



**European Union High Level Policy Advice Mission to the
Republic of Moldova**



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 26 October 2010
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **13:00 (local time) on 3 November 2010**

Purpose: Organization of the Judiciary Reform Workshop
Location: Outside Chisinau (up to 60km radius)
Period: 29 November – 03 December 2010 (4 days)
Participants: 30 persons

Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for 30 persons equipped with air conditioner	4 days	1 Conference room		
2.	Wireless internet minimum speed 1GB	4 days	Per day		
3.	Flipchart with 3 sets of paper	4 days	4 flipcharts		
4.	Breakfast	4 days	30 persons		
5.	Lunch	4 days	30 persons		
6.	Dinner	4 days	30 persons		
7.	Coffee breaks (2 per day)	7 coffee-breaks in total	30 persons		
8.	Still/sparkling water in 0.5l bottles	-	125 bottles		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau, 30 November – 3 December, 2010
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input 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
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state

Quantity discount and early payment discount:

Details on any warranty/guarantee conditions:

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;
- Company's list of customers;
- Preliminary menu per day (breakfast, coffee breaks, lunch, dinner)
- 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);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in providing required services;
- Accommodation (minimum a 3* Hotel);
- Conference room should have a wall that should be at least 7 meters long (to place workshop papers with adhesive band on the wall during the workshop)
- 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 qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Veaceslav Palade, Programme Associate (UNDP Moldova)**

Signature:  DATE: 22.10.10

CONTACT PERSON: Marina Zolotcov, EUHLPAM Administrative Associate
(marina.zolotcov@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Judiciary Reform Workshop – EUHLPAM**".
Offers shall reach the UNDP office not later than **3 November 2010, 13:00 (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