

# REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 5 February, 2009			
	REFERENCE: 2009-02-05.1			

## Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 17:30 (local time) on 25 February 2009. Trainings shall be held outside Chisinau, Republic of Moldova.

Item	Generic Description	No. of days/nigh ts	Unit of measure	Quantity	Unit price, MDL	Subtotal, MDL
	Training facilities	for the TOT fo	ollow-up, 9-	11 March 20	009	
1.	Conference hall for 23 persons		day	3		
2.	Hotel accommodation	2	person	23		
3.	Breakfast	2	person	23		
4.	Lunch	3	person	23		
5.	Dinner	2	person	23		
6.	Coffee breaks (2 per day)	3	person	23		
7.	Still/sparkling water in 0.5l bottles	3	bottle	23		
	Training facilities for the	Training on \	/CT follow-u	ıр, 16-18 Ма	arch 2009	
8.	Conference hall for 23 persons		day	3		
9.	Hotel accommodation	2	person	23		
10.	Breakfast	2	person	23		31114 116
11.	Lunch	3	person	23		
12.	Dinner	2	person	23		4
13.	Coffee breaks (2 per day)	3 .	person	23		Per III
14.	Still/sparkling water in 0.5l bottles	3	bottle	23		

CONDITIONS								
Delivery Term (INCOTERMS 2000) & Place	□ FCA	□ СРТ	☑ CIP					
Delivery Place	outside Chisinau, <b>9-11 March 2009</b> and <b>16-18 March 2009</b> (events dates are tentative)							
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services							
Validity of Quotation	□ 30 DAY	5	☑ 60 DAYS					
Preliminary Examination - Completeness of quotation.	□ Partial b	oids permitted	☐ Partial bi	ids not permitted				
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods							
General Terms and	UNDP General Terms and Conditions for Goods/Services							
Conditions	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 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: O4 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