

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, 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 conference venue outside Chisinau;
- 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: : **Matilda Dimovska, Deputy Resident Representative**

Signature: _____



DATE: _____

04 02-2009

CONTACT PERSON: Iuliana Munteanu, Project Manager (iuliana.munteanu@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 – HIV/AIDS Project**".

Offers shall reach the UNDP office not later than **25 February, 2009, 17:30 (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