



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>7 October 2011</b>
	REFERENCE:

Dear Sir / Madam:

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

**Purpose:** Accommodation, catering and training facilities for 3-day training on Gender Mainstreaming, Community Empowerment and Women's Empowerment in Local Development for representatives of Transnistrian NGOs

**Period:** 28-30 October 2011 (3 days);

**Participants:** Up to 35 persons

**Venue location:** in the center of Chisinau (with good parking facilities)

<b>Training facilities for JILDP Project, 28-30 October 2011, Chisinau</b>					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	<b>Single standard rooms</b> with internet access (WiFi)	4 nights (27.10.11-1.11.11)	21 persons		
2.	<b>One room for training</b> with comfortable seats for up to 35 persons, equipped with air-condition, , with tables that can be moved, with internet access (WiFi)	3 days	1 room		
3.	<b>Video projector with screen</b>	3 days	1set		
	<b>Sound system</b> with at least 3 mobile microphones, boxes and stationary microphones	3 days	1set for 35 people		
4.	<b>Breakfast</b> (non-vegetarian and vegetarian)	4 days (27.10.11-1.11.11)	21 persons		
5.	<b>Business Lunch</b> (non-vegetarian and vegetarian)	3 days	1 per day per 35 persons		
6.	<b>Dinner</b> (non-vegetarian and vegetarian)	3 days	21 persons		
7.	<b>Official dinner (Standing Fourchette)</b> , (non-vegetarian and vegetarian)	1 day	35 persons		
8.	<b>Coffee breaks</b> (2 per day) in adequate space to comfortably serving coffee breaks. Coffee breaks should include: tea, coffee, sandwiches (2 types), salty pastries (2 types), sweet pastries (2 types), (non-vegetarian and vegetarian)	3 days	2 per day per 35 persons		
9.	<b>Still/sparkling water</b> in 0,5l bottles	3 days	70 bottles /per day		
<b>Total</b>					
<b>CONDITIONS</b>					
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP				
Delivery Place	Chisinau				



Payment Terms	100% upon delivery (organization of each specific event)
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
Quantity change	<b>The UN Women reserves the right to modify the quantity by 25% of the tendered services</b>
General Terms and Conditions	UNDP General Terms and Conditions for Services <a href="http://www.undp.org/procurement/conditions_contract.htm">http://www.undp.org/procurement/conditions_contract.htm</a>

### GENERAL REQUIREMENTS

#### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 1 page);
- Copy of company's registration certificate;
- Sample menu for a full day  
Breakfast, lunch, two coffee breaks, 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 on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be submitted in English or Romanian duly signed and stamped.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in providing required services;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

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: **Natalia Galat, UN Women EECA Operations Manager**

Signature: \_\_\_\_\_



DATE: 4.10.2011

CONTACT PERSON: Irina Luncasu, JILDP/UN Women Administrative Assistant  
([irina.luncasu@unwomen.org](mailto:irina.luncasu@unwomen.org))

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

#### SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Training Facilities for JILDP /UN Women**".  
Offers shall reach the UNDP 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 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**