

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Event organizers	DATE: 27 August 2010
	REFERENCE: RfQ10/00216

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 07 September 2010**.

Purpose: Organization of the Integrated Border Management Conference (17-18 November 2010)

Location: Chisinau

Participants: approximately - **150 in total** (number might slightly vary), out of which:
- **110 requiring hotel accommodation**


Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	<u>Accommodation</u> (breakfast included). Each room daily supplied with 1 liter of mineral water & 1 liter of juice	3 nights * 110 pers	per single room (1 night)	
2.	<u>Conference room</u> for 150 persons (table arrangement – oval)	2 days	per day	
3.	<u>Press conference room</u> for up to 50 persons (on 17 November – midday)	3 (three) hours	per hour	
4.	<u>Standby room</u> for ad-hoc meetings (up to 10 persons)	2 (two) days	per day	
5.	<u>Simultaneous translation equipment</u> (3 languages and 6 persons involved)	2 (two) days	per day	
6.	<u>Big screen and LCD projector</u> enough to provide high image quality and projection for 150 participants	2 (two) days	per day	

7.	<u>Lunch</u> (fourchette type), minimum including: - sandwiches - cold dishes of meat or poultry - hot dishes (easy to carry) - vegetable plate - fruit juice - green/black tea - coffee (cream, sugar) - bread	2 times * 150 pers	per lunch (1 pers)	
8.	<u>Coffee breaks</u> , minimum including: - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - mineral water	3 times * 150 pers	per break (1 pers)	
9.	<u>Dinner</u> (to be served in the hotel where the participant is accommodated, upon arrival), minimum including: - sandwiches - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - coffee & tea - mineral water	1 time * 110 pers	per dinner (1 pers)	
10.	<u>Reception</u> for 150 persons, minimum including: - sandwich with chicken rolls - sandwich with cheese - salmon sandwich - crepes with ham and cheese - stuffed tomatoes - meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - Cakes - bread	1 time	per reception	
11.	Still/sparkling water in 0.5l bottles (meeting room)	800 pcs	per bottle	
12.	Transfer from/to airport (app. 60 persons)	2 times	per 1 (one) round trip	

General requirements for accommodation:

- participants shall be accommodated in one or more hotels;
- rooms shall not be shared, i.e. if doubles are proposed, only one person shall be accommodated;
- hotel/hotels shall be located at a walking distance from conference premises;
- rooms minimum equipped with air conditioner, TV, fridge

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

Signature:  DATE: 27/08/2010

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

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

SUBMISSION OF OFFERS:

Offers shall be marked with "**RFQ: IBM Conference - November / EUBAM**".

Offers shall reach the UNDP office not later than **07 September 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