



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

	designated above			
2.4.	Lunch (fourchette-style) in a separate space to comfortably harbour people serving lunch	80 persons		
2.5.	Coffee breaks (twice a day) and adequate separate space to comfortably harbour people serving coffee break	50 persons		
2.6.	Still / sparkling water in 0.5 l bottles	100 bottles		
23 April 2010 (full day)				
3.1.	Meeting room with round table for 40 persons , equipped with air conditioner	1 room		
3.2.	Microphones system (at the table) compatible with the in-house or outsourced translation equipment, and with the incoming sound registration capacity, in the room designated above	40 units		
3.3.	Video projector with screen in the room designated above	1 unit		
3.4.	Lunch (fourchette-style) in a separate space to comfortably harbour people serving lunch	80 persons		
3.5.	Coffee breaks (twice a day) and adequate separate space to comfortably harbour people serving coffee break	50 persons		
3.6.	Still / sparkling water in 0.5 l bottles	100 bottles		
3.7.	Dinner in a separate space to comfortably harbour people attending the dinner	35 persons		
21-23 April 2010 (3 full days)				
4.1.	Exposition hall , min. 250 sq.m., equipped with air conditioner	1 hall		
4.2.	Conference Secretariat Office , 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.				
TOTAL, MDL				

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


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

LOT 3: Exposition sets, 21-23 April 2010

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

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

REQUIREMENTS	
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
The quotation/offer shall contain the following documents (not subject to return upon evaluation):	
<ul style="list-style-type: none"> ● Company profile (general presentation of the company up to 2 pages); ● Copy of company's registration certificate; ● Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services; ● Company's list of customers, present and past; ● Preliminary menu per day (lunch and coffee breaks); ● 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); ● Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above; ● Offers shall be presented in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> ● Minimum 1 year of experience in providing the 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: Veaceslav Balan, Electoral Support to Moldova Project Manager
Signature:  DATE: <u>17 February 2010</u>
CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager (veaceslav.balan@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 Electoral Support to Moldova Project ".
Offers shall reach the UNDP office not later than 1 March 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