

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>October 11, 2010</b>
	REFERENCE: <b>RfQ10/00248</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **17:00 (local time) on 18 October 2010**.

Purpose: **Logistical support for the organization of the evaluation seminars and TUS seminar for the interviewers and observers of the National Bureau of Statistics of the Republic of Moldova, within the Strengthening the National Statistical System Project (Project ID# 00057446)**

Location: **Seminars will take place at the premises of the National Bureau of Statistics (NBS) (106 Grenoble str., Chisinau, 8<sup>th</sup> floor, Conference room) or according to the details mentioned in the title of each seminar.**

Participants:

- **The number of participants is indicated in each of the tables below.**

<b>1. Seminar 1 – Training of newly hired interviewers, version A (tentative period November 1-5 and November 8-12, 2010), to be organized at the premises of the NBS</b>					
<i>Item</i>	<i>Generic Description</i>	<i>No. of units</i>	<i>Quantity</i>	<i>Unit price, MDL</i>	<i>Sub-total, MDL</i>
1	Accommodation in standard <b>double</b> rooms	8 nights	40 persons		
2	Breakfast at the same venue (if not included in the price for accommodation)	8 days	40 persons		
3	Coffee breaks (at the premises of the NBS)	10 coffee breaks	40 persons		
4	Lunch (at the premises of the NBS)	10 lunch breaks	40 persons		
<b>TOTAL MDL</b>					

<b>2. Seminar 1 – Training of newly hired interviewers, version B (tentative period November 1-5 and November 8-12, 2010), to be organized at the location of the hotel</b>					
<i>Item</i>	<i>Generic Description</i>	<i>No. of units</i>	<i>Quantity</i>	<i>Unit price, MDL</i>	<i>Sub-total, MDL</i>
1	Accommodation in standard <b>double</b> rooms	8 nights	40 persons		
2	Breakfast at the same venue (if not included in the price for accommodation)	8 days	40 persons		
3	Coffee breaks (at the premises of the hotel)	10 coffee breaks	40 persons		
4	Lunch (at the premises of the hotel)	10 lunch breaks	40 persons		
<b>TOTAL MDL</b>					

<b>3. Feedback seminar (tentative November 29-30, 2010 and December 1-2, 2010), at the premises of the National Bureau of Statistics, 106, Grenoble str., Chisinau</b>
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<b>Item</b>	<b>Generic Description</b>	<b>No. of units</b>	<b>Quantity</b>	<b>Unit price, MDL</b>	<b>Sub-total, MDL</b>
1	Accommodation in standard <b>double</b> rooms	1 night	40 persons		
2	Breakfast at the same venue (if not included in the price for accommodation)	1 day	40 persons		
3	Coffee breaks (at the premises of the NBS)	2 coffee breaks	40 persons		
4	Lunch (at the premises of the NBS)	2 lunch breaks	40 persons		
<b>TOTAL MDL</b>					

<b>4. Training on TUS methodology (tentative November 22 – December 3, 2010 – 15 days), Chisinau, Grenoble 106, NBS</b>					
<b>Item</b>	<b>Generic Description</b>	<b>No. of units</b>	<b>Quantity</b>	<b>Unit price, MDL</b>	<b>Sub-total, MDL</b>
1	Accommodation in standard <b>double</b> rooms	10 nights	On average 10 persons per night		
2	Breakfast at the same venue (if not included in the price for accommodation)	10 days	10 persons		
3	Coffee breaks (at the premises of the NBS)	15 coffee breaks	40 persons		
4	Lunch (at the premises of the NBS)	15 lunch breaks	40 persons		
<b>TOTAL MDL</b>					

<b>5. Annual evaluation seminar (to take place during the week of December 13-17, 2010 – 1 full day), Chisinau, Grenoble 106, NBS</b>					
<b>Item</b>	<b>Generic Description</b>	<b>No. of units</b>	<b>Quantity</b>	<b>Unit price, MDL</b>	<b>Sub-total, MDL</b>
1	Accommodation in standard <b>double</b> rooms	1 night	10 persons		
2	Breakfast at the same venue (if not included in the price for accommodation)	1 day	10 persons		
3	Coffee breaks (at the premises of the NBS)	1 coffee break	190 persons		
4	Lunch (at the premises of the NBS)	1 lunch break	190 persons		
<b>TOTAL MDL</b>					

<b>1. Training for journalists (to take place outside Chisinau in the period November 13-14, 2010 – 1.5 days)</b>					
<b>Item</b>	<b>Generic Description</b>	<b>No. of units</b>	<b>Quantity</b>	<b>Unit price, MDL</b>	<b>Sub-total, MDL</b>
1	Accommodation in standard rooms	1 night	25 persons		
2	Breakfast at the same venue (if not included in the price for accommodation)	1 day	25 persons		
3	Coffee breaks (at the location of the hotel)	3 coffee breaks	25 persons		
4	Lunch (at the location of the hotel)	2 lunch breaks	25 persons		
5	Dinner (at the location of the hotel)	1 dinner	25 persons		
6	Transportation from Chisinau to the venue of the training	1 round trip	25 persons		
<b>TOTAL MDL</b>					

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	<b>20% advance payment upon signature of the contract and 80% upon delivery of services</b>
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>90 DAYS</b>
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted (by seminar)</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>REQUIREMENTS</b>	
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> <li>• Company profile (general presentation of the company, up to 1 page);</li> <li>• Copy of company's registration certificate;</li> <li>• Copy of any licence valid at the time of sending the offer, especially as it regards the catering services;</li> <li>• Company's list of customers, present and past;</li> <li>• Preliminary menu per day and type of meal (breakfast, lunch, etc.);</li> <li>• Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of the competition deadline);</li> <li>• Statement of adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</li> </ul>	
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>• Minimum 1 year of relevant experience in providing the required services</li> <li>• Adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</li> </ul>	
Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.	

NAME, FUNCTIONAL TITLE: <b>Aurelia Spataru, Project Manager</b>
Signature: <u><i>A. Spataru</i></u> DATE: <u><i>11.10.2010</i></u>
CONTACT PERSON: <b>Aurelia Spataru, Project Manager</b> , e-mail: <a href="mailto:aurelia.spataru@undp.org">aurelia.spataru@undp.org</a>
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau
<b>SUBMISSION OF OFFERS:</b>
Offers shall be marked with the note " <b>RfQ: Trainings- Statistics Project</b> ".
Offers shall reach the UNDP office not later than <b>18 October 2010, 17:00 (local time)</b> .
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: <b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b>
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>