



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 November 2009 |
| | REFERENCE: |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 25 November 2009**.

Purpose: Training facilities for a training course for the Central Electoral Commission of Moldova with the support of the "Electoral Support to Moldova" Project

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

Period: 7-18 December 2009 with a break over the weekend of 12-13 December 2009

Participants: 20 persons

| SINGLE LOT: Training facilities, 7-18 December 2009 | | | | | |
|--|---|----------------------|----------------------|-----------------|---------------|
| Item | Generic Description | No. of days / nights | Quantity | Unit price, MDL | Subtotal, MDL |
| 1. | Training room, with comfortable seats for at least 20 persons , equipped with heating system | 10 days | 1 room | | |
| 2. | Flipchart with a stock of 200 sheets of blank flipchart-size paper | 10 days | 2 units | | |
| 3. | Video projector with screen | 10 days | 1 unit | | |
| 4. | Lunch in the same building in a separate room | 10 days | 20 persons | | |
| 5. | Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks | 10 days | 20 persons | | |
| 6. | Still / sparkling water in 0.5 l bottles | 10 days | 30 bottles / per day | | |
| TOTAL, MDL | | | | | |

| CONDITIONS | |
|--|---|
| Delivery Term (INCOTERMS 2000) & Place | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP |
| Delivery Place & Time | Chisinau, 7-18 December 2009 |
| 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 <input type="checkbox"/> 60 DAYS |
| Preliminary Examination – Completeness of quotation. | <input type="checkbox"/> Partial bids permitted by LOTS <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 and services |
| General Terms and Conditions | UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm |

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: _____

CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager
(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: Training facilities Electoral Support to Moldova Project**".
Offers shall reach the UNDP office not later than **25 November 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