

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Event organizers/ Hotels	DATE: 04 November 2011
	REFERENCE: RfQ11/00463

Dear Sir / Madam:

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

Purpose: Organization of the Winter School 'Youth against Corruption' (11 – 18 December 2011)

Location: Chisinau, Moldova

Participants: 40 (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation	7 (seven) nights	per single room / night per double room / night	
2.	Conference room for 40 persons	7 full days	per day	
3.	<u>Spacious hall/room</u> for 40 persons (furniture/ chairs should be easily rearranged or removed) – for team building/leadership and management training	11 December (16:00 – 17:30) 12 December (11:30 – 16:30) 13 – 16 December (18:00 -22:00)	per day	
4.	<u>2 areas</u> to work in groups (equipped with flipcharts, paper, stationary)	17 December (09:30-13:00)	per day	
5.	<u>Breakfast</u> , minimum including: - sandwiches with ham and cheese - pastry - porridge or cereals with milk and/or omelette - mineral water - coffee & tea - cream/milk	7 (seven) in total	per breakfast (1 pers)	
6.	<u>Lunch</u> , minimum including: - soup - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - coffee & tea	8 (eight) in total	per lunch (1 pers)	

7.	<u>Coffee breaks</u> , minimum including: <ul style="list-style-type: none"> - croissants, muffins or cookies - coffee & tea - cream - mineral water - fruit juice 	9 (nine) in total	per break (1 pers)	
8.	<u>Dinner</u> , minimum including: <ul style="list-style-type: none"> - main course: meat or fish - pasta / potatoes, etc with meat or fish - salad meal (vegetables, beans, etc) - fruit juice - coffee & tea - mineral water 	6 (six) in total	per dinner (1 pers)	
9.	<u>Fourchette</u> , minimum including: <ul style="list-style-type: none"> - grilled meat (chicken or pork) - cheese bites - fish plate - crepes with ham and cheese - stuffed tomatoes - cold meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - "Napoleon" cake - "Éclair" cake - bread 	1 (one) in total	per fourchette	
10.	Still/sparkling water in 0.5l bottles (meeting room)/ 2 bottles per person	6 days	per bottle	

General requirements for the venue:

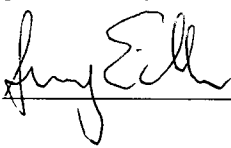
- minimum 10 single rooms & 13 double;
- rooms equipped with air conditioner (winter/ summer type), satellite TV and Internet connection;
- conference room shall be equipped with WIFI, projector, screen, to accommodate 40 people
- items 2, 3 & 4 may refer to the same room, provided that it is spacious enough for team building events and for working in groups;
- the hotel area should be secured and closed

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DDU Chisinau, Moldova
Delivery Place	Chisinau city, Moldova
Payment Terms	100% upon delivery (in MDL at the UN operational rate of exchange on the day of payment) Total cost shall be calculated based on actual number of persons and services
Delivery time	11 – 18 December 2011
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS 60 DAYS
Preliminary Examination - Completeness of quotation	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted

Quantity change	The UNDP reserves the right to modify the estimated quantities & services 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 (where appropriate)	
Quantity discount and early payment discount:	Exact location:

Requirements
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The offer shall comprise the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> ✓ Language of Offer – English ✓ Additional information as requested under the “Please state” section; ✓ Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline); ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ✓ Confirmation to the minimum specifications listed at the “General Description of Goods” above ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <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>

<p>NAME, FUNCTIONAL TITLE: Georg Eichhorn, Chief of Administration</p> <p style="text-align: center;">Signature:  DATE: <u>04/11/2011</u></p> <p>CONTACT PERSONS: <u>Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)</u></p> <p>CONTACT ADDRESS: <u>131, 31 August 1989 Street, Chisinau, MD-2012</u></p> <p>SUBMISSION OF OFFERS: Offers shall be marked with “RFQ: Training Event – Winter Anticorruption School / EUBAM”. Offers shall reach the UNDP office not later than 16 November 2011, 16:30 (Moldova local time).</p> <p><u>Offers can be submitted either in hard copy, or electronically.</u></p> <p>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</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <u>tenders-Moldova@undp.org</u></p>
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