

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Event organizers</u>	DATE: 12 August 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 15 September 2011**

Purpose: Organization of the Conference dedicated to Recommended Principles and Guidelines on Human Rights and Human Trafficking Event
Period: 02 November 2011
Time: 8:00-18:00
Participants: 150 persons
Location: Chisinau, Center Region

Conference dedicated to Recommended Principles and Guidelines on Human Rights and Human Trafficking Event event (2 November 2011)					
Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for 150 persons equipped with air conditioner	1 day (8:00-18:00)	1 Conference room		
2.	Wireless internet minimum speed 250 Kbps				
3.	Technical equipment : LCD projector +remote, screen (2,4m x 1,8m), lap-top	1 day (8:00-18:00)	Per day		
4.	Coffee -break	2 coffee-breaks in total	150 persons		
5.	Lunch (fourchette)	1 lunch	150 persons		
6.	Still/sparkling water in 0.5l bottles	-	180 bottles		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, 2 November 2011
Payment Terms	100% upon delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted (by event) <input checked="" type="checkbox"/> Partial bids not permitted
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:	
Details on any warranty/guarantee conditions:	

REQUIREMENTS

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Company's list of customers;
- Preliminary menu per day (coffee breaks, lunch)
- 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);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 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: **Claude Cahn, Human Rights Adviser United Nations Office of the Resident Coordinator in Moldova**

Signature: _____

DATE: _____

12 August 2011

CONTACT PERSON: Elena Sincarenco, Project Assistant (elena.sincarenco@undp.org)
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note: **"RfQ: Conference facilities – Anti-Trafficking Event"**.

Offers for the organization of any of the two events or both can be submitted.

Offers shall reach the UNDP office not later than **15 September 2011, 16:30 (local time)**.

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:
tenders-Moldova@undp.org