

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:  _____	DATE: 11 December, 2009
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **December 21, 2009**. The training events shall be held in **Chisinau, city center area, Republic of Moldova** as follows:


Item	Generic Description	No. of days/nights	Unit of measure	Quantity	Unit price MDL	Subtotal MDL
<b>Training facilities for the MFA Project, Training 1: 11-15 January 2010</b>						
1.	Conference hall for 20 persons		days	5		
4.	Lunch	5	person	20		
6.	Coffee breaks (2 per day)	10	person	20		
7.	Still/sparkling water in 0,5l bottles	-	bottle	100		
8.	Internet Connection/ LCD Projector/ Flip-chart/Laptop					
<b>Training facilities for the MFA Project, Training 2: 1-5 February 2010</b>						
1.	Conference hall for 20 persons		days	5		
4.	Lunch	5	person	20		
6.	Coffee breaks (2 per day)	10	person	20		
7.	Still/sparkling water in 0,5l bottles	-	bottle	100		
8.	Internet Connection/ LCD Projector/ Flip-chart/Laptop					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
	EVENT DATE: <b>11-15 January 2010; 1-5 February 2010</b> PLACE: <b>Chisinau, city center area.</b>
Payment Terms	20% payment at contract signature 80% upon delivery of services
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted

General Terms and Conditions	UNDP General Terms and Conditions for Services <a href="http://www.undp.org/procurement/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>
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<b>Please state</b>
Quantity discount and early payment discount
Details on any warranty/ guarantee conditions

<b>REQUIREMENTS</b>
<p><b>QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS</b></p> <p>The quotation/ offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• Company profile (general information about the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Preliminary menu per day (lunch, coffee breaks);</li> <li>• Company's list of customers;</li> <li>• 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);</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be presented in English or Romanian.</li> </ul> <p><b>MINIMUM QUALIFICATION RERQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• 1 year of experience in providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</li> </ul> <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualifications requirements, within the "either in or out" rule.</p>

<p>NAME, FUNCTIONAL TITLE: <b>Alexandru Pelivan, Project Manager</b></p> <p style="text-align: center;">Signature:  DATE: <u>11/12/2009</u></p> <p>CONTACT PERSON: Irina Apostol, Project Assistant (irina.apostol@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p><b>SUBMISSION OF OFFERS:</b></p> <p>Offers shall be marked with the note "<b>RfQ: Training Facilities for MFA Project</b>".</p> <p>Offers shall reach the UNDP office not later than <b><u>21 December 2009, 16:30 (local time)</u></b>.</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> <p>a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:  <b>UNDP Moldova,  131, 31 August 1989 Street, MD-2012 Chisinau  Attention: Registry Office/Procurement</b></p> <p>b) Offers sent electronically need to be addressed to the following e-mail address:  <b><u>tenders-Moldova@undp.org</u></b></p>
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