Republic of Moldova
Customs clearance, if needed, shall be done by:	Supplier/Offeror
Exact Address of Delivery/ Location (identify all, if multiple)	WHO Moldova Country Office, 129, Sfatul Tarii Street, MD-2012 Chisinau, Moldova

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by WHO)</i>	up to 30 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	Required
Preferred Currency of Quotation*	United States Dollars or EUR <i>* Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the WHO 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 competition deadline.</i>
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 Technical Support Availability of authorized service in Moldova for maintenance/repair
Deadline for the Submission of Quotation	01 May 2015, 18:00 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; 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 120 000 km mileage; Name and address of authorized service in Moldova; Statement or certificate of origin for the offered vehicle and spares; 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.
Period of Validity of Quotes starting the Submission Deadline Date	60 days In exceptional circumstances, WHO 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	Not permitted
Payment Terms	100% upon complete delivery of goods
Liquidated Damages	0.2% of contract for every day of delay, up to a maximum duration of 30 calendar days. Thereafter, the contract may be terminated.
Evaluation Criteria	<p>Technical responsiveness/Full compliance to requirements and lowest price**;</p> <p><i>**Offerors shall provide a detailed list of recommended replacement parts and scheduled maintenance services required for 120,000 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 WHO during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by WHO at this stage. The contract shall contain only the vehicle, warranty, delivery and other related charges.</i></p> <p>Minimum 3 year experience in the field;</p> <p>Availability of certificates of quality and origin for the offered vehicle;</p> <p>Availability of authorized service in Moldova;</p> <p>Full acceptance of the PO/Contract General Terms and</p> <p>Conditions Maximum delivery period not to exceed 30 calendar days upon signature of contract.</p> <p>Minimum warranty period of 3 years, or 100 000 km.</p>
WHO will award to:	One and only one supplier
Type of Contract to be Signed	Purchase Order
Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days

Conditions for Release of Payment	Written acceptance of equipment based on full compliance with contract requirements
Annexes to this RFQ	Specifications of the Goods Required (Annex 1) Form for Submission of Quotation (Annex 2) 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) ³	Mr. Veaceslav Ghițiu, Finance Assistant *** whomda@euro.who.int Any delay in WHO's response shall be not used as a reason for extending the deadline for submission, unless WHO determines that such an extension is necessary and communicates a new deadline to the Proposers. <i>*** This contact person and address is officially designated by WHO. If inquiries are sent to other person/s or address/es, even if they are WHO staff, WHO shall have no obligation to respond nor can WHO confirm that the query was received.</i>

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 WHO 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.

Offerors shall provide a detailed list of replacement parts and scheduled maintenance services required for 120,000 km of operation of the vehicle. These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by WHO during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services will not be contracted by WHO at this stage. The contract shall contain only the vehicle, warranty, delivery and other related charges.

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

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

Technical Specifications

Item	Generic Description	Quantity
	<p>Type: Brand new 4 Wheel Drive Vehicle Engine: petrol or diesel engine, minimum 160HP Transmission: 5 or 6 speed gearbox 4 wheels drive Steering: Left Hand Drive, power assisted steering 5 seats, including driver 4 doors + trunk Ground clearance: minimum 200mm</p> <p>Exterior: Windscreen wipers with intermittent function Daytime running lights function Exterior color – Silver metallic Spare wheel normal size</p> <p>Interior: Multi-function steering wheel 12V socket inside and in the trunk 220V outlet Air-conditioner Climate Control Dual temperature control Dust and pollen filter Front and rear electric windows Seat material - Leather Heated front and back seats Illuminated luggage compartment Outdoor temperature gauge Audio system with USB and Bluetooth® connection</p> <p>Safety: Height adjustable headrests 3-point seatbelts on all seats Driver and passenger front and side airbags Curtain airbags Driver and front passenger seatbelt warning light Central locking with remote control, electronic engine immobiliser ABS and ESP Vehicle Stability System (VSM) Front fog lights</p> <p>Accessories: First aid kit, fire extinguisher, car jack, full-size spare wheel</p>	1

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹)

We, the undersigned, hereby accept in full the WHO General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of WHO as per RFQ Reference No. RfQ15/015: 4WD Vehicle for Representative of WHO MDA CO.

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

Item No.	Description/Specification of equipment	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Price of Vehicle²				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation (USD/EUR, VAT 0%)				

TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 120 000 km mileage)****

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/EUR, VAT 0%)
Motor Oil					
Oil filter					
Gearbox Oil					
Timing Belt					
Generator belt					
Belt tensioner and pulleys					
Spark Plugs					
Air filter					
Salon filter					
Brake pads					

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**** These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by WHO during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by WHO at this stage. The contract shall contain only the vehicle, warranty, delivery and other related charges.

TABLE 3: 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>
Delivery Lead Time (up to 30 calendar days from PO contract signature)			
Warranty and After-Sales Requirements			
a) Minimum 3 years warranty or 100,000 km on both parts and labor			
b) Availability of certificates of quality and origin for the offered equipment			
c) Availability of authorized service in Moldova			
Validity of Quotation: 60 calendar days			
All Provisions of the WHO 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.