



Moldova

**REQUEST FOR QUOTATION (RFQ)**

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

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
<b>1. The official part of the event</b>					
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		
<b>2. Reception</b>					
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		
<b>Total, MDL</b>					

<b>CONDITIONS</b>	
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  <b>Total cost shall be calculated based on actual number of persons and services rendered</b>
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	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>
<b>Please state</b>	
Quantity discount and early payment discount:	
Details on any warranty/guarantee conditions:	

<b>REQUIREMENTS</b>
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• Company profile (general information about the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Company's list of customers;</li> <li>• Preliminary menu per day (breakfast, coffee breaks, lunch, dinner)</li> <li>• 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);</li> <li>• Additional information as requested under the "Please state" section;</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• 1 year of experience in providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</li> </ul> <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: <b>Matilda Dimovska, Deputy Resident Representative</b></p> <p style="text-align: center;">Signature:  DATE: <u>24.08.2010</u></p> <p>CONTACT PERSON: Nadejda Macari, Project Manager (<a href="mailto:nadejda.macari@undp.org">nadejda.macari@undp.org</a>)</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**

