



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <b>Event organizers</b>	DATE: <b>19 August 2011</b>
	REFERENCE: <b>RfQ11/00418</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 5 September 2011**.

**Event:** **International Women's Volleyball Tournament** (29 September – 01 October 2011) – draft agenda attached

**Playground location:** **Handball Club "OLIMPUS-85"**, 14 Gagarin Street, Chisinau

**Tender purpose:** **Provision of accommodation, catering, transportation, excursion**

**Participants:** **approximately - 90 in total** (number might slightly vary), out of which:  
**- 60 requiring hotel accommodation**

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation (20 singles & 20 doubles)	<b>2 (two) nights</b>	per single room / night	
			per double room / night	
2.	Conference room for 90 persons	<b>1/2 day</b> (on 29 Sep)	per half day	
3.	<u>Breakfast (60 pers)</u> , minimum including: - Sandwiches with ham and cheese - Pastry - Porridge or cereals with milk and/or omelette - mineral water - coffee & tea - cream/milk	<b>2 (two) in total</b> (on 30 Sep & 01 Oct)	per breakfast (1 pers)	
4.	<u>Lunch (60 pers)</u> , minimum including: - soup (meat) - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - coffee & tea	<b>2 (two) in total</b> (upon arrival to hotel on 29 Sep & late on 30 Sep)	per lunch (1 pers)	

5.	<u>Excursion to CRICOVA &amp; dinner</u> (fourchette type) – 90 pers, minimum including: - sandwiches - cold dishes of meat or poultry - hot dishes (easy to carry) - vegetable plate - fruit juice - green/black tea - coffee (cream, sugar) - bread	<b>1 (one)</b> in total (on 29 Sep)	per person	
6.	<u>Reception</u> (100 pers), minimum including: - sandwich with chicken rolls - sandwich with cheese - salmon sandwich - crepes with ham and cheese - stuffed tomatoes - meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - Cakes - bread	<b>1 (one)</b> in total (on 30 Sep)	per person	
7.	Transfer to/from "CRICOVA" & transportation provided during excursion (100 pers)	<b>1 (one)</b> time (on 29 Sep)	total	
8.	Transfer to/from "OLIMPUS-85" (60 pers)	<b>2 (two)</b> transfers (on 30 Sep)	per transfer	
9.	Still/sparkling water in 0.5l (150 bottles) – for conference	<b>1/2 day</b> (on 29 Sep)	per bottle	

General minimum requirements for the venue:

- minimum 20 single rooms & 20 double;
- participants shall be accommodated in one hotel;
- rooms equipped with air conditioner, refrigerator, satellite TV;
- 1 conference room (preferably with WIFI);
- reception shall be organized in the same hotel or other venue at a walking distance from hotel

**CONDITIONS**

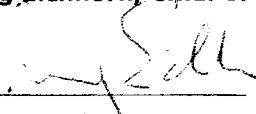
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DDU <b>Chisinau, Moldova</b>
Delivery Place	<b>Chisinau, Republic of Moldova</b>
Payment Terms	<b>100% upon delivery</b> (in MDL at the UN operational rate of exchange on the day of payment) <b>Total price shall be calculated based on actual number of persons and unit prices</b>
Delivery time	<b>29 September – 01 October 2011</b>
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> 60 DAYS



Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>
Quantity Change	<b>The UNDP reserves the right to modify the estimated quantities by 25% of the tendered goods</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

<b>Please state</b> (where appropriate)	
Quantity discount and early payment discount:	<b>Exact location for <u>accommodation and reception</u></b>

<b>Requirements</b>
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The offer shall comprise the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> <li>✓ Language of Offer – English</li> <li>✓ Additional information as requested under the “Please state” section;</li> <li>✓ 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);</li> <li>✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above</li> <li>✓ Filled in <u>Price Schedule</u> (blank form available for download)</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>✓ Conformation to the minimum specifications listed at the “General Description of Goods” above</li> <li>✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</li> </ul> <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: <b>Georg Eichhorn, Chief of EUBAM Administration</b></p> <p style="text-align: center;">Signature:  DATE: <u>18/8/2011</u></p> <p>CONTACT PERSONS: <u>Vladimir Babii, Logistics &amp; Admin. Associate / EUBAM (vladimir.babii@undp.org)</u></p> <p>CONTACT ADDRESS: <u>131, 31 August 1989 Street, Chisinau, MD-2012</u></p> <p><b>SUBMISSION OF OFFERS:</b></p> <p>Offers shall be marked with “<b>RFQ: International Women’s Volleyball Tournament / EUBAM</b>”. Offers shall reach the UNDP office not later than <b>5 September 2011, 16:30 (Moldova local time)</b>.</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><b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b></p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <b>tenders-Moldova@undp.org</b></p>
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