

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: September 10, 2009
	REFERENCE: <i>2009-09-14.4</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 21 September, 2009.**

Purpose: Organization of the Training on Fundraising and Organizational Management for the National Institute of Justice;

Location: outside Chisinau;

Period: 5-9 October, 2009

Participants: 16 persons

Training facilities for NIJ, 5-9 October 2009, outside Chisinau						
Item	Generic Description	No. of days/nights	Unit of measure	Quantity	Unit price MDL	Subtotal MDL
1.	Conference hall for 16 person	5	Day	1		
2.	Flipchart	5		1		
3.	Hotel accommodation in single or double standard rooms	4	person	16		
4.	Breakfast	4	person	16		
5.	Lunch	5	Person	16		
6.	Dinner	4	person	16		
7.	Coffee breaks (2 per day)	5	person	16		
8.	Still/sparkling water in 0.5l bottles		bottle	75		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input checked="" type="checkbox"/> CIP <input type="checkbox"/> CPT <input type="checkbox"/> FCA
Delivery place	EVENT DATE (tentative): 5-9 October, 2009 PLACE: outside Chisinau
Payment Terms	Advance payment not to exceed 20% of estimated meals cost and the rest upon delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids not permitted <input type="checkbox"/> Partial bids 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:

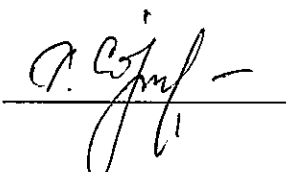
- Company profile (general information about the company up to 2 pages);
- Copy of company's list of customers;
- Preliminary menu per day (breakfast, coffee breaks, lunch and dinner);
- Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange 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;
- Offers shall be submitted in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- Accommodation and training venue outside Chisinau;
- Adherence to the UNDP General Terms and Conditions and Payment & 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: **Tatiana Cojocaru, Project Manager**

Signature:  DATE: 14.09.2009

CONTACT PERSON: *Eleonora Mocanu, Project Assistant* (eleonora.mocanu@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: Training facilities for NIJ Project**".

Offers shall reach the UNDP office not later than **21 September 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.

- 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**
- Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org