



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>18 May 2011</b>
	REFERENCE: <b>RfQ11/00354</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 31 May 2011**.

**Purpose:** Renting of video/audio equipment and provision of services for live-webcasting during the Meeting of the Parties to Aarhus Convention

**Period:** 29 June-1 July, 2011 (3 days);

**Participants:** Up to 400 people

**Venue/location:** Chisinau, Republican Palace and Central Park nearby Republican Palace

**Renting of video/audio equipment and provision of service for live-webcasting, Meeting of the Parties to Aarhus Convention, 27 June-1 July 2011, Chisinau, Republic of Moldova**

Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	Provision of services and relevant video and broadcast equipment for live-webcasting in the big conference room (area A as per Annex 1)	3 days	1		
2.	Plasma screen 42" (106,7 cm) to be placed in the lobby (area N as per Annex 1)	3 days	1 unit		
3.	HD Screens 40" (100 cm) to be placed in press conference room and NGO meeting room (areas K and P as per Annex 1)	3 days	2 units		
4.	LED Screen 78.7" (200 cm) or 98,4" (250 cm) diagonal to be placed in the Central Park nearby the Republican Palace for public transmission	3 days	1 unit		
<b>Total</b>					

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	20% upon signing of the contract and 80% 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	<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	

## REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English       French       Spanish       Others: (Romanian)

### 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;
- Copy of license for providing the services, if any;
- Company's list of customers;
- 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 of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be presented in English or Romanian.

### MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- 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: Matilda Dimovska, Deputy Resident Representative, UNDP

Signature:  DATE: 19.05.2011

CONTACT PERSON: Silvia Pana-Carp, Programme Associate, UNDP ([silvia.pana-carp@undp.org](mailto:silvia.pana-carp@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: Rent of Video/Audio Equipment**".

Offers shall reach the UNDP office not later than **31 May 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**



Tables - 2  
Chairs - 6

**R**

Phone - 1  
PC - 1  
Printer - 1

Tables - 15  
Chairs - 50

**P**

Tables - 5  
Chairs - 20

**K**

Tables - 4  
Chairs - 8

**L**

Phone - 1  
Printer - 1  
PC - 1

Tables - 4 (presidium)  
Chairs - 50

**M**

# GROUND FLOOR

- K** - Press conference room
- L** - Working space for journalists
- M** - Space for Side Events
- N** - Space for exhibitions
- P** - ONG Meeting room
- R** - ONG Office
- S** - Office for senior officials of the host country (at the second floor  
Tables - 5, Chairs - 15)
- Medical point** - at the Second floor

WARDROBE

Lobby

S  
T  
O  
R  
A  
G  
E

WARDROBE

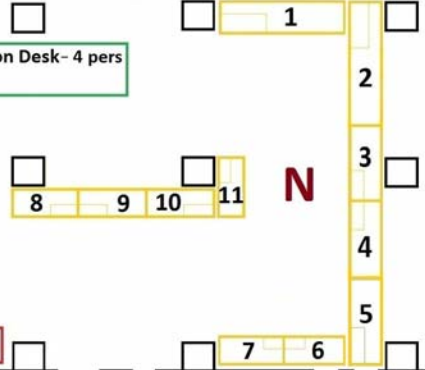
WARDROBE

- Distribution of Stands for EXHIBITION:
- 1 - Ministry of Environment of Moldova
  - 2 - National Museum of Ethnography and Natural History (Moldova)
  - 3 - The Access Initiative European Regional Platform (Hungary)
  - 4 - Justice and Environment (Czech Republic)
  - 5 - European ECO Forum/European Environment Bureau (Belgium)
  - 6 - Milleukontakt International (Netherlands)
  - 7 - UNECE
  - 8 - Touristic Stand (Voiaj International)
  - 9 - Environmental National Center (Moldova)
  - 10 -
  - 11 -

