



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Event organizers	DATE: 23 August, 2010
	REFERENCE: RFQ 10/00214

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 10 September, 2010**.

Purpose: Organization of the Inauguration of the National Union of Bailiffs

Location: Chisinau

Period: 18 October 2010

Participants: 70 persons

Time:


08:30 – 12:00 The official part of the Inauguration

12:00 – 14:00 Reception

Inauguration of the National Union of Bailiffs					
Item	Generic Description	No.	Quantity	Unit price, MDL	Subtotal, MDL
1. The official part of the event					
1.	Conference room (U shape) for 70 persons equipped with air conditioner	4 hours	1 Conference room		
2.	Technical equipment: translation equipment, microphones, LCD Projector + Screen, etc.	4 hours	70 persons		
3.	Welcome coffee + Coffee break (1): 20 min unlimited coffee & tea service, 3 types of pastry, water refreshment during the meeting and the coffee break	2	70 persons		
2. Reception					
1.	Cocktail (to attach 3 varieties of menu)	2 hours	70 persons		
2.	Beverages: 2 hours unlimited local beverage services (to attach 3 varieties of beverage packages)	2 hours	70 persons		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, 18 October, 2010
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services Total cost shall be calculated based on actual number of persons and services rendered
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: 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; • 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: Matilda Dimovska, Deputy Resident Representative</p> <p style="text-align: center;">Signature:  DATE: <u>24.08.2010</u></p> <p>CONTACT PERSON: Nadejda Macari, Project Manager (nadejda.macari@undp.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p>
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SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ:Inauguration event- A Joint UNCT for Human Rights Protection and Promotion**".

Offers shall reach the UNDP office not later than **10 September 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

