

REQUEST FOR QUOTATION (RFQ)

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|-------------------------|---------------------------|
| NAME & ADDRESS OF FIRM: | DATE: 20 June 2011 |
| | REFERENCE: |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 04 July 2011**

Purpose: Facilities for the organization of the second UNDAF Formulation Workshop (26 -27 July 2011) and for the Strategic Planning Retreat (7-8 September 2011)

Period: 26 -27 July 2011 (2 days) and 7-8 September 2011 (2 days)

Participants: up to 60 persons for the event on 26 -27 July 2011 and up to 100 persons for the event on 7-8 September 2011

Location: Chisinau

| Second UNDAF Formulation Workshop (26 -27 July 2011) | | | | | |
|--|--|--------------------------|-------------------|----------------|--------------|
| Item | Generic Description | No. of days | Quantity | Unit price MDL | Subtotal MDL |
| 1. | Conference room for 60 persons equipped with air conditioner, screen , projector | 2 days | 1 Conference room | | |
| 2. | Wireless internet minimum speed 250 Kbps | 2 days | Per day | | |
| 3. | Flipchart with 3 sets of paper | 2 days | 3 flipcharts | | |
| 4. | Coffee breaks (2 per day) | 4 coffee-breaks in total | 60 persons | | |
| 5. | Lunch | 2 days | 60 persons | | |
| 6. | Still/sparkling water in 0.5l bottles | - | 120 bottles | | |
| Total, MDL | | | | | |

| Strategic Planning Retreat (7 -8 September 2011) | | | | | |
|--|---|--------------------------|-------------------|----------------|--------------|
| Item | Generic Description | No. of days | Quantity | Unit price MDL | Subtotal MDL |
| 1. | Conference room for 100 persons equipped with air conditioner, screen , projector | 2 days | 1 Conference room | | |
| 2. | Wireless internet minimum speed 250 Kbps | 2 days | Per day | | |
| 3. | Flipchart with 3 sets of paper | 2 days | 3 flipcharts | | |
| 4. | Coffee breaks (2 per day) | 4 coffee-breaks in total | 100 persons | | |
| 5. | Lunch | 2 days | 100 persons | | |
| 6. | Still/sparkling water in 0.5l | - | 200 bottles | | |

CONTACT PERSON: Marina Zolotcov, UN Coordination Associate (marina.zolotcov@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note: "**RfO: Organization of workshop for the RC office**".

Offers for the organization of any of the two events or both can be submitted.

Offers shall reach the UNDP office not later than 04 July 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