



Moldova

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 18 October 2011
	REFERENCE: <b>RfQ11/00448</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **24 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.	Spacious conference room for up to 90 persons, able to accommodate participants at one set of tables, to be 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: Workshop, tentatively 2 December, 2011**

**Purpose:** Workshop on Forensic expertise legislative amendments

**Location:** Chisinau, city center

**Period:** tentatively 2 December, 2011

**Participants:** up to 50 persons

**Time:** 09.00-17.00


Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Spacious conference room for up to 50 persons, able to accommodate participants at one set of tables, 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.	Break per person	2 in total		

	incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 70 persons				
3.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 50 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 50 persons	Dinner per person	1 in total		
5.	Still/sparkling water in 0,5l bottles, up to 50 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"/> <b>CIP</b>
Delivery Place	Chisinau and countryside, Republic of Moldova
Payment Terms	100% upon delivery <b>The total cost shall be calculated based on actual number of persons and days.</b>
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> <b>60 DAYS</b>
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted (by LOTS)</b> <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
<u>Language</u> : All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> <b>Others: Romanian and/or Russian</b>
<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 license valid at the time of submitting the offer, including any such license with regard to catering services;</li> <li>• Preliminary menu per day (breakfast, lunch, coffee breaks, dinner, dinner fourchette);</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, Romanian or Russian.</li> </ul>
<b>MINIMUM QUALIFICATION RERQUIREMENTS:</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 qualifications requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: <b>Alexandru Cocîrță, Project Manager</b>
Signature:  DATE: <u>18 Oct. 2011</u>

CONTACT PERSON: **Alexandru Cocîrță, Project Manager** ([alexandru.cocirta@undp.org](mailto: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 "**RfQ: Event facilities for Forensic Project**".

Offers shall reach the UNDP office not later than **24 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**