

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 4 April 2011
	REFERENCE: RFQ11/00324

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 14:00 (Chisinau time) on **11 April 2011**.

Purpose: **Organisation of quarterly joint consultations at national level with service providers from pilot rayons¹ and relevant authorities from central level.**

Location: **Chisinau.**

Tentative period for consultations' organization (4 events, in total):

- 1st Workshop – **18-19 April 2011**
- 2nd Workshop – **28-29 July 2011**
- 3rd workshop – **29-30 September 2011**
- 4th workshop – **22-23 December 2011**

Participants: **approximately 50 persons per each event** (number might slightly vary)

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL
1.	Accommodation	1 (one) night/event	Per single room/night Per double room/night	
2.	Conference room for up to 50 persons	2 full days/event	Per day	
3.	Simultaneous translation equipment	2 full days/event	Per day	
4.	Breakfast, minimum including: <ul style="list-style-type: none"> - Eggs, - Bacon - Sausages/vegetarian sausages - Cereals - Cheese - Fruit (at least one) - Brown or white toast - Fruit juice - Tea & coffee - Cream, sugar 	1 (one)/event	Per breakfast (1 pers)	
5	Coffee breaks, minimum including: <ul style="list-style-type: none"> - croissant, muffins or cookies - non-sweet pies or sandwiches - coffee & tea 	4 (four)/event	Per break (1 pers)	

¹ Singerei, Telenesti, Cantemir, Nisporeni

	- cream, sugar - mineral water			
6	Lunch, minimum including: - soup (meat) - pasta/potatoes etc. with meat or fish - salad meal (vegetables, meat, beans etc.) - fruit juice - mineral water - bread	2 (two)/event	Per lunch (1 pers)	
7	Official dinner (Fourchette), minimum including: - sandwich with chicken rolls - sandwich with cheese - salmon sandwich - crepes with ham and cheese - stuffed tomatoes - meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - "Napoleon" cake - "Éclair" cake - bread	1 (one)/event	Per fourchette (1 pers)	
8	Still/sparkling water in 0.5l bottles (meeting room)	2 days/event	Per bottle	
General requirements for the venue:				
<ul style="list-style-type: none"> - <u>minimum 20 single rooms & 10 double rooms</u> - <u>rooms equipped with air conditioners</u> - <u>conference room to accommodate up to 50 people with air conditioner and internet access</u> 				

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	100% upon delivery (per each specific event, in MDL at the UN operational rate of exchange on the day of payment) Total cost shall be calculated based on actual number of persons and days
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 UN Women reserves the right to modify the quantity by 25% of the tendered services
General Terms and Conditions	UNDP/UN Women General Terms and Conditions for Services http://www.undp.org/procurement/conditions_contract.htm

Please state (where appropriate)
Quantity discount and early payment discount

GENERAL REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:

- Copy of company's registration certificate;
- Additional information as requested under the "Please state" section;
- 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 on adherence to UN/UN Women General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be submitted in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- Conformation to the minimum specifications listed at the "General Description of Goods" above;
- Adherence to UNDP General Terms & Conditions and Payment & 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: **Natalia Galat, Operations Manager**

Signature: _____ DATE: _____

CONTACT PERSON: Eleonora Mocanu, Admin Assistant (eleonora.mocanu@unwomen.org)

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: National Consultation Events - WEE Programme/UN Women**".

Offers shall reach the UN Women office not later than **11 April 2011, 14:00 (Chisinau time)**.

Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be addressed to:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:

galina.corgoja@unwomen.org