



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 6 October 2011
	REFERENCE: RfQ11/00440

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **13 October 2011**.

LOT I: Conference, 15-16 November, 2011

Purpose: Organization of the conference dedicated to presentation of the conclusions and recommendations of the Feasibility study of forensic expertise in Moldova and findings of the External Audit of the Center for Forensic Medicine

Location: Chisinau, city center

Period: 15-16 November, 2011

Participants: up to 90 persons

Time: 09.00-17.00 (15 November, 2011); 09.00-14.00 (16 November, 2011)

Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for up to 90 persons, equipped with air-condition system and wireless internet minimum speed 250 Kbps	1 conference room	1,5 day		
2.	Coffee breaks and adequate space to comfortably serving coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 90 persons	Breaks per person	3 in total		
3.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 90 persons	Lunch per person	2 in total		
4.	Fourchette dinner (min. incl. grilled meat, garnish, cheese plate, fish plate, placintas, staffed vegetables, cold meat plate, fresh vegetables plate, water, juice, tea, coffee, two cakes, fruits plate), up to 90 persons	Dinner per person	1 in total		
5.	Still/sparkling water in 0,5l bottles, up to 90 persons	Bottles per person	3 in total		

LOT II: Training, 17-19 November, 2011

Purpose: Training on the monitoring of places of detention and documentation of torture and other ill-treatment cases

Location: outside Chisinau (not more than 35 km), with good road access

Period: 17-19 November, 2011

Participants: up to 35 persons

Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Training room for up to 35 persons, equipped with air-condition system and wireless internet minimum speed 250 Kbps. Separate premises for 2 (two) simultaneous interpreters is an advantage, but not a requirement.	1 room	3 days		

2.	Flipchart with a stock of 200 sheets of blank flipchart paper	units	2 in total		
3.	Video projector with screen	units	1 unit for 3 days		
4.	Breakfast (min. incl. non-sweet pies or sandwiches, pastry, porridge or cereals with milk or omelette, coffee, tea, milk, cream), up to 35 persons	Breakfast per person	2 in total		
5.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 35 persons	Lunch per person	3 in total		
6.	Coffee breaks and adequate space to comfortably serving coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 35 persons	Break per person	6 in total		
7.	Dinner (min. incl. second course, salad, water/juice, desert), up to 35 persons	Dinner per person	3 in total		
8.	Accommodation (double standard room), up to 35 persons	Room per night	2 nights		
9.	Still/sparkling water in 0,5l bottles, up to 35 persons	Bottles per person	6 in total		

LOT III: Workshop, tentatively 2 December, 2011

Purpose: Workshop on Forensic expertise legislative amendments

Location: Chisinau, city center

Period: tentatively 2 December, 2011

Participants: up to 70 persons

Time: 09.00-17.00

Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for up to 70 persons, equipped with air-condition system and wireless internet minimum speed 250 Kbps	1 room	1 day		
2.	Coffee breaks and adequate space to comfortably serving coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 70 persons	Break per person	2 in total		
3.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 70 persons	Lunch per person	1 in total		
4.	Fourchette dinner (min. incl. grilled meat, garnish, cheese plate, fish plate, placintas, staffed vegetables, cold meat plate, fresh vegetables plate, water, juice, tea, coffee, two cakes, fruits plate), up to 70 persons	Dinner per person	1 in total		
5.	Still/sparkling water in 0,5l bottles, up to 70 persons	Bottles per person	2 in total		

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau and countryside, Republic of Moldova
Payment Terms	100% upon delivery The total cost shall be calculated based on actual number of persons and days.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (by LOTS) <input 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.

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish **Others: Romanian and/or Russian**

QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS

The quotation/ offer shall contain the following:

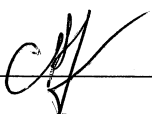
- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;
- Preliminary menu per day (breakfast, lunch, coffee breaks, dinner, dinner fourchette);
- Company's list of customers;
- 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);
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be presented in English, Romanian or Russian.

MINIMUM QUALIFICATION RERQUIREMENTS:

- 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 qualifications requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Alexandru Cocîrță, Project Manager**

Signature: _____  DATE: 05. Oct. 2011

CONTACT PERSON: **Alexandru Cocîrță, Project Manager** (alexandru.cocirta@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: Event facilities for Forensic Project**".

Offers shall reach the UNDP office not later than **13 October, 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