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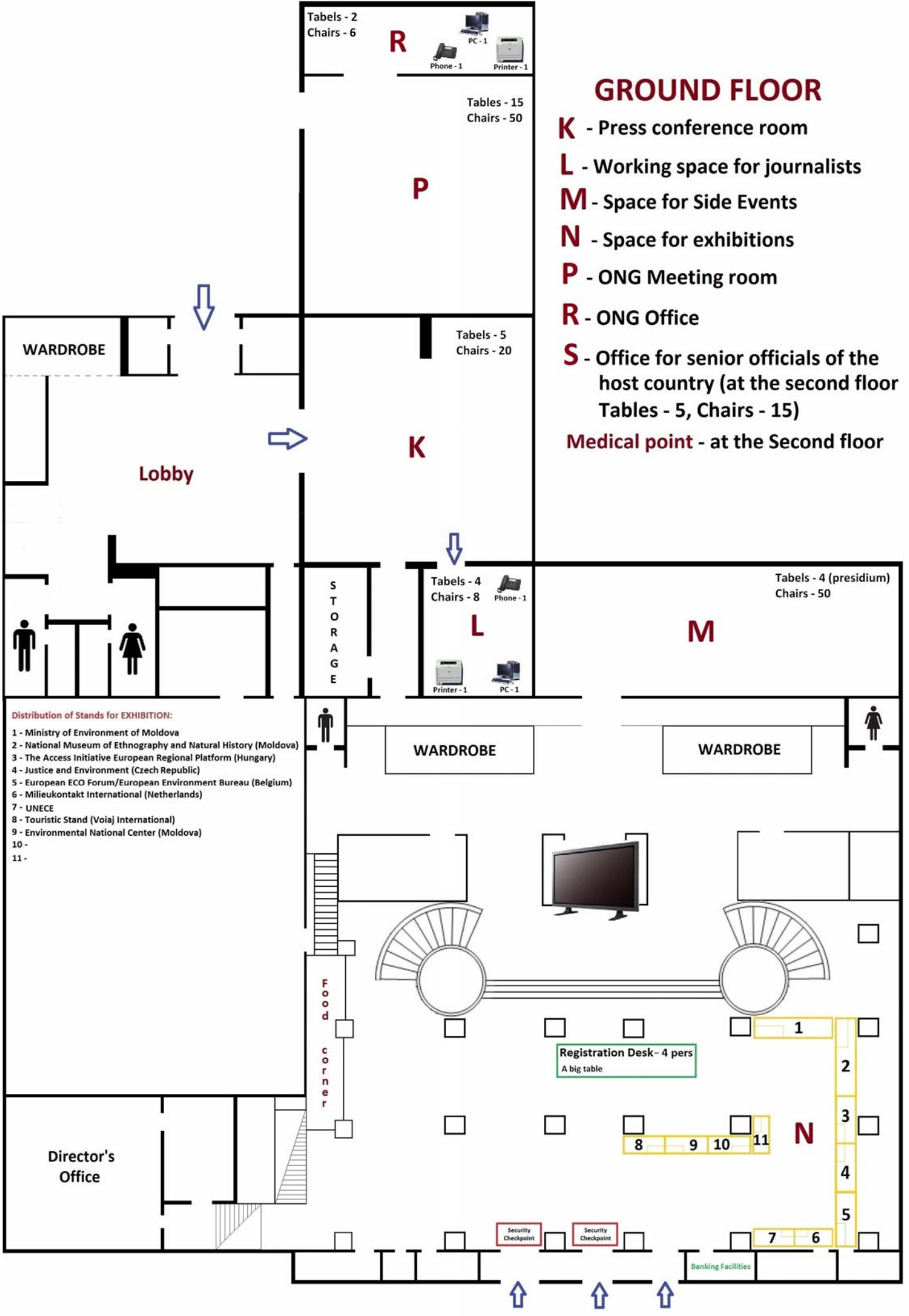
Director's Office

