



Moldova

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP/ MFAEI Project	DATE: 10 November 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **18<sup>th</sup> November 2011**.

**Purpose:** Training facilities for **3 training modules (4 working days each training session)** for the Ministry of Foreign Affairs and European Integration

**Period:** 29 November- 2 December 2011 (4 days); 7-10 December 2011 (4 days); 16-20 January 2012 (4 days)

**Participants:** Up to 20 persons

**Venue location:** Chisinau, Central city area, with good parking facilities

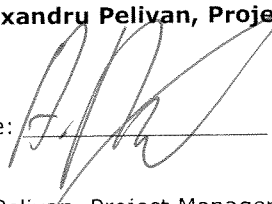
**Training facilities for MFAEI Project (3 training modules): 29 November- 2 December 2011 (4 days); 7-10 December 2011 (4 days); 16-20 January 2012 (4 days)**

Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Training room, with comfortable seats for 20 persons (round table), equipped with air-condition system and place for sticking flipchart paper	12 days	1 room		
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	12 days	2 units		
3.	Video projector with screen, 1 laptop	12 days	1 unit		
4.	Lunch in the same building in a separate room	12 days	20 persons		
5.	Coffee breaks (2 per day) and adequate space to comfortably serving coffee breaks	12 days	20 persons		
6.	Still/sparkling water in 0,5l bottles	12 days	25 bottles /per day		
7.	Microphones system (round table)	12 days	15 units		
<b>Total</b>					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Payment Terms	Upon each completed training.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted (by training module)</b> <input type="checkbox"/> Partial bids not permitted
	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	

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: (Romanian)
<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 (lunch, coffee breaks);</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 or Romanian.</li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</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 qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: <b>Alexandru Pelivan, Project Manager</b>
Signature:  DATE: <u>10/11/2011</u>
CONTACT PERSON: Alexandru Pelivan, Project Manager ( <a href="mailto:alexandru.pelivan@undp.org">alexandru.pelivan@undp.org</a> )
CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau
<b>SUBMISSION OF OFFERS:</b> Offers shall be marked with the note " <b>RfQ: MFAEI Training Facilities</b> ". Offers shall reach the UNDP office not later than <b>18 November 2011, 16:30 (local time)</b> . 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: <b>UNDP Moldova,  131, 31 August 1989 Street, MD-2012 Chisinau  Attention: Registry Office/Procurement</b>
b) Offers sent electronically need to be addressed to the following e-mail address: <b><a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></b>