

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 8 July 2011
	REFERENCE: RFQ11/00392

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **17.00 (Chisinau time) on 20 July 2011**.

Purpose: Facilities for the organization of a communication training and joint retreat for exchange of experience of all four rayon JISB service providers (Singerei, Telenești, Nisporeni, Cantemir) and relevant authorities from the central level.

Period: end July, tentatively (2 nights, 3 days)

Participants: 50 persons (number might slightly vary)

Venue: Outside Chisinau, maximum distance from Chisinau – 60km, with good road access to the locality and venue.


#	Generic Description	No. of days/nights	Q-ty	Unit Price, MDL	Sub-Total, MDL
1	Conference hall for up to 50 persons, equipped with air conditioner and internet access (WiFi)	3 days	1 hall		
2	Small meeting rooms for up to 10 people each, equipped with air conditioner	3 days	4 rooms		
3	Flipchart with 1 set of paper and 1 set of color markers	3 days	4		
4	Accommodation in single or double standard rooms	2 nights	50 persons		
5	Continental Breakfast	2 days	50 persons		
6	Coffee breaks, minimum including: croissant, muffins or cookies, non-sweet pies or sandwiches, coffee & tea, cream, sugar, juice (2 per day, per 50 persons each)	3 days	6		
7	Business Lunch (per 50 persons each)	3 days	3		
8	Standing Fourchette	1	Per 50 persons		
9	Three meal dinner	1	Per 50 persons		
10	Mineral water in 0.5l bottles (still/sparkling)	3 days	300 bottles		
11	Mobile microphone	3 days	2		
12	Sound system with boxes	3 days	1		
13	Projector with screen	3 days	1		

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 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	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

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

GENERAL REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (short info up to 1 page); • Copy of company's registration certificate; • Sample menu for a full day (breakfast, business lunch, standing fourchette, three meal dinner, 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. <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • 1 year experience in providing required services; • Adherence to UNDP General Terms & Conditions and Payment & 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: Natalia Galat, Operations Manager</p> <p style="text-align: center;">Signature:  DATE: <u>08 JUL 2011</u></p> <p>CONTACT PERSON: Galina Corgoja, Programme Finance Associate (galina.corgoja@unwomen.org)</p> <p>CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau</p> <p>SUBMISSION OF OFFERS: Offers shall be marked with the note "RfQ: Retreat Facilities for UN Women/WEE". Offers shall reach the UNDP office not later than 20 July 2011, 17:00 (local time).</p> <p>Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.</p> <p>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</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: tenders-Moldova@undp.org</p>
