



*Empowered lives. Resilient nations.*

Dear Ms. Sahakyan,

To: **Narine Sahakyan**  
UNDP Resident Representative a.i

Through: **Evghenii Golosceapov**  
Programme Analyst

From: **Natalia Voronova**  
Project Manager, Justice and Human Rights Projects  
Management Unit

Cleared by: Procurement Unit

Subject: **Project Assets disposal and equipment transfer**

Several handwritten signatures in blue ink are visible over the 'Through' and 'From' fields of the header. One signature appears to be 'Evghenii Golosceapov' and another is 'Natalia Voronova'. There are also some illegible scribbles.

Please find attached for your kind clearance and signature the request for disposal and the request for transfer of assets purchased within the “Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova” Project (output # 00088992). One Xerox WorkCentre (Xerox WorkCentre 4250) and one notebook (HP EliteBook 840) are to be transferred to Patients’ Advocate office and the 2 notebooks (HP EliteBook 840) to the Organization for the Promotion and Protection of Rights of Persons with psychosocial disabilities “PRO-ANIMA”.

Given the fact that the “Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova” Project was closed in December 2015 and based on the Project Board decision as of 17 February 2016, the above mentioned equipment is to be transferred to the mentioned beneficiaries to be used for similar purposes.

Thank you.

50  
YEARS

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## REPORT ON RECEIPT OF GOODS

Goods specified below are transferred with all property rights to the Ombudsperson in psychiatry (Patients' Advocate) office, within the framework of UNDP project "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova".



The Patients' Advocate office accepts full financial responsibility for the safety of the received equipment in accordance with the estimated value. The value of the equipment at the moment of procurement was **four thousand six hundred seventy US dollars (USD 4.670,00)**. The actual value on the day of transfer is **three thousand six hundred six US dollars and 70 cents (USD 3.606,70)**.

The person responsible for the use of equipment is **Petru Moscaliuc, Patients' Advocate in Psychiatry**.

The goods represent assistance provided by UNDP Moldova to the **Patients' Advocate in Psychiatry**. Delivery is made on the understanding that the equipment is received in the condition in which it is at present and will be used only for the purpose for which it was originally purchased.

The purchase of equipment was funded by the UNDP project "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova", funded by the European Union, co-funded and implemented by UNDP Moldova.

Item No.	Description of goods	Quantity	Value at the moment of purchase (USD)	Value at the moment of transfer (USD)
1	Laser Black and White Multifunctional Printer, Xerox WorkCentre 4250 (SN: 3249763305)	1	2.500,00	1.979,18
2	Computer-HP 840 i7-4600U 14.0 8GB/256HSPA PC (SN: CN4179BP4) incl. Display HP Ultra Slim Doc 2013 (SN: CNU350Y0XP)	1	2.170,00	1.627,52
<b>Total amount</b>			<b>4.670,00</b>	<b>3.606.70</b>

<b>On behalf of:</b>	<b>Signature</b>	<b>Date</b>	<b>Name and Title</b>
UNDP Moldova		<u>04.03.16</u>	<b>Narine Sahakyan</b> UNDP Resident Representative a.i
Patients' office	Advocate 	<u>04.03.16</u>	<b>Petru Moscaliuc</b> Patients' Advocate in Psychiatry



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**REPORT ON RECEIPT OF GOODS**

Goods specified below are transferred with all property rights to the Organization for the Promotion and Protection of Rights of Persons with psychosocial disabilities "PRO-ANIMA", within the framework of UNDP project "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova".

The Organization for the Promotion and Protection of Rights of Persons with psychosocial disabilities accepts full financial responsibility for the safety of the received equipment in accordance with the estimated value. The value of the equipment at the moment of procurement was **three thousand five hundred forty eight US dollars (USD 3.548,00)**. The actual value on the day of transfer is **three thousand five hundred forty eight US dollars (USD 3.548,00)**

The person responsible for the use of equipment is **Antonina Musaeva, Organization for the Promotion and Protection of Rights of Persons with psychosocial disabilities "PRO-ANIMA"**.

The goods represent assistance provided by UNDP Moldova to the **Organization for the Promotion and Protection of Rights of Persons with psychosocial disabilities "PRO-ANIMA"**.

Delivery is made on the understanding that the equipment is received in the condition in which it is at present and will be used only for the purpose for which it was originally purchased.

The purchase of equipment was funded by the UNDP project "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova", funded by the European Union, co-funded and implemented by UNDP Moldova.

