

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>April 12, 2011</b>
	REFERENCE: RfQ11/00335

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on April 20, 2011**.

Purpose: **Training facilities for the Statistics Project** (Workshop on statistical literacy for journalists).

Location: **The Workshop will be organized OUTSIDE Chisinau, training venue and accommodation will be within the same location. Venue to be located not more than 60 km distance from Chisinau, with good road access to the locality and venue**

Additional Info:

The Workshop will take place on **21-22 May, 2011**.

Duration: **1.5 days** (from Saturday morning till Sunday noon)

Item	Generic Description	No. of units	Quantity	Unit price, MDL	Sub-total, MDL
1	Accommodation in single or double standard rooms	1	25 pers.		
2	Breakfast (if not included in the price for accommodation)	1	25 pers.		
3	Coffee breaks	3	25 pers.		
4	Lunch	2	25 pers.		
5	Dinner	1	25 pers.		
6	Conference room	1	1,5 days		
7	Equipment (projector, screen, microphones, flipchart)	-	1,5 days		
8	Still/Sparkling water in 0.5 l bottles	1 bottle x 3 coffee-breaks	25 pers.		
9	Transportation from and to Chisinau	2 round-trips	25 pers.		
10	Logistical support, including photocopying of materials up to 100 pag/pers, etc.				
<b>TOTAL MDL</b>					

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau - Offeror's Premises (outside Chisinau)
Payment Terms	<b>20% advance payment upon signature of the contract and 80% upon delivery of services</b>
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 40 DAYS

Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" type="checkbox"/> Partial bids not permitted
Mode of Transport	AIR	SEA
	<b>SURFACE</b>	OTHERS
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	
Other issues	

REQUIREMENTS
<p><u>Language:</u> All documentation, including installation and operating manuals shall be in:</p> <p><input checked="" type="checkbox"/> English      <input type="checkbox"/> French      <input type="checkbox"/> Spanish      <input checked="" type="checkbox"/> Others: (Romanian)</p> <p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• Company profile (general presentation of the company, up to 1 page);</li> <li>• Copy of company's registration certificate;</li> <li>• Company's list of customers, present and past;</li> <li>• Preliminary menu per day and type of meal (breakfast, lunch, etc.);</li> <li>• Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of the competition deadline);</li> <li>• Statement of adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be submitted in English or Romanian.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of relevant experience in providing the required services</li> <li>• Adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</li> </ul> <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>

<p>NAME, FUNCTIONAL TITLE: <b>Aurelia Spataru, Project Manager</b></p> <p>Signature:  DATE: <b>12.04.2011</b></p> <p>CONTACT PERSON: <b>Roman Rosca, Project Assistant</b>, e-mail: <a href="mailto:roman.rosca@undp.org">roman.rosca@undp.org</a></p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p><b>SUBMISSION OF OFFERS:</b> Offers shall be marked with the note "<b>RfO: Training facilities – Statistics Project</b>". Offers shall reach the UNDP office not later than <b>April 20, 2011, 16:30 (local time)</b>.</p> <p>Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.</p> <p>a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to: <b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b></p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></p>
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