



Moldova

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Event organizers</u>	DATE: <b>15 September 2011</b>
	REFERENCE: <b>RfQ11/00426</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on 25 September 2011.

Purpose: Organization of the Conference dedicated to UPR event.  
Location: Chisinau, Center region

Period: 04-05 November 2011

Participants: 75

Time: 8:00-18:00


Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Conference room for 75 persons equipped with air conditioner	1 Conference room for 8 hours per 2 days
2	Conference room for 40 persons equipped with air conditioner	1 Conference room for 8 hours per 2 days
3	Technical equipment : LCD projector +remote, screen (2,4m x 1,8m), lap-top	8 hours. Per 2 days
4	Coffee -break (2 per day)	4 coffee-breaks in total for 75 persons
5	Lunch (fourchette) 2 days	2 lunches for 75 persons
6	Dinner (fourchette) 1 days	1 dinner for 75 persons
7	Equipment for translation services	For 75 persons(per 2 days)
8	Water for the participants	130 bottles
9	Accommodation for 45 persons	1 single room per person, 45 single rooms in total

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Center region, 04-05 November 2011
Payment Terms	20 % advance payment upon signature of the contract and 80% upon delivery of services  Total cost shall be calculated based on actual number of persons and services rendered.

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	<input checked="" type="checkbox"/> Partial bids not permitted
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
Quantity change	<b>The UNDP reserves the right to modify the quantity 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>	

Please state	
Quantity discount and early payment discount	Shipping weight (kg) and volume (m <sup>3</sup> )
Separate quote for estimated transportation & insurance charges	Availability of local service in country of final destination
List of recommended consumables and spares incl. Prices and details on local availability: <input type="checkbox"/> For a one year period <input type="checkbox"/> For a period of .....	
Details on any warranty/guarantee conditions:	

REQUIREMENTS
<u>Language:</u> 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: <i>(please, specify)</i>
<u>Electricity:</u> Volt: _____ Hz: _____ phase AC: _____
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"> <li>• <i>Company profile (general information about the company up to 2 pages);</i></li> <li>• <i>Copy of company's registration certificate;</i></li> <li>• <i>Company's list of customers;</i></li> <li>• <i>Preliminary menu (coffee-break, lunch, dinner);</i></li> <li>• <i>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);</i></li> <li>• <i>Additional information as requested under the "Please state" section;</i></li> <li>• <i>Statement of adhere to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above.</i></li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• <i>1 year of experience in providing required services;</i></li> <li>• <i>Adhere to UNDP General Terms and Conditions and Payment and Delivery Terms above.</i></li> </ul>
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: <b>Nadejda Macari, Project Manager</b>
Signature:  DATE: <u>15/09/2011</u>
CONTACT PERSON: Nadejda Macari, Project Manager (nadejda.macari@undp.org)
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau
<b>SUBMISSION OF OFFERS:</b> Offers shall be marked with the note " <b>RfQ: Conference dedicated to UPR event</b> ". Offers shall reach the UNDP office not later than <b>25 September 2011, 16:30 (local time)</b> .
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**