



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Event organizers/ Summer resorts	DATE: 07 July 2010
	REFERENCE: RfQ/00193

Dear Sir / Madam:

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

Purpose: Organization of the Summer Camp (25 July – 01 August 2010)

Location: outside Chisinau, radius of maximum 30-35km away from Chisinau

Participants: approximately 30-35 (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation	7 (seven) nights	per single room / night per double room / night	
2.	Conference room for 35 persons	6 full days	per day	
3.	Simultaneous translation equipment	6 full days	per day	
4.	<u>Lunch</u> , minimum including: - soup (meat) - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water	5 (five) in total	per lunch (1 pers)	
5.	<u>Coffee breaks</u> , minimum including: - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - mineral water	7 (seven) in total	per break (1 pers)	
6.	<u>Dinner</u> , minimum including: - sandwiches - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - coffee & tea - mineral water	5 (five) in total	per dinner (1 pers)	

Requirements

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Language of Offer – English
- ✓ Additional information as requested under the "Please state" section;
- ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD 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

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- ✓ 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.

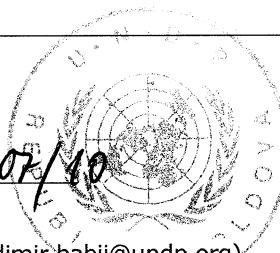
NAME, FUNCTIONAL TITLE: **Uwe Federsel, Chief of Administration**

Signature: _____



DATE: _____

07/07/10



CONTACT PERSONS: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)
Ilhom Muhomediev, Procurement Specialist/EUBAM (ilhom.muhomediev@undp.org)

CONTACT ADDRESS: 131, 31 August 1989 Street, Chisinau, MD-2012

SUBMISSION OF OFFERS:

Offers shall be marked with "**RFQ: Training Event – Summer Camp / EUBAM**".
Offers shall reach the UNDP office not later than **16 July 2010, 16:30 (Moldova local time)**.

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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

