

European Union High Level Policy Advice Mission to the Republic of Moldova



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 19 July 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **13:00 (local time) on 26 July 2010**

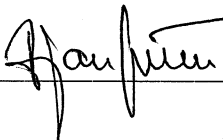
Purpose: Organization of the Police Reform Road Map Workshop
Location: Outside Chisinau (up to 60km radius)
Period: 08 – 13 August 2010 (5 days, 5 nights)
Participants: 25 persons

Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for 25 persons equipped with air conditioner	5 days	1 Conference room		
2.	Wireless internet minimum speed 1GB	5 days	Per day		
3.	Flipchart with 5 sets of paper	5 days	4 flipcharts		
4.	Accommodation (single rooms)	5 nights	25 persons		
5.	Breakfast	5 days	25 persons		
6.	Lunch	5 days	25 persons		
7.	Dinner	5 days	25 persons		
8.	Coffee breaks (2 per day)	10 coffee-breaks in total	25 persons		
9.	Still/sparkling water in 0.5l bottles	-	125 bottles		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau, 08 – 13 August, 2010
Payment Terms	20% advance payment upon signature of the contract and 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 goods

General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml
Please state	
Quantity discount and early payment discount:	
Details on any warranty/guarantee conditions:	

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (general information about the company up to 2 pages); • Copy of company's registration certificate; • Company's list of customers; • Preliminary menu per day (breakfast, coffee breaks, lunch, dinner) • 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); • Additional information as requested under the "Please state" section; • Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • 2 years of experience in providing required services; • Accommodation (minimum a 3* Hotel); • Conference room should have a wall that should be at least 7 meters long (to place workshop papers with adhesive band on the wall during the workshop) • Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

<p>NAME, FUNCTIONAL TITLE: Dejan Mincic, EUHLPAM Project Manager</p> <p style="text-align: center;">Signature:  DATE: <u>19/07/2010</u></p> <p>CONTACT PERSON: Marina Zolotcov, EUHLPAM Project Assistant (marina.zolotcov@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p>SUBMISSION OF OFFERS:</p> <p>Offers shall be marked with the note "<u>RfQ: Police Reform Road Map Workshop – EUHLPAM</u>". Offers shall reach the UNDP office not later than <u>26 July 2010, 13:00 (local time)</u>.</p> <p>Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.</p> <p>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</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <u>tenders-Moldova@undp.org</u></p>
