

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: October 19, 2009
	REFERENCE:

Dear Sir / Madam:

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

**Purpose: Logistical support for conducting of the Evaluation/Training for the staff of the regional offices of the National Bureau of Statistics (NBS) of RM**

**Location: Chisinau only**

**Period: November 30 – December 4, 2009 and December 7, 2009 (total duration of 6 days, tentative period)**

**Participants: 200 participants (to be tentatively distributed in two groups per day with an average of 30-35 persons per group; overnight stay shall be arranged for 70 participants during the Training period)**

Note: Applicants shall be able to offer flexibility especially as it regards the provision of accommodation and meals, as well as strictly adhere to the program of the Training which will be forwarded to the shortlisted candidates.

### Location - Chisinau (only)

Item	Generic Description	No. of units	Quantity	Unit price, MDL	Sub-total, MDL
1.	Accommodation in simple/standard rooms, including breakfast (2/3 persons per room is preferable)	1 night	70 persons		
2.	Reimbursement of transportation costs for the participants (according to the list to be provided by the organizers)	1 round trip ticket per person	200 persons	78.00 (in average)	
3.	Coffee breaks	4 coffee breaks/person	200 persons		
4.	Lunch (to be delivered to the NBS premises in lunch boxes)	2 lunch boxes/person	200 persons		


### CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau ( <b>only</b> )
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>	

<b>Please state</b>
Quantity discount and early payment discount:
Details on any warranty/guarantee conditions:

<b>REQUIREMENTS</b>
<u>Language:</u> All documentation, including installation and operating manuals shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others: <i>(please, specify)</i>
Electricity: Volt:                      Hz:                      phase AC:
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"> <li>• <i>Company profile (general presentation of the company, up to 2 pages)</i></li> <li>• <i>Copy of company's registration certificate</i></li> <li>• <i>Company's list of customers</i></li> <li>• <i>Preliminary menu for each seminar day (coffee breaks, lunch, dinner)</i></li> <li>• <i>Quotation in MDL <b>exclusive of VAT</b> (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of the competition deadline)</i></li> <li>• <i>Additional information as requested under the "Please state" section</i></li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• <i>2 years of proven experience in providing the required services</i></li> <li>• <i>Statement of adherence to UNDP General Terms and Conditions and Payment &amp; Delivery Terms above.</i></li> </ul>
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: <b>Aurelia Spataru, Project Manager</b>
Signature: <u></u> DATE: <u>19.10.09</u>
CONTACT PERSON: <i>Aurelia Spataru, Project Manager, e-mail: <a href="mailto:aurelia.spataru@undp.org">aurelia.spataru@undp.org</a></i>
CONTACT ADDRESS: National Bureau of Statistics, 106 Grenoble Street, office 516, MD-2019 Chisinau
<b>SUBMISSION OF OFFERS:</b> Offers shall be marked with the note " <b>RfQ: Training facilities - Statistics</b> ". Offers shall reach the UNDP office not later than <b>October 29, 2009, 16:30 (local time)</b> . 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: <b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b>
b) Offers sent electronically need to be addressed to the following e-mail address: <b><a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></b>