

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP/ MFAEI Project	DATE: 13 April 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **27 April 2011**.

**Purpose:** Training facilities for a training course for the Moldovan public authorities involved in the negotiations/ implementation of Association Agreement between Republic of Moldova and European Union.

**Period:** 16-20 May 2011 (5 days); 7-10 June 2011 (4 days)

**Participants:** Up to 35-40 persons

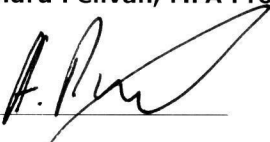
**Venue location:** Chisinau, Central city area, with good parking facilities

Training facilities for MFAEI Project, 16-20 May 2011, 7-10 June 2011, Chisinau					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for at least 35-40 persons (round table), equipped with air-condition system and place for sticking flipchart paper	9 days	1 room		
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	9 days	2 units		
3.	Video projector with screen, 1 laptop	9 days	1 unit		
4.	Lunch in the same building in a separate room	9 days	35 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	9 days	35 persons		
6.	Still/sparkling water in 0,5l bottles	9 days	45 bottles /per day		
7.	Equipment for simultaneous translation (including earpieces for 25 persons)	9 days			
8.	Microphones system (round table)	9 days	15 units		
	<b>Total</b>				

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	Upon each completed training.
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
	SURFACE    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	

REQUIREMENTS
<p>Language: 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 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 information about the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;</li> <li>• Preliminary menu per day (lunch, coffee breaks);</li> <li>• Company's list of customers;</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 competition deadline);</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be presented in English or Romanian.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• 1 year of experience in providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and 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>Alexandru Pelivan, MFA Project Coordinator</b></p> <p style="text-align: center;">Signature:  DATE: <u>13/04/2011</u></p> <p>CONTACT PERSON: Irina Apostol, A/F Project Officer (<a href="mailto:irina.apostol@undp.org">irina.apostol@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>RfQ: MFAEI Training Facilities</b>".  Offers shall reach the UNDP office not later than <b><u>27 April 2011, 16:30 (local time)</u></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:  <b><u>tenders-Moldova@undp.org</u></b></p>
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