



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: 16 June 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 23 June 2010**.

Purpose: Training facilities for a training course for 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: 5-9 July 2010

Participants: Up to 25-30 persons

SINGLE LOT: Training facilities, 5-9 July 2010


Item	Generic Description	No. of days / nights	Quantity	Unit price, MDL	Subtotal, MDL
	Venue location: Chisinau, Central city area, with good parking facilities				
1.	Training room, with comfortable seats for at least 25-30 persons, equipped with air-condition system AND place for sticking flipchart paper	5 days	1 room		
2.	Flipchart with a stock of 200 sheets of blank flipchart-size paper	5 days	2 units		
3.	Video projector with screen	5 days	1 unit		
4.	Lunch in the same building in a separate room	5 days	25 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	5 days	25 persons		
6.	Still / sparkling water in 0.5 l bottles	5 days	30 bottles / per day		

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place & Time	Chisinau, 5-9 July 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 type="checkbox"/> Partial bids permitted by LOTs <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 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>16 June 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: Training facilities Electoral Support to Moldova Project, 5-9 July 2010 ".
Offers shall reach the UNDP office not later than 23 June 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