



Moldova

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>05 October 2011</b>
	REFERENCE: <b>RfQ11/00437</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **12 October, 2011**.

<b>LOT 1</b>					
<b>Conference facilities for JMDI Project</b>					
<b>Purpose:</b> Conference facilities during the organization of the Joint Migration and Development Workshop.					
<b>Period:</b> 9 November 2011 (1 day); 8:30 – 14:00					
<b>Participants:</b> Up to 80 persons					
<b>Venue location:</b> Chisinau, mandatory the Central city area					
<i>Item</i>	<i>Generic Description</i>	<i>No. of days</i>	<i>Quantity</i>	<i>Unit price MDL</i>	<i>Subtotal MDL</i>
1.	<b>Conference room</b> with comfortable seats and tables sat in U-shape or round table forms for up to 80 persons, equipped with air-condition system, projection screen, flipchart, place for sticking flipchart paper	1 day	1 room		
2.	<b>Video projector</b> with screen	1 day	1 unit		
3.	<b>1 laptop</b>	1 day	1 unit		
4.	<b>Coffee breaks</b> in the same building with conference hall, in adequate space to comfortably serving coffee breaks for up to 80 persons. Coffee breaks should include: tea, coffee, cookies, salty pastries (2 types), sweet pastries (2 types)	1 day	2 per day / per 80 persons		
5.	<b>Lunch type Fourchette/ Buffet</b> in the same building with conference hall, but in a separate room	1 day	1 / per 80 persons		
6.	<b>Still/sparkling water</b> in 0,5l bottles	1 day	100 bottles		
7.	<b>Equipment for simultaneous translation</b> (including earpieces)	1 day	for 80 persons		
8.	<b>Microphones system</b> (U-shape or round table)	1 day	enough to cover all the participants		
<b>TOTAL</b>					

**LOT 2**

**Conference facilities for BO Project**

**Purpose:** Conference facilities during the organization of the "Better Opportunities for Youth and Women" Project's Closing Conference.

**Period:** 6 December, 2011 (1 day);

**Participants:** Up to 60 persons

**Venue location:** Chisinau, mandatory the Central city area

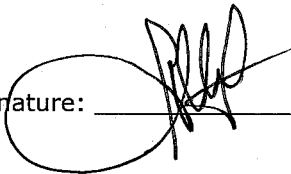
Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	<b>Conference room</b> with comfortable seats and tables sat in U-shape or round table forms for up to 60 persons, equipped with air- condition system, projection screen, flipchart, place for sticking flipchart paper	1 day	1 room		
2.	<b>Flipchart</b> with a stock of 50 sheets of blank flipchart paper	1 day	1 unit		
3.	<b>Video projector</b> with screen	1 day	1 unit		
4.	<b>1 laptop</b>	1 day	1 unit		
5.	<b>Lunch type Fourchette/ Buffet</b> in the same building with conference hall, but in a separate room	1 day	1 / per 60 persons		
6.	<b>Coffee breaks</b> in the same building with conference hall, in adequate space to comfortably serving coffee breaks for up to 60 persons. Coffee breaks should include: tea, coffee, cookies, salty pastries (2 types), sweet pastries (2 types)	1 day	2 per day / per 60 persons		
7.	<b>Still/sparkling water</b> in 0,5l bottles	1 day	130 bottles		
8.	<b>Equipment for simultaneous translation</b> (including earpieces)	1 day	for 60 persons		
9.	<b>Microphones system</b> (U-shape or round table)	1 day	enough to cover all the participants		
<b>TOTAL</b>					

**CONDITIONS**

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	<b>Moldova, Chisinau</b>
Payment Terms	<b>20% advance payment upon signature of the services' contract 80% upon provision of services according to the unit prices set forth and quantities agreed</b>
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (by LOT) <input type="checkbox"/> Partial bids not permitted
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	

REQUIREMENTS
Language: All documentation shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"> <li>• Company profile (general information about the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Copy of any licence valid at the time of submitting the offer, including any such license with regard to catering services;</li> <li>• Preliminary menu per day (lunch, coffee breaks);</li> <li>• Company's list of customers;</li> <li>• 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);</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be presented in English or Romanian.</li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• 1 year of experience in providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</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>Viorel Albu, Project Manager</b>
Signature:  DATE: <u>04/10/2011</u>
CONTACT PERSON: Viorel Albu, Project Manager ( <a href="mailto:viorel.albu@undp.org">viorel.albu@undp.org</a> )
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>RfO: Conference facilities – BO&amp;JMDI Projects</b> ". Offers shall reach the UNDP office not later than <b>12 October 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: <b>UNDP Moldova,  131, 31 August 1989 Street, MD-2012 Chisinau  Attention: Registry Office/Procurement</b>
b) Offers sent electronically need to be addressed to the following e-mail address: <b><a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></b>