



# Electoral Support to Moldova Project

Funded by the European Commission  
Co-funded and implemented by the  
United Nations Development Programme



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>17 February 2010</b>
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 1 March 2010**.

**Purpose:** Conference facilities for a round of international events hosted by the Central Electoral Commission of Moldova with the support of the "Electoral Support to Moldova" Project

**Location:** Chisinau, Central city area, with good parking facilities

**Period:** 21-23 April 2010

**Participants:** Various (national and international) 30-200 persons, including high level

### **LOT 1: Conference facilities for international events hosted by the Central Electoral Commission of Moldova, 21-23 April 2010**

Item	Generic Description	Quantity	Unit price, MDL	Subtotal, MDL
<b>21 April 2010 (full day)</b>				
<b>1.1.</b>	<b>Conference hall, with round table for 75 persons and seats for additional 75 persons, total for 150 persons</b> , equipped with air conditioner	1 hall		
<b>1.2.</b>	<b>Microphones system (at the table)</b> compatible with the in-house or outsourced translation equipment, and with the incoming sound registration capacity, in the hall designated above	For 75 persons sitting at the table		
<b>1.3.</b>	<b>Video projector with screen</b> in the hall designated above	1 unit		
<b>1.4.</b>	<b>Lunch</b> (fourchette-style) in a separate space to comfortably harbour people attending the lunch	200 persons		
<b>1.5.</b>	<b>Coffee breaks</b> (twice a day) and adequate separate space to comfortably harbour people serving coffee break	200 persons		
<b>1.6.</b>	<b>Still / sparkling water</b> in 0.5 l bottles	200 bottles		
<b>1.7.</b>	<b>Reception</b> (fourchette-style) in a separate space to comfortably harbour people attending the reception	200 persons		
<b>22 April 2010 (full day)</b>				
<b>2.1.</b>	Meeting room <b>with round table for 30 persons</b> , equipped with air conditioner	1 room		
<b>2.2.</b>	<b>Microphones system (at the table)</b> compatible with the in-house or outsourced translation equipment, and with the incoming sound registration capacity, in the room designated above	30 units		
<b>2.3.</b>	<b>Video projector with screen</b> in the room	1 unit		

	designated above			
<b>2.4.</b>	<b>Lunch</b> (fourchette-style) in a separate space to comfortably harbour people serving lunch	80 persons		
<b>2.5.</b>	<b>Coffee breaks</b> (twice a day) and adequate separate space to comfortably harbour people serving coffee break	50 persons		
<b>2.6.</b>	<b>Still / sparkling water</b> in 0.5 l bottles	100 bottles		
<b>23 April 2010 (full day)</b>				
<b>3.1.</b>	Meeting room <b>with round table for 40 persons</b> , equipped with air conditioner	1 room		
<b>3.2.</b>	<b>Microphones system (at the table)</b> compatible with the in-house or outsourced translation equipment, and with the incoming sound registration capacity, in the room designated above	40 units		
<b>3.3.</b>	<b>Video projector with screen</b> in the room designated above	1 unit		
<b>3.4.</b>	<b>Lunch</b> (fourchette-style) in a separate space to comfortably harbour people serving lunch	80 persons		
<b>3.5.</b>	<b>Coffee breaks</b> (twice a day) and adequate separate space to comfortably harbour people serving coffee break	50 persons		
<b>3.6.</b>	<b>Still / sparkling water</b> in 0.5 l bottles	100 bottles		
<b>3.7.</b>	<b>Dinner</b> in a separate space to comfortably harbour people attending the dinner	35 persons		
<b>21-23 April 2010 (3 full days)</b>				
<b>4.1.</b>	<b>Exposition hall</b> , min. 250 sq.m., equipped with air conditioner	1 hall		
<b>4.2.</b>	<b>Conference Secretariat Office</b> , for 9 persons, equipped with 2 computers (English Windows and MS Office) with access to fast-speed Internet and in a network with a printer/photocopier/scanner (with a stock of consumables), wireless Internet, Internet connection points for 9 laptops	1 office		
* The conference venue shall have available accommodation facilities for 30-50 guests (at least 4-stars standard) for the entire duration of event (21-23 April 2010). The guests will pay for their stay on their own.				
<b>TOTAL, MDL</b>				

**LOT 2: Equipment for simultaneous translation during the conference, 21-23 April 2010**


Item	Generic Description	Price per item, MDL
<b>5.1.</b>	<b>Equipment for simultaneous translation</b> (including earpieces for 200 persons)	21 April 2010
<b>5.2.</b>	<b>Equipment for simultaneous translation</b> (including earpieces for 30 persons)	22 April 2010
<b>5.3.</b>	<b>Equipment for simultaneous translation</b> (including earpieces for 40 persons)	23 April 2010
<b>TOTAL, MDL</b>		

**LOT 3: Exposition sets, 21-23 April 2010**

Item	Generic Description	Unit price, MDL	Subtotal, MDL
<b>6.1.</b>	<b>Exposition sets</b> , including styling, a table min. 1 sq.m., 2 chairs, a stand min. 3 sq.m.	20 sets	
<b>TOTAL, MDL</b>			

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>
Delivery Place & Time	Chisinau, 21-23 April 2010
Payment Terms	<b>Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services</b>
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> <input type="checkbox"/> 60 DAYS
Preliminary Examination – Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted by LOTS</b> <input type="checkbox"/> Partial bids not permitted
Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods and services</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>

<b>REQUIREMENTS</b>	
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>	
The quotation/offer shall contain the following documents (not subject to return upon evaluation):	
<ul style="list-style-type: none"> <li>● Company profile (general presentation of the company up to 2 pages);</li> <li>● Copy of company's registration certificate;</li> <li>● Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;</li> <li>● Company's list of customers, present and past;</li> <li>● Preliminary menu per day (lunch and coffee breaks);</li> <li>● Quotation in MDL <i>exclusive</i> of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);</li> <li>● Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;</li> <li>● Offers shall be presented in English or Romanian.</li> </ul>	
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>● Minimum 1 year of experience in providing the required services;</li> <li>● Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</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>Veaceslav Balan, Electoral Support to Moldova Project Manager</b>
Signature:  DATE: <u>17 February 2010</u>
CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager ( <a href="mailto:veaceslav.balan@undp.org">veaceslav.balan@undp.org</a> )
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau
<b>SUBMISSION OF OFFERS:</b>
Offers shall be marked with the note " <b>RfQ: Conference facilities Electoral Support to Moldova Project</b> ".
Offers shall reach the UNDP office not later than <b>1 March 2010, 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>