



United Nations Entity for Gender Equality
and the Empowerment of Women

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 29 June 2011
	REFERENCE: RFQ11/00383

Dear Sir / Madam :

You are kindly requested to submit your quotation for the following items **before 12:00 (local time) on 11 July 2011.**

Purpose: Facilities for Training of Trainers course on Full Cycle of Community Mobilization for Empowerment with a special focus on vulnerable groups and women

Period: 28-30 July 2011 (3 days);

Participants: Up to 40 persons

Venue location: Chisinau (with good parking facilities)

Training facilities for JILDP Project, 28-30 July 2011, Chisinau					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1	Training room with comfortable seats for up to 40 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	3 days	1 room		
2.	Business Lunch	3 days	1 per day per 40 persons		
3.	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)	3 days	2 per day per 40 persons		
4.	Still/sparkling water in 0,5l bottles	3 days	80 bottles /per day		
5.	Sound and simultaneous interpretation equipment with 2 mobile microphones, boxes and 40 headphones	3 days	1 set for 40 persons		
	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 type="checkbox"/> Partial bids permitted	<input checked="" 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/operate.shtml# Conditions of Contract>

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 SRO EECA Operations Manager

Signature: 

DATE: June 29, 2011

CONTACT PERSON: Elena Spinu, JILDP/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 "**RQ: Training Facilities for JILDP /UN Women**".

Offers shall reach the UNDP office not later than **11 July 2011, 12:00 (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:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012, Chisinau
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org