

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 23 August 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 2 September 2010**.

Purpose: Organization of the Retreat for Parity Commission Working Groups

Location: Outside Chisinau

Period: 09 – 11 September 2010 (3 days, 2 nights)


Participants: 60 persons

Retreat's facilities, 09 – 11 September 2010, Outside Chisinau					
Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	Conference room for 60 persons equipped with air conditioner	2 days	1 Conference room		
2.	Conference room for 20 persons equipped with air conditioner	2 days	4 Conference rooms		
3.	Conference room for 20 persons equipped with air conditioner	1 day	1 Conference room		
4.	Accommodation, room per person	1 night	40 persons		
5.	Accommodation, room per person	2 nights	20 persons		
6.	Breakfast	1 day	40 persons		
7.	Breakfast	2 days	20 persons		
8.	Lunch	2 days	40 persons		
9.	Lunch	3 days	20 persons		
10.	Dinner	2 days	40 persons		
11.	Dinner	3 days	20 persons		
12.	Coffee breaks (2 per day)	4 coffee-breaks	40 persons		
13.	Coffee breaks (2 per day)	6 coffee-breaks	20 persons		
14.	Still/sparkling water in 0.5l bottles	-	400 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, 09 – 11 September 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.shtm	
Please state		
Quantity discount and early payment discount:		
Details on any warranty/guarantee conditions:		

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: 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"> • 1 year of experience in providing required services; • Accommodation (minimum a 3* Hotel); • 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: Margareta Petruschevski, Policy Adviser /Project Manager</p> <p style="text-align: center;">Signature:  DATE: <u>23.08.10</u></p> <p>CONTACT PERSON: Corneliu Martiniuc, JILD P Finance Associate (corneliu.martiniuc@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p>SUBMISSION OF OFFERS: Offers shall be marked with the note "<u>RfQ: Parity Commission Working Groups Retreat - JILD P</u>". Offers shall reach the UNDP office not later than <u>2 September 2010, 16:30 (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>
