

**REQUEST FOR QUOTATION (RFQ)**

|  |                               |
|--|-------------------------------|
| NAME & ADDRESS OF FIRM:<br><b>Event organizers</b> | DATE: <b>27 August 2010</b>   |
|  | REFERENCE: <b>RfQ10/00216</b> |

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:<br>- sandwiches<br>- cold dishes of meat or poultry<br>- hot dishes (easy to carry)<br>- vegetable plate<br>- fruit juice<br>- green/black tea<br>- coffee (cream, sugar)<br>- bread   | 2 times * 150 pers | per lunch (1 pers)     |  |
| 8.  | <u>Coffee breaks</u> , minimum including:<br>- croissants, muffins or cookies<br>- non-sweet pies or sandwiches<br>- coffee & tea<br>- cream<br>- 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:<br>- sandwiches<br>- pasta / potatoes, etc with meat or fish<br>- salad meal (vegetables, meat, beans, etc)<br>- fruit juice<br>- coffee & tea<br>- mineral water   | 1 time * 110 pers  | per dinner (1 pers)    |  |
| 10. | <u>Reception</u> for 150 persons, minimum including:<br>- sandwich with chicken rolls<br>- sandwich with cheese<br>- salmon sandwich<br>- crepes with ham and cheese<br>- stuffed tomatoes<br>- meat plate<br>- vegetable plate<br>- marinated mushrooms<br>- fruit juice<br>- green/black tea<br>- coffee (cream, sugar)<br>- Cakes<br>- 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.muhomediev@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**