

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: June 24 2010
	REFERENCE:

Dear Sir / Madam:

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

Purpose: Training facilities for a training course for the Moldovan public authorities involved in the negotiations of Association Agreement between Republic of Moldova and European Union.

Purpose: Chisinau, Central city centre area, with good parking facilities

Period: 19-22 July 2010

Participants: Up to 30-35 persons

SINGLE LOT: Training facilities, 19-22 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 30-35 persons, equipped with air-condition system and place for sticking flipchart paper	4 days	1 room		
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	4 days	2 units		
3.	Video projector with screen	4 days	1 unit		
4.	Lunch in the same building in a separate room	4 days	35 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	4 days	35 persons		
6.	Still/sparkling water in 0,5l bottles	4 days	45 bottles /per day		
7.	Equipment for simultaneous translation (including earpieces for 25 persons)	4 days			
8.	Microphones system (round table)	4 days	10 units		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place & Time	Chisinau, 19-22 July 2010
Payment Terms	20% payment at contract signature 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 good and services
General Terms and Conditions	UNDP General Terms and Conditions for Services http://www.undp.org/procurement/conditions_contract.htm

REQUIREMENTS	
QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS	
The quotation/ offer shall contain the following (not subject to return upon evaluation):	
<ul style="list-style-type: none"> • Company profile (general information about 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; • Preliminary menu per day (lunch, coffee breaks); • 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); • Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Offers shall be presented in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> • 1 year of experience in providing 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 qualifications requirements, within the "either in or out" rule.	

NAME, FUNCTIONAL TITLE: Alexandru Pelivan, Project Manager	
Signature: 	DATE: <u>24/06/10</u>
CONTACT PERSON: Irina Apostol, Project Assistant (irina.apostol@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 for MFA Project**".

Offers shall reach the UNDP office not later than **1 July 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