

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 2 February 2010
	REFERENCE: <i>2010-02-02</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 7 February, 2010.**

Purpose: Organization of the Staff Retreat for UNDP Moldova CO
Location: outside of Chisinau
Period: 18-19 February, 2010 (2 working days)
Participants: 70 persons

Training facilities for UNDP Moldova CO, 18-19 February, 2010					
Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	Accommodation including breakfast (single and double rooms)	2 nights	70 persons		
2.	Conference room for 70 persons equipped with air conditioner and high-speed internet	2 days	1 Conference room		
3.	Additional smaller rooms for group discussions	2 days	2 rooms		
4.	Flipchart	2 days	5 flipchart		
5.	Projector	2 days	1 projector		
6.	Lunch	2 days	70 persons		
7.	Dinner	2 days	70 persons		
8.	Coffee breaks (2 per day)	4 coffee-breaks	70 persons		
9.	Still/sparkling water in 0.5l bottles	-	140 bottles		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau, 18-19 February, 2010
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	The UNDP reserves the right to modify the quantity by 25% of the tendered goods	
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services 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, 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.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- Conference facility (minimum a 3* Hotel standard) and conference venue;
- 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: **Diana Schirca, Operations Manager**

Signature: _____

DATE: _____

CONTACT PERSON: Marina Potyomkina, Administrative Associate (marina.potyomkina@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 – UNDP CO**".

Offers shall reach the UNDP office not later than **7 February, 2010, 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