

Date: 16 June 2017

REQUEST FOR QUOTATION RFQ N° UNFPA/MDA/RFQ/17/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description (specifications requirements)	Unit of Measure	Quantity
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)



		Accessories: Spare wheel Front and rear floor mats Manuals: one hard copy of the owners and operator's instruction and maintenance manual in English/ Russian/ Romanian and one electronic copy		
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). <i>If delivery time exceeds this, quote may be rejected.</i>			
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 			

	raw materials, energy-efficient equipment, reduced carbon emission, etc.) either in its business practices or in the goods it manufactures; <ul style="list-style-type: none"> 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.
Evaluation Criteria	<ol style="list-style-type: none"> Technical responsiveness/Full compliance to specifications requirements and lowest price for vehicle life cycle cost¹; Minimum 3 years of experience in the field; Availability of certificates of quality and origin for the offered vehicle; Availability of authorized service in Moldova and Comprehensiveness of after sales services; Full acceptance of the PO/Contract General Terms and Conditions. Maximum delivery period not to exceed 120 calendar days upon signature of PO/contract.
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 Goods based on full compliance with RFQ requirements

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:

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 N°:	+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 N° 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).

² <http://www.timeanddate.com/worldclock/city.html?n=69>



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.



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: office.moldova@unfpa.org
Website: <http://moldova.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: 

DATE: 16/06/17

**ANNEX I:
PRICE QUOTATION FORM****Name of Bidder:****Date of the quotation:**[Click here to enter a date.](#)**Request for quotation N°:**

UNFPA/MDA/RFQ/17/001

Currency of quotation:

USD

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**

Item	Product Name & Description	Latest Delivery Date	Unit Price, USD	Number of Units	Total, USD
1	Representational vehicle			1	
2	Delivery Charges based on the following 2010 Incoterm, to: DAP UNFPA Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova	Each		1	
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)

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 (exclusive of VAT)
Motor oil					
Oil filter					
Gearbox oil					
Timing belt					
Generator belt					
Belt tensioner and pulleys					
Spark plugs					
Air filter					
Salon filter					
Brake pads					
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.

	Click here to enter a date.
Name and title	Date and place



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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

