



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>
<b>Please state</b>	
Quantity discount and early payment discount:	
Details on any warranty/guarantee conditions:	

### REQUIREMENTS

#### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Company's list of customers;
- Preliminary menu per day (breakfast, coffee breaks, lunch, dinner)
- 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);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in providing required services;
- Accommodation (minimum a 3\* Hotel);
- Conference room should have a wall that should be at least 7 meters long (to place workshop papers with adhesive band on the wall during the workshop)
- Adherence to UNDP General Terms and Conditions and Payment and 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: **Dejan Mincic, Project Manager (EUHLPAM /UNDP Moldova)**

Signature:  DATE: 12.04.2011

CONTACT PERSON: Svetlana Doni, EUHLPAM Administrative Associate (svetlana.doni@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: BMA Reform Workshop – EUHLPAM**".  
Offers shall reach the UNDP office not later than **22 April 2011, 13:00 (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)