



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 05 October 2009
	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: Organization of the Orientation workshop for Small Grants winners and Conference to present the winning projects

Location: Chisinau

Period: 22 – 23 October 2009

Participants: 60 persons

Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	Conference room for 60 persons	2 days	1 Conference room		
2.	Flipchart	2 days	1 flipchart		
3.	Accommodation (double rooms)	1 night	40 persons		
4.	Breakfast	1 day	40 persons		
5.	Lunch	1 day	60 persons		
6.	Dinner	1 day	40 persons		
7.	Fourchette (23 October)	1	100 persons		
8.	Coffee breaks (2 per day)	4 coffee-breaks in total	60 persons		
9.	Still/sparkling water in 0.5l bottles	-	120 bottles		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, 22 – 23 October, 2009
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state

Quantity discount and early payment discount:

Details on any warranty/guarantee conditions:

REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Company's list of customers;
- Preliminary menu per day (breakfast, lunch, dinner, coffee breaks, fourchette)
- 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);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing 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: **Mircea Ursu, Programme Coordinator**

Signature:



DATE:

05.10.2009

CONTACT PERSON: Corneliu Martiniuc, ILDP Associate (corneliu.martiniuc@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note **"RfO: Training facilities – HS/ILDP"**.

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