



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 22 June 2011
	REFERENCE:

Dear Sir / Madam:

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

Purpose: Facilities for a training of experts and resource persons from local NGOs to improve their knowledge and skills in local social and economic development planning, monitoring and evaluation based on HRBA and GE principles

Period: 6-12 July 2011 (6 days);

Participants: Up to 50 persons

Venue location: Chisinau (with good parking facilities)

Training facilities for JILDP Project, 6-12 July 2011, Chisinau					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1	Training rooms, including:		2		
1.1.	One room for general training with comfortable seats for up to 50 persons, equipped with air-condition system, with tables that can be moved, so that we can organize chairs in a big half circle and some 6 tables for group work	6 days	1 room		
1.2.	One room for working groups for 20-25 persons, equipped with air-condition system with tables that can be moved (around 3-4 tables).	3 days	1 room		
2.	Business Lunch in the same building in a separate room	6 days	1 per day per 50 persons		
4.	Coffee breaks (2 per day) in adequate space to comfortably serving coffee breaks. Coffee breaks should include: tea, coffee, sandwiches (2 types), salty pastries (2 types), sweet pastries (2 types)	6 days	2 per day per 50 persons		
5.	Still/sparkling water in 0,5l bottles	6 days	100 bottles /per day		
Total					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	100% upon delivery (organization of each specific event)
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (per event) <input type="checkbox"/> Partial bids not permitted

Quantity change	The UN Women reserves the right to modify the quantity by 25% of the tendered services
General Terms and Conditions	UNDP General Terms and Conditions for Services http://www.undp.org/procurement/conditions_contract.htm

GENERAL REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 1 page);
- Copy of company's registration certificate;
- Sample menu for a full day (lunch, two coffee breaks);
- 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 on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be submitted in English or Romanian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in providing required services;
- Adherence to UNDP General Terms & Conditions and Payment & 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: **Natalia Galat, UN Women EECA Operations Manager**

Signature: _____ DATE: _____

CONTACT PERSON: Elena Spinu, JILD/UN Women Programme Associate
(elena.spinu@unwomen.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 JILD /UN Women**".
Offers shall reach the UNDP office not later than **30 June 2011, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be 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