



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE:
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on Thursday, November 25th, 2010.

Important note:

The launching of the 2010 NHDR is planned to take place in the period 13-16 December 2010. The exact date is to be confirmed.

Item	Generic Description	Quantity
1	Conference room* for 150 persons, equipped with air conditioning, laptop, video-projector, screen for video projector, access to internet (expected duration of the event -2 hours)	1
2	Equipment for synchronous translation for 150 persons (including microphones and headsets)	1
3	Interpreters for synchronous translation (Romanian to English and vice-versa, CVs to be submitted together with the offer)	2
4	Catering services for 150 persons (simple reception to be organized at the end of the launching event, at the same premises, menu to be attached to the offer) in a separate room	1
5	Still/sparkling water in 0.5l bottles (conference room)	200
6	Logistical support for the organization of the event (including photocopying of the materials, delivery of the materials to the place of the launching, registration of participants)	1

*the conference room should be located close to the UNDP Moldova CO

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	UNDP Moldova
Payment Terms	
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
Mode of Transport	AIR
	SURFACE <input checked="" type="checkbox"/> OTHERS
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

Details on any warranty/guarantee conditions: N/A

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish or Romanian

Electricity: Volt: Hz: phase AC:

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- ✓ Commercial offer in MDL
- ✓ Proposed menu for catering services
- ✓ CVs of the support staff, i.e. translators
- ✓ CV of the organization describing previous relevant experience in the field
- ✓ Certification of registration
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above

MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- ✓ 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: **Dumitru Vasilescu, Project Manager**

Signature:  DATE: 17/11/2010

CONTACT PERSON: *Dumitru Vasilescu, Policy Analysis/NHDR Project Manager*
email: dumitru.vasilescu@undp.org, phone 269123

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Launching of the 2010 NHDR**".
Offers shall reach the UNDP office not later than **November 25, 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