

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 28 June 2011
	REFERENCE: RfQ11/00384

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 11 July 2011**.

Purpose: Organization of the Summer School 'Youth against Corruption' (31 July – 07 August 2011)

Location: outside Chisinau, radius of maximum 30-35km away from Chisinau

Participants: approximately 35-40 (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation	7 (seven) nights	per single room / night	
			per double room / night	
2.	Conference room for 40 persons	7 full days	per day	
3.	2 Conference rooms for 20 persons	3 full days	per day	
4.	Simultaneous translation equipment	7 full days	per day	
5.	<u>Breakfast</u> , minimum including: - Sandwiches with ham and cheese - Pastry - Porridge or cereals with milk and/or omelette - mineral water - coffee & tea - cream/milk	7 (seven) in total	per lunch (1 pers)	
6.	<u>Lunch</u> , minimum including: - soup (meat) - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - coffee & tea	8 (eight) in total	per lunch (1 pers)	

7.	<u>Coffee breaks</u> , minimum including: - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - mineral water - fruit juice	12 (twelve) in total	per break (1 pers)	
8.	<u>Dinner</u> , minimum including: - Main course: meat or fish - pasta / potatoes, etc with meat or fish - salad meal (vegetables, beans, etc) - fruit juice - coffee & tea - mineral water	5 (five) in total	per dinner (1 pers)	
9.	<u>Fourchette</u> , minimum including: - Grilled meat (chicken or pork) - Cheese bites - Fish plate - crepes with ham and cheese - stuffed tomatoes - cold meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - "Napoleon" cake - "Éclair" cake - bread	2 (two) in total	per fourchette	
10.	Still/sparkling water in 0.5l bottles (meeting room)	6 days	per bottle	

General requirements for the venue:

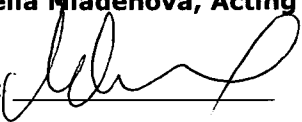
- minimum 14 single rooms & 13 double;
- rooms equipped with air conditioner, refrigerator, satellite TV;
- 1 conference room (equipped with WIFI, projector, screen);
- swimming pool;
- recreational amenities: table tennis, fitness, others (please mention);
- hotel area shall be secured and closed.

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DDU outside Chisinau, Moldova
Delivery Place	radius of 30-35 km away from Chisinau, Republic of Moldova
Payment Terms	100% upon delivery (in MDL at the UN operational rate of exchange on the day of payment) Total cost shall be calculated based on actual number of persons and days
Delivery time	31 July – 07 August 2011
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted

Quantity change	The UNDP reserves the right to modify the estimated quantities by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state (where appropriate)	
Quantity discount and early payment discount:	Exact location:

Requirements
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The offer shall comprise the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> ✓ Language of Offer – English ✓ Additional information as requested under the "Please state" section; ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline); ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <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: Mirella Mladenova, Acting Chief of Administration</p> <p style="text-align: center;">Signature:  DATE: <u>28/6/2011</u></p> <p>CONTACT PERSONS: <u>Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)</u></p> <p>CONTACT ADDRESS: <u>131, 31 August 1989 Street, Chisinau, MD-2012</u></p> <p>SUBMISSION OF OFFERS:</p> <p>Offers shall be marked with "RFQ: Training Event – Summer School / EUBAM". Offers shall reach the UNDP office not later than <u>11 July 2011, 16:30 (Moldova local time)</u>.</p> <p><u>Offers can be submitted either in hard copy, or electronically.</u></p> <p>a) Documents/offers in hard copy need to be addressed to:</p> <p>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <u>tenders-Moldova@undp.org</u></p>

