



# 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: <b>24 September 2009</b> |
|                         | REFERENCE:                     |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 15 October 2009**.

**Purpose:** Conference facilities for a Post-Election Review International Conference event by the Central Electoral Commission and other national and international counterparts with the support of the "Electoral Support to Moldova" Project

**Location:** Chisinau, Central city area, with good parking facilities

**Period:** 29-30 October 2009

**Participants:** 120 persons

| <b>LOT 1: Conference facilities for Post-Election Review event, 29-30 October 2009</b> |   |                      |                       |                   |               |
|--|---|----------------------|-----------------------|-------------------|---------------|
| Item   | Generic Description   | No. of days / nights | Quantity              | Unit price, MDL   | Subtotal, MDL |
| 1.   | <b>Conference hall, with round table for 60 persons and seats for additional 60 persons, total for 120 persons</b> , equipped with air conditioner and/or autumn heating system | 2 days               | 1 hall                |                   |               |
| 2.   | <b>Microphones system (round table)</b>   | 2 days               | 30 units              |                   |               |
| 3.   | <b>Flipchart</b> with 50 sheets of blank flipchart-size paper   | 2 days               | 2 units               |                   |               |
| 4.   | <b>Video projector with screen</b>  | 2 days               | 1 unit                |                   |               |
| 5.   | <b>Lunch</b>  | 2 days               | 120 persons           |                   |               |
| 6.   | <b>Coffee breaks</b> (2 per day)  | 2 days               | 120 persons           |                   |               |
| 7.   | <b>Still / sparkling water</b> in 0.5 l bottles   | 2 days               | 250 bottles / per day |                   |               |
|  |   |                      |                       | <b>TOTAL, MDL</b> |               |

| <b>LOT 2: Equipment for simultaneous translation during the conference, 29-30 October 2009</b> |   |                       |
|--|---|-----------------------|
| Item   | Generic Description   | Price per 2 days, MDL |
| 8.   | <b>Equipment for simultaneous translation (including earpieces for 120 persons)</b> |                       |
|  |   | <b>TOTAL, MDL</b>     |

| <b>CONDITIONS</b>                      |   |
|--|---|
| Delivery Term (INCOTERMS 2000) & Place | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP |
| Delivery Place & Time                  | Chisinau, 29-30 October 2009  |

|  |   |
|--|---|
| Payment Terms  | <b>Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services</b>  |
| Validity of Quotation                                | <input checked="" type="checkbox"/> <b>30 DAYS</b> <input type="checkbox"/> 60 DAYS   |
| Preliminary Examination – Completeness of quotation. | <input checked="" type="checkbox"/> <b>Partial bids permitted by LOTS</b> <input type="checkbox"/> Partial bids not permitted   |
| Quantity change                                      | <b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods and services</b>   |
| General Terms and Conditions                         | UNDP General Terms and Conditions for Goods/Services<br><a href="http://www.undp.org/procurement/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a> |

#### REQUIREMENTS

##### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following documents (not subject to return upon evaluation):

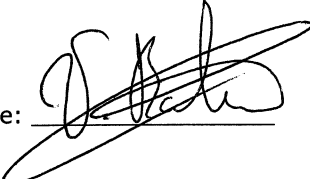
- Company profile (general presentation of the company up to 2 pages);
- Copy of company's registration certificate;
- Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;
- Company's list of customers, present and past;
- Preliminary menu per day (lunch and coffee breaks);
- Quotation in MDL *exclusive* 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;
- Offers shall be presented in English or Romanian.

##### MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year of experience in providing the required services;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.

Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Veaceslav Balan, Electoral Support to Moldova Project Manager**

Signature:  DATE: 26.09.2009

CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager  
([veaceslav.balan@undp.org](mailto:veaceslav.balan@undp.org))

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

##### SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Conference facilities Electoral Support to Moldova Project**".

Offers shall reach the UNDP office not later than **15 October 2009, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

- 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**