

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP/ MFAEI Project	DATE: 15 August 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **31st August 2011**.

Purpose: Training facilities for a training course for the Moldovan public authorities involved in the negotiations/ implementation of Association Agreement between Republic of Moldova and European Union.

Period: 12-16 September 2011 (5 days); 10-14 October 2011 (5 days)

Participants: Up to 40 persons

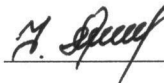
Venue location: Chisinau, Central city area, with good parking facilities

Training facilities for MFAEI Project: 12-16 September 2011, 10-14 October 2011					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for 40 persons (round table), equipped with air-condition system and place for sticking flipchart paper	10 days	1 room		
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	10 days	2 units		
3.	Video projector with screen, 1 laptop	10 days	1 unit		
4.	Lunch in the same building in a separate room	10 days	40 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	10 days	40 persons		
6.	Still/sparkling water in 0,5l bottles	10 days	50 bottles /per day		
7.	Equipment for simultaneous translation (including earpieces for 25 persons)	10 days			
8.	Microphones system (round table)	10 days	15 units		
	Total				

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	Upon each completed training.
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
	SURFACE OTHERS
Quantity change	The UNDP reserves the right to modify the quantity 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	
Quantity discount and early payment discount	

REQUIREMENTS	
Language: All documentation, including installation and operating manuals shall be in:	
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others: (Romanian)	
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> • Company profile (general information about the company up to 2 pages); • Copy of company's registration certificate; • Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services; • Preliminary menu per day (lunch, 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 of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above; • Offers shall be presented in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> • 1 year of experience in providing required services; • Adherence to UNDP General Terms and Conditions and Payment and 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: Irina Apostol, A/F Project Assistant
Signature: <u></u> DATE: <u>15.08.2011</u>
CONTACT PERSON: Irina Apostol, A/F Project Assistant (irina.apostol@undp.org)
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau
SUBMISSION OF OFFERS:
Offers shall be marked with the note " <u>RfQ: MFAEI Training Facilities</u> ".
Offers shall reach the UNDP office not later than <u>31 August 2011, 16:30 (local time)</u> .
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:
<u>tenders-Moldova@undp.org</u>