



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>09 October 2009</b>
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 20 October 2009**.

**Purpose:** Conference facilities for organization of the Conference "Victims of torture: Medical documentation, Access to Justice and Rehabilitation"  
**Location:** Chisinau, Central city area  
**Period:** 13 November 2009  
**Participants:** 60 persons

Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1	Conference room (capacity 60-70 seats) equipped with air conditioner and/or heating system*	1	1		
2	LCD Projector	1	1		
3	Tripod projection screen	1	1		
4	Flipchart with 50 sheets of blank flipchart paper	1	1		
5	Accommodation (single standard room) in 3/4-stars Hotel, for foreign citizens	2	7		
6	Coffee break (first half of the day)	1	60		
7	Lunch	1	60		
8	Coffee break (second half of the day)	1	60		
9	Dinner ( <i>fourchette</i> )	1	50		
10	Still/sparkling water in 0,5l bottles	1	120		
<b>Total, MDL</b>					

\*Note: The Conference Room shall have sufficient space for placing the equipment for simultaneous translation.

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, 13 November 2009
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services

Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS	<input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>	
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>	

**Please state**

Quantity discount and early payment discount

Details on any warranty/guarantee conditions:

**REQUIREMENTS**

Language: The quotation/offer, including all documentation shall be in:

English       French       Spanish       Others: Romanian

**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 (coffee breaks, lunch and dinner (*fourchette*));
- 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.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- 1 year of experience in providing 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: **Daniela Cotici**, Project Manager, Torture Prevention Project

Signature: \_\_\_\_\_



DATE: 9 OCTOBER 2009

CONTACT PERSON: *Diana Selaru*, Project Assistant ([diana.selaru@undp.org](mailto:diana.selaru@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: Conference facilities – Torture Prevention Project**".

Offers shall reach the UNDP office not later than **16:30 (local time) on 20 October 2009**.

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**