



# 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>21 May 2009</b> |
|                         | REFERENCE:               |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 29 May 2009**.

**Purpose:** Retreat (seminar) facilities for a Post-Election Review by the Central Electoral Commission and other elections-management bodies with the support of the "Electoral Support to Moldova" Project

**Location:** Outside Chisinau, maximum distance from Chisinau - 60 km, with good road access to the locality and venue

**Period:** 24-26 June 2009

**Participants:** 80 persons

| Item  | Generic Description   | No. of days / nights | Quantity              | Unit price, MDL | Subtotal, MDL |
|---|---|----------------------|-----------------------|-----------------|---------------|
| <b>Retreat (seminar) facilities for Post-Election Review event, 24-26 June 2009</b> |   |                      |                       |                 |               |
| 1.  | <b>Conference hall</b> for 80 persons equipped with air conditioner | 3 days               | 1 hall                |                 |               |
| 2.  | <b>Small meeting rooms</b> for up to 20 persons each                | 3 days               | 3 rooms               |                 |               |
| 3.  | <b>Flipchart</b> with 50 sheets of blank flipchart-size paper       | 3 days               | 1 per hall / room     |                 |               |
| 4.  | <b>Accommodation</b> in single or double standard rooms             | 2 nights             | 80 persons            |                 |               |
| 5.  | <b>Breakfast</b>  | 2 days               | 80 persons            |                 |               |
| 6.  | <b>Lunch</b>  | 3 days               | 80 persons            |                 |               |
| 7.  | <b>Dinner</b>   | 3 days               | 80 persons            |                 |               |
| 8.  | <b>Coffee breaks</b> (2 per day)                                    | 3 days               | 80 persons            |                 |               |
| 9.  | <b>Still / sparkling water</b> in 0.5 l bottles                     | 3 days               | 100 bottles / per day |                 |               |
| <b>TOTAL, MDL</b>   |   |                      |                       |                 |               |

| <b>CONDITIONS</b>                                    |   |
|--|---|
| Delivery Term (INCOTERMS 2000) & Place               | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>  |
| Delivery Place & Time                                | Outside Chisinau, 24-26 June 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 type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>   |
| 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> |

**Please state**

Availability of additional relevant facilities and services (video projector with screen, interpretation equipment, etc)

**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 (breakfast, lunch, dinner, 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;
- Additional information as requested under the "Please state" section;
- 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: 21 May 2009

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: Retreat facilities Electoral Support to Moldova Project**".  
Offers shall reach the UNDP office not later than **29 May 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**