



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 11 April, 2011
	REFERENCE:

Dear Sir / Madam:

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

**Purpose:** Training facilities with accommodation for a Training of Trainers for the Ministry of Internal Affairs.

**Period:** 10-13 May 2011 (4 days/3 nights); 24-27 May 2011 (4 days/3 nights); 23-24 June 2011 (2 days / one night)

**Participants:** Up to 30 persons

**Venue location:** outside Chisinau city

Training facilities for Torture Prevention Project 10 May 2011, 14:00 - 13 May 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 30 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	30 persons		
4.	Lunch in the same building in a separate room	3 days	30 persons		
5.	Dinner in the same building in a separate room	3 days	30 persons		
6.	Coffee breaks (3 per day) and adequate space to comfortably serving coffee breaks	4 days	30 persons		
7.	Still/sparkling water in 0,5l bottles	4 days	35 bottles /per day		
<b>TOTAL</b>					

Training facilities for Torture Prevention Project 24 May 2011, 14:00 - 27 May 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 30 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	30 persons		

4.	Lunch in the same building in a separate room	3 days	30 persons		
5.	Dinner in the same building in a separate room	3 days	30 persons		
6.	Coffee breaks (3 per day) and adequate space to comfortably serving coffee breaks	4 days	30 persons		
7.	Still/sparkling water in 0,5l bottles	4 days	35 bottles /per day		
<b>TOTAL</b>					

<b>Training facilities for Torture Prevention Project 23 June 2011, 9:00 – 24 June 2011, 17:00</b>					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for at least 30 persons, equipped with air-condition system and place for sticking flipchart paper	1 days	1 room		
2.	Video projector with screen	1 days	1 unit		
3.	Accommodation and breakfast in the same building	1 nights	30 persons		
4.	Lunch in the same building in a separate room	2 days	30 persons		
5.	Dinner in the same building in a separate room	1 days	30 persons		
6.	Coffee breaks (3 per day) and adequate space to comfortably serving coffee breaks	2 days	30 persons		
7.	Still/sparkling water in 0,5l bottles	2 days	35 bottles /per day		
<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	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 <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

<b>REQUIREMENTS</b>
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• <b>Company profile (info up to 2 pages);</b></li> <li>• <b>Copy of the company's registration certificate;</b></li> <li>• <b>Copy of any license valid at the time of offer submission, including any license with regard to catering services;</b></li> <li>• <b>Preliminary menu per day (breakfast, lunch, dinner and coffee breaks);</b></li> <li>• <b>Company's list of customers;</b></li> <li>• <b>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);</b></li> <li>• <b>Statement of Adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</b></li> </ul>

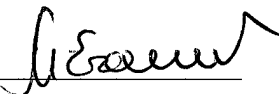
- **Offers shall be presented in Romanian, Russian or English.**

**MINIMUM QUALIFICATION REQUIREMENTS:**

- **1 year of experience in providing required services;**
- **Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;**
- **Separate conference room;**
- **Conference room and accommodation rooms equipped with air-conditioning;**
- **Outside of Chisinau, Max 25 km.**

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: **Mircea Esanu, Project Manager, Torture Prevention Project**

Signature:  DATE: 11/04/2011

CONTACT PERSON: **Mircea Esanu, Project Manager** ([mircea.esanu@undp.org](mailto: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 for MIA**".  
Offers shall reach the UNDP office not later than **21 April 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](mailto:tenders-Moldova@undp.org)**