



Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" 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	
Other issues	

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 checked="" type="checkbox"/> Others: <i>Romanian</i>
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"> <li>• Company profile (general presentation of the company, up to 1 page);</li> <li>• Copy of company's registration certificate;</li> <li>• Company's list of customers, present and past;</li> <li>• Preliminary menu per day and type of meal (breakfast, lunch, etc.);</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 the competition deadline);</li> <li>• Statement of adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be submitted in English or Romanian.</li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Minimum 2 years of relevant experience in providing the required services</li> <li>• Adherence to the UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above</li> <li>• Full bid provided</li> <li>• Venue situated not further than 60 km from Chisinau.</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>

NAME, FUNCTIONAL TITLE: <b>Aurelia Spataru, Project Manager</b>
Signature:  DATE: <b>5.10.2011</b>
CONTACT PERSON: <b>Roman Rosca, Project Assistant</b> , e-mail: <a href="mailto:roman.rosca@undp.org">roman.rosca@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: Training facilities – Statistics Project</b> ". Offers shall reach the UNDP office not later than <b>October 13, 2011, 14:00 (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: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a>