



Moldova

**Better Opportunities for Youth and Women Project**

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>11 January 2011</b>
	REFERENCE: RfQ11/00291

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **25 January, 2011**.

**Purpose:** Training facilities during the provision of Case Management and Life Skills training programmes for professionals rendering social services within the services established by BO project.

**Period:** 7-11 February 2011 (5 days);  
14-16 February 2011 (3 days);  
21-24 February 2011 (4 days).

**Participants:** Up to 25 persons

**Venue location:** Chisinau, Central city area is an advantage

<b>Training facilities for BO Project, 7-11 February 2011, Chisinau</b>					
<i>Item</i>	<i>Generic Description</i>	<i>No. of days/nights</i>	<i>Quantity</i>	<i>Unit price MDL</i>	<i>Subtotal MDL</i>
1.	Training room, with comfortable seats for at least 25 persons, equipped with air-condition system and place for sticking flipchart paper	5 days	1 room		
2.	Flipchart	5 days	1 unit		
3.	Video projector with screen	5 days	1 unit		
4.	Lunch in the same building in a separate room	5 days	25 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	5 days	25 persons		
6.	Still/sparkling water in 0,5l bottles	5 days	35 bottles /per day		
7.	Accommodation for trainees in double rooms	4 nights	10 rooms		
8.	Accommodation for trainers in a double room	6 nights	1 room		
<b>TOTAL</b>					

<b>Training facilities for BO Project, 14-16 February 2011, Chisinau</b>					
<i>Item</i>	<i>Generic Description</i>	<i>No. of days/nights</i>	<i>Quantity</i>	<i>Unit price MDL</i>	<i>Subtotal MDL</i>
1.	Training room, with comfortable seats for at least 25 persons, equipped with air-condition system and place for sticking flipchart paper	3 days	1 room		
2.	Flipchart	3 days	1 unit		
3.	Video projector with screen	3 days	1 unit		
4.	Lunch in the same building in a separate room	3 days	25 persons		

5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	3 days	25 persons		
6.	Still/sparkling water in 0,5l bottles	3 days	35 bottles /per day		
7.	Accommodation for trainees in double rooms	2 nights	10 rooms		
8.	Accommodation for trainers in a double room	4 nights	1 room		
<b>TOTAL</b>					

<b>Training facilities for BO Project, 21-24 February 2011, Chisinau</b>					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
<i>25 persons</i>		<i>2 days</i>			
1.	Training room, with comfortable seats for at least 25 persons, equipped with air-condition system and place for sticking flipchart paper	2 days	1 room		
2.	Flipchart	2 days	1 unit		
3.	Video projector with screen	2 days	1 unit		
4.	Lunch in the same building in a separate room	2 days	25 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	2 days	25 persons		
6.	Still/sparkling water in 0,5l bottles	2 days	35 bottles /per day		
7.	Accommodation for trainees in double rooms	1 night	10 rooms		
8.	Accommodation for trainers in a double room	5 nights	1 room		
<b>TOTAL</b>					
<i>10 persons</i>		<i>2 days</i>			
1.	Training room, with comfortable seats for at least 10 persons, equipped with air-condition system and place for sticking flipchart paper	2 days	1 room		
2.	Flipchart	2 days	1 unit		
3.	Video projector with screen	2 days	1 unit		
4.	Lunch in the same building in a separate room	2 days	10 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	2 days	10 persons		
6.	Still/sparkling water in 0,5l bottles	2 days	17 bottles /per day		
7.	Accommodation for trainees in double rooms	2 nights	3 rooms		
<b>TOTAL</b>					

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	<b>Moldova, Chisinau</b>
Payment Terms	<b>100% upon provision of services for each event, according to the unit prices set forth and quantities agreed.</b>
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	<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>

**Please state**

Quantity discount and early payment discount

### REQUIREMENTS

Language: All documentation shall be in:

English       French       Spanish       Others: Romanian

#### 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.

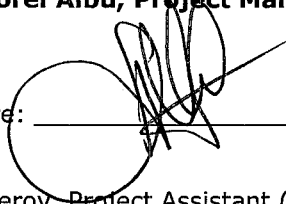
#### MINIMUM QUALIFICATION REQUIREMENTS:

- 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 qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Viorel Albu, Project Manager**

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



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

11/01/2011

CONTACT PERSON: Liliana Caterov, Project Assistant ([liliana.caterov@undp.org](mailto:liliana.caterov@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: Training facilities for BO Project**".

Offers shall reach the UNDP office not later than **25 January 2011, 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.

- 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**
- Offers sent electronically need to be addressed to the following e-mail address:  
**[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)**