Item No.	Description of goods	Quantity	Value at the moment of purchase (USD)	Value at the moment of transfer (USD)
1	Computer-HP Elite book 840 i5-4210U 14 4GB/500 PC (SN: CNU 435B2LS; CNU435B2FL)	2	2.820,00	2.820,00
2	HP Elite display E241 I LED MNT (SN: CN44240G4V; CN44240GTK)	2	490,00	490,00
3	APC-BE700G-RS2, uninterruptible power supply: BE700G-RS APC Power Saving Back UPS ES 8 outlet 700VA 230V CEE7/7 (SN: S5B1417T06454; S5B1417T06441)	2	238,00	238,00
<b>Total amount (MDL)</b>			<b>3.548,00</b>	<b>3.548,00</b>

On behalf of:  
UNDP Moldova

Signature

Date

04.03.16

Name and Title

**Narine Sahakyan**  
UNDP Resident Representative a.i.

Organization for the  
Promotion and Protection of  
Rights of Persons with  
psychosocial disabilities "PRO-  
ANIMA"

04.03.16

**Antonina Musaeva**

Organization for the Promotion and  
Protection of Rights of Persons with  
psychosocial disabilities "PRO-ANIMA"



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**REQUEST FOR ASSET DISPOSAL (RAD FORM)**

CO-RAD No: \_\_\_\_\_

To be Completed by Submitting Office	
Submitting Project: "Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations" Project	Date of Request: <i>02 March 2016</i>
Signature of Project Manager:	Signature of Asset Focal Point:
Name: Natalia Voronova	Name: Corneliu Martiniuc

No.	1. Description (item name/ model/manufactur er)	Serial Number (Not applicable for furniture)	Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar- coded label)	Location (Current location in ATLAS)	Year of Purch ase	Atlas Purchase Value	Net Book Value of Asset	Disposal Method	
1	Notebook HP EliteBook 840 G1 (incl. Display)	CN4179BP4 CNU350Y0XP	000000001009	000000001009	MDA10	2014	2,170.00	1,627.52	transfer	
2	Xerox Work Centre 4250	3249763305	000000001007	000000001007	MDA10	2014	2,500.00	1,979.18	transfer	
							<b>Total Value of Assets Disposed</b>	<b>USD 4,670.00</b>	<b>USD 3,606.70</b>	

<b>2. Nature of Survey Case:</b> <input type="checkbox"/> Wear/Tear <input type="checkbox"/> Exceed Lifespan/Minimum Standards <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Inventory Discrepancy <input checked="" type="checkbox"/> Other (Specify): <u>transfer to beneficiary</u>	<b>3. Recommended Disposal Method</b> a. <input type="checkbox"/> Donation b. <input type="checkbox"/> Discard/Recycle c. <input type="checkbox"/> Re-Use of Parts d. <input type="checkbox"/> Trade-In (Estimated Value) e. <input type="checkbox"/> Competitive Sale Value f. <input checked="" type="checkbox"/> Other (Specify): <u>Transfer to the beneficiary institution</u>	<b>4. Recommended Financial Responsibility</b> <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input checked="" type="checkbox"/> Other (Specify) Ombudsperson in psychiatry, Patients' Advocate office
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**5. Summary of Case:**

The equipment specified above was bought within the "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova" project in 2014 for the project office use. Given the fact that the "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova" (output # 00088992) Project was closed in December 2015, the above mentioned assets have been transferred to the "Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations" Project (output # 00090440) for similar purposes. According to Project Board decision from 17 February 2016, it was decided to transfer the ownership of the mentioned project assets to the Patients' Advocate in Psychiatry. The equipment specified above is transferred with all property rights to the Patients' Advocate in Psychiatry.

Attachments:

- Decision of the "Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova" Project Board, as of 17 February 2016;
- Copies of fiscal invoices.

6. Authorized by UNDP Resident Representative

Date: *03.03.2016*

Signature: \_\_\_\_\_

Name: Narine Sahakyan  
 Title: UNDP Resident Representative a. i.

7. Asset has been disposed as per approved disposed method.

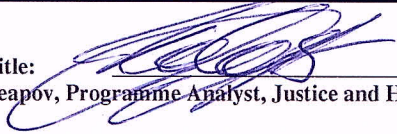
Donated (Acknowledge letter is attached.)

Discard/Recycled ( Certification letter is attached from Vendor)      Date: \_\_\_\_\_

Other (Specify): **Transfer to the beneficiary institution (Ombudsperson in psychiatry, Patients' Advocate office)**

Competitive Sale Value USD \_\_\_\_\_      4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to Treasury Section.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of Disposal:

Date: *02 March 2016*      Signature and Title:  \_\_\_\_\_  
Evghenii Golosceapov, Programme Analyst, Justice and Human Rights, UNDP Moldova