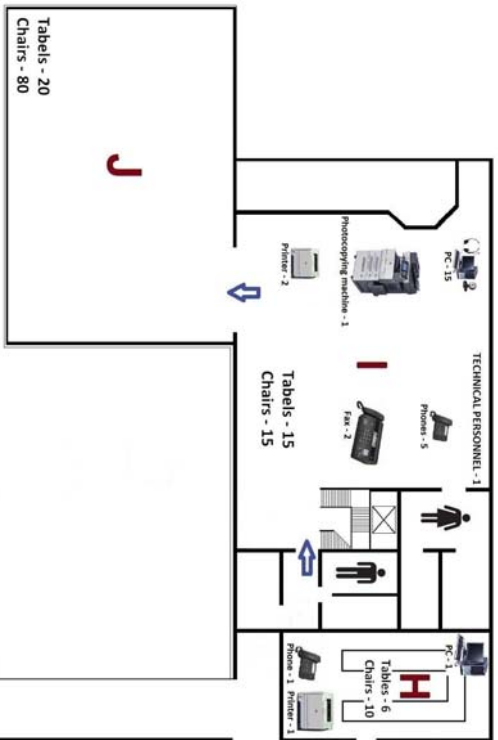
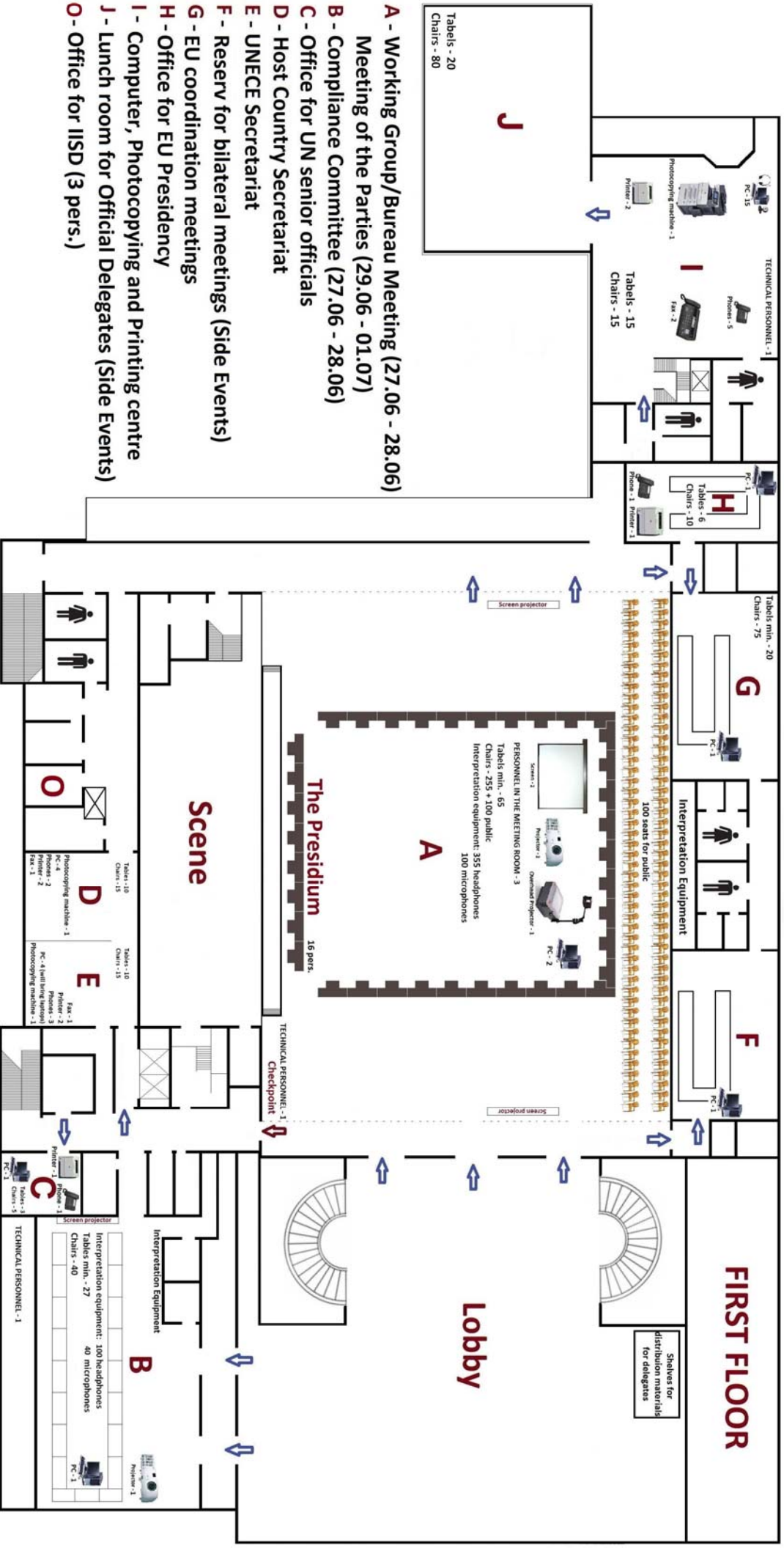
Registration Desk - 4 pers  
A big table



Security Checkpoint

Banking Facilities





- A - Working Group/Bureau Meeting (27.06 - 28.06)**  
Meeting of the Parties (29.06 - 01.07)
- B - Compliance Committee (27.06 - 28.06)**
- C - Office for UN senior officials**
- D - Host Country Secretariat**
- E - UNECE Secretariat**
- F - Reserv for bilateral meetings (Side Events)**
- G - EU coordination meetings**
- H - Office for EU Presidency**
- I - Computer, Photocopying and Printing centre**
- J - Lunch room for Official Delegates (Side Events)**
- O - Office for IISD (3 pers.)**

