



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: Joint United Nations Programme on HIV/AIDS	DATE: 6 October 2011 REFERENCE: <b>RfQ11/00441</b>
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Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 on 17 October 2011.

Item	Generic Description	Quantity
Rent of Conference room	Capacity of the conference hall of at least 100 participants	3 hours
Reception Dinner	Salty pastries, sweet pastries, sandwiches, cookies, sweets, fruits, vegetables, juice, still/sparkling water	(menu including unit prices and total cost for 100 persons)

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	In maximum 30 days upon provision of services
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 <input 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	
Language: 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: (please, specify)	
Electricity: Volt:	Hz:      phase AC:
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following:	

- Language of offer (English, Romanian or Russian);
- Financial offer according to the quotation requirements listed above;
- Any other additional facilities will be indicated separately in the offer.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Capacity of the conference hall of at least 100 participants;
- Venue to be located in Chisinau;
- At least 3 years of experience in provision of accommodation and catering services

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: **Gabriela Ionascu, UNAIDS Country Coordinator**

Signature:  DATE: 06.10.2011

CONTACT PERSON: Svetlana Andries, Communication Assistant ([svetlana.andries@unaids.md](mailto:svetlana.andries@unaids.md) )

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

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note "**RfQ: Catering Services**".

Offers shall reach the UNAIDS office not later than **17 October 2011, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. 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:

**[svetlana.andries@unaids.md](mailto:svetlana.andries@unaids.md)**