



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>10 September 2010</b>
	REFERENCE: <b>RfQ10/00220</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 17 September 2010**.

**Purpose:** Gala of awards for the winners of the Human Rights competition and commemoration of the Human Rights Day with the participation of high-level officials, international organizations, mass-media, CSOs.

**Location:** Exhibition Centre "Constantin Brancusi", Chisinau

**Period:** 10 December, 2010

**Participants:** 400 persons

Item	Generic Description	No. of days / nights	Quantity	Unit price, MDL	Subtotal, MDL
1.	<b>Chairs</b> for 400 persons	1 day	1 hall		
2.	<b>Wardrobe</b> for 400 persons	1 day			
3.	<b>Tables</b> for the reception (to take place in the small hall of the exhibition centre)	1 day	10		
4.	<b>Audio-visual equipment:</b> - 1 projection screen, 240x240cm, wall-mountable, electric motor operation - 3 microphones - speakers - podium	1 day	1 hall		
5.	<b>Provide video-recording and photography services for the event</b>	Half a day			
6.	<b>Design and production of banners</b>		5 units		
7.	<b>Reception/catering</b>		300 persons		
8.	<b>Performance of a well-known band in Moldova at the ceremony</b>	30 minutes			
9.	<b>Overall logistics on the day of the ceremony</b>				
<b>TOTAL, MDL</b>					

**CONDITIONS**

Payment Terms	Advance payment not to exceed 20% of estimated costs and the rest 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	<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>
Availability of additional relevant facilities and services (video projector with screen, interpretation equipment, etc.)

<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 presentation of the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;</li> <li>• Company's list of customers, present and past;</li> <li>• Preliminary menu for the reception;</li> <li>• Quotation in MDL <i>exclusive</i> of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);</li> <li>• Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;</li> <li>• Additional information as requested under the "Please state" section;</li> <li>• Offers shall be presented in English or Romanian.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of experience in providing the 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>13.09.2010</u></p> <p>CONTACT PERSON: Ludmila Tiganu, Communications Specialist (<a href="mailto:ludmila.tiganu@undp.org">ludmila.tiganu@undp.org</a>)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p><b>SUBMISSION OF OFFERS:</b> Offers shall be marked with the note "<b>RfQ: HR Gala of Awards</b>". Offers shall reach the UNDP office not later than <b>17 September 2010, 16:30 (local time)</b>.</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: <b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b></p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <b><a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></b></p>
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