



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 10 March 2011
Joint United Nations Programme on HIV/AIDS	REFERENCE: 1

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on 21 March 2011.

Item	Generic Description	Quantity
Accommodation of participants	Prices will be indicated for various types of rooms	Cost per 1 participant per day
Breakfast	2-3 menus to ensure comparison and diversity	Cost per 1 participant
Lunch	2-3 menus to ensure comparison and diversity	Cost per 1 participant
Dinner	2-3 menus to ensure comparison and diversity	Cost per 1 participant
Coffee break	3 menus to ensure comparison and diversity	Cost per 1 participant
Reception Dinner	2 menus to ensure comparison and diversity	Cost per 1 participant
Rent of Conference Room	Depending on the capacity of the hall indicate the price for several conference rooms if available	Cost per hour
Equipment for Synchronic Translation	Please indicate if available for free	Cost per hour
Parking services	For vehicles of participants travelling by car; please indicate if available for free	Cost per hour per 1 vehicle
Gym services	Please indicate if available for free	Cost per hour per 1 participant
Swimming Pool	Please indicate if available for free	Cost per hour per 1 participant
Other logistic arrangements per participant if available		Cost per 1 participant per day

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	The contractor will be paid within 30 days after service delivery
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 UNAIDS/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:

REQUIREMENTS

Language: All documentation shall be in:

English French Spanish Others: (*Romanian or Russian*)

Electricity: Volt: Hz: phase AC:

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Language of offer (English, Romanian or Russian);
- Company profile, company's list of customers;
- License or registration document;
- Financial offer according to the quotation requirements listed above;
- Any other additional facilities will be indicated separately in the offer.

MINIMUM QUALIFICATION REQUIREMENTS:

- Venue to be located out of Chisinau;
- Capacity of the conference hall of at least 50 participants;
- License or registration document;
- At least 3 years of experience in provision of accommodation and catering services
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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: **Gabriela Ionascu, UNAIDS Country Coordinator**

Signature: _____



DATE: 10.03.2011

CONTACT PERSON: Stela Rata, Administrative Assistant, ratas@unaid.org

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Accommodation and Catering Services**".
Offers shall reach the UNDP office not later than **21 March 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