

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: September 14, 2009
	REFERENCE:

Dear Sir / Madam:

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

Purpose: **Logistical support for conducting of the Training of Trainers for the staff of the regional offices of the National Bureau of Statistics of RM**

Location: **Chisinau (Version A) or outside Chisinau (Version B)**

Period: **October 19-23, 2009**

Participants: **20 persons**

Note: Applicants can apply for either one or both of the versions listed below.

VERSION I – location in Chisinau

Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	Accommodation in single or (most preferred) double standard rooms, including breakfast	5 nights	20 persons		
2.	Conference room equipped with air conditioning (<i>same location as accommodation or walking distance</i>)	5 days	1 conference room, 20 persons		
3.	Translation equipment		5 days		
4.	Flipcharts and video projector	5 days	2 f +1 vp		
5.	Stationery for participants (to include folders with pockets or folders with 2-4 rings insert, blu tack, etc.) and photocopies (150 pages of photocopies per participant)	-	20 persons		
6.	Coffee breaks (2 per day)	10 coffee breaks in total	20 persons		
7.	Lunch	5 days	20 persons		
8.	Dinner	5 days	20 persons		
9.	Still & sparkling (half) water in 0.5l bottles	-	100 bottles		

VERSION II – location outside Chisinau (*venue to be located not more than 60 km distance from Chisinau, with good road access to the locality and venue*)

Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
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- *Additional information as requested under the "Please state" section*

MINIMUM QUALIFICATION REQUIREMENTS:

- *2 years of experience in providing the required services*
- *Statement of adherence to UNDP General Terms and Conditions and Payment & 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: **Aurelia Spataru, Project Manager**

Signature: A. Spataru DATE: 15.09.09

CONTACT PERSON: *Aurelia Spataru, Project Manager, e-mail: aurelia.spataru@undp.org*

CONTACT ADDRESS: National Bureau of Statistics, 161 Grenoble Street, MD-2019 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Training facilities - Statistics**".

Offers shall reach the UNDP office not later than **September 30, 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