

Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration Project

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: _____ _____	DATE: 1 September, 2010
	REFERENCE:

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: Training facilities for a training course for the Moldovan public authorities involved in the negotiations of Association Agreement between Republic of Moldova and European Union.

Period: 21-24 September 2010 (4 days)

Participants: Up to 30-35 persons

Venue location: Chisinau, Central city area, with good parking facilities


Training facilities for MFAEI Project, 21- 24 September 2010, Chisinau						
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL	
1.	Training room, with comfortable seats for at least 30-35 persons, equipped with air-condition system and place for sticking flipchart paper	4 days	1 room			
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	4 days	2 units			
3.	Video projector with screen	4 days	1 unit			
4.	Lunch in the same building in a separate room	4 days	35 persons			
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	4 days	35 persons			
6.	Still/sparkling water in 0,5l bottles	4 days	45 bottles /per day			
7.	Equipment for simultaneous translation (including earpieces for 25 persons)	4 days				
8.	Microphones system (round table)	4 days	10 units			

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	100% upon delivery of services.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" 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 and services	
General Terms and Conditions	UNDP General Terms and Conditions for Services http://www.undp.org/procurement/conditions_contract.htm	

Please state	
Quantity discount and early payment discount	

REQUIREMENTS	
QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS	
<p>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; • Copy of any licence valid at the time of submitting the offer, including any such license with regard to catering services; • Preliminary menu per day (lunch, coffee breaks); • Company's list of customers; • 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); • Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Offers shall be presented in English or Romanian. <p>MINIMUM QUALIFICATION RERQUIREMENTS:</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 qualifications requirements, within the "either in or out" rule.</p>	

<p>NAME, FUNCTIONAL TITLE: Alexandru Pelivan, Project Manager</p> <p style="text-align: center;">Signature:  DATE: <u>04/09/2010</u></p> <p>CONTACT PERSON: Alexandru Pelivan, Project Manager (alexandru.pelivan@undp.org) Irina Apostol, Project Assistant (irina.apostol@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 "RfQ: Training Facilities for MFAEI Project". Offers shall reach the UNDP office not later than <u>10 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>
