



Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16 September 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on 1 October 2009.

Purpose: Retreat (seminar) facilities for a Post-Election Review by the Central Electoral Commission and other elections-management bodies with the support of the "Electoral Support to Moldova" Project

Location: Outside Chisinau, maximum distance from Chisinau - 60 km, with good road access to the locality and venue

Period: 15-17 October 2009

Participants: 80 persons

LOT 1: Retreat (seminar) facilities for Post-Election Review event, 15-17 October 2009

Item	Generic Description	No. of days / nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	Conference hall for 80 persons equipped with air conditioner and/or autumn heating system	3 days	1 hall		
2.	Small meeting rooms for up to 20 persons each with air conditioner and/or heating system	3 days	3 rooms		
3.	Flipchart with 50 sheets of blank flipchart-size paper	3 days	1 per hall / room		
4.	Accommodation in single or double standard rooms with autumn heating system	2 nights	80 persons		
5.	Breakfast	2 days	80 persons		
6.	Lunch	3 days	80 persons		
7.	Dinner	3 days	80 persons		
8.	Coffee breaks (2 per day)	3 days	80 persons		
9.	Still / sparkling water in 0.5 l bottles	3 days	100 bottles / per day		
TOTAL, MDL					

LOT 2: Transportation services to retreat (seminar) facilities for Post-Election Review event, 15-17 October 2009

Item	Generic Description	Price per km, 80 persons, MDL
10.	Transportation for 80 persons to and from retreat (seminar) facilities outside Chisinau	
TOTAL, MDL		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	.. FCA .. CPT <input checked="" type="checkbox"/> CIP
Delivery Place & Time	Outside Chisinau, 15-17 October 2009; The UNDP reserves the right to modify the dates of the event within the maximal range of 2 days.
Payment Terms	Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS .. 60 DAYS
Preliminary Examination – Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted by LOTs .. Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods and services
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm

Please state	
Availability of additional relevant facilities and services (video projector with screen, interpretation equipment, etc)	

REQUIREMENTS	
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> • Company profile (general presentation of the company up to 2 pages); • Copy of company's registration certificate; • Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services; • Company's list of customers, present and past; • Preliminary menu per day (breakfast, lunch, dinner, and coffee breaks); • Quotation in MDL <i>exclusive</i> of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline); • Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; • Additional information as requested under the "Please state" section; • Offers shall be presented in English or Romanian. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in providing the required services; • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>	

<p>NAME, FUNCTIONAL TITLE: Veaceslav Balan, Electoral Support to Moldova Project Manager</p> <p>Signature: _____ DATE: _____</p> <p>CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager (veaceslav.balan@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p>SUBMISSION OF OFFERS: Offers shall be marked with the note "<u>RfQ: Retreat facilities Electoral Support to Moldova Project</u>". Offers shall reach the UNDP office not later than <u>1 October 2009, 16:30 (local time)</u>.</p> <p>Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.</p>
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- a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:
UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: Registry Office/Procurement
- b) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org