

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

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: _____ _____	DATE: 4 October, 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **12 October, 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:** 18-21 October 2010 (4 days); 16-19 November 2010 (4 days);

**Participants:** Up to 35 persons

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

Training facilities for MFAEI Project, 18-21 October 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			

Training facilities for MFAEI Project, 16-19 November 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	4 days	1 room			

	flipchart paper				
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		

<b>CONDITIONS</b>	
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 <a href="http://www.undp.org/procurement/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>

**Please state**

Quantity discount and early payment discount

**REQUIREMENTS**

**QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS**

The quotation/ offer shall contain the following:

- 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.

**MINIMUM QUALIFICATION RERQUIREMENTS:**

- 1 year of experience in providing required services;
  - Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.
- Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualifications requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Alexandru Pelivan, Project Manager**

Signature: \_\_\_\_\_



DATE: \_\_\_\_\_

04/10/2010

CONTACT PERSON: Irina Apostol, Project Assistant (irina.apostol@undp.org)

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

**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 **12 October 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**

