

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 07 February, 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15 February 2011, 16:30 (local time)**.

Purpose: Training facilities with accommodation for a Training of Trainers for the Department of Penitentiary Institutions and for the Ministry of Internal Affairs.

Period: 01-04 March 2011 (4 days/3 nights); 19-22 April 2011 (4 days/3 nights);

Participants: Up to 25 persons

Venue location: outside Chisinau city

Training facilities for Torture Prevention Project 01 March 2011, 14:00 - 04 March 2011, 15:00					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for at least 25 persons, equipped with air-condition system and place for sticking flipchart paper	4 days	1 room		
2.	Video projector with screen	4 days	1 unit		
3.	Accommodation and breakfast in the same building	3 nights	25 persons		
4.	Lunch in the same building in a separate room	3 days	25 persons		
5.	Dinner in the same building in a separate room	3 days	25 persons		
6.	Coffee breaks (3 per day) and adequate space to comfortably serving coffee breaks	4 days	25 persons		
7.	Still/sparkling water in 0,5l bottles	4 days	30 bottles /per day		
TOTAL					


Training facilities for Torture Prevention Project 19 April 2011, 14:00 - 22 April 2011, 15:00					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for at least 25 persons, equipped with air-condition system and place for sticking flipchart paper	4 days	1 room		
2.	Video projector with screen	4 days	1 unit		
3.	Accommodation and breakfast in the same building	3 nights	25 persons		
4.	Lunch in the same building in a separate room	3 days	25 persons		

5.	Dinner in the same building in a separate room	3 days	25 persons		
6.	Coffee breaks (3 per day) and adequate space to comfortably serving coffee breaks	4 days	25 persons		
7.	Still/sparkling water in 0,5l bottles	4 days	30 bottles /per day		
TOTAL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau city
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
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (info up to 2 pages); • Copy of the company's registration certificate; • Copy of any license valid at the time of offer submission, including any license with regard to catering services; • Preliminary menu per day (breakfast, lunch, dinner and coffee breaks); • Company's list of customers; • Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at 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 Romanian, Russian or English. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • 1 year of experience in providing required services; • Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above. <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Mircea Esanu, Project Manager, Torture Prevention Project**

Signature:  DATE: 07/02/2011

CONTACT PERSON: **Mircea Esanu, Project Manager** (mircea.esanu@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 Torture Prevention Project/DPI/MIA**".
Offers shall reach the UNDP office not later than **15 February 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.

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