



Moldova

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <b>UNDP/ Human Security Project</b>	DATE: <b>10.11.2011</b>
	REFERENCE: <b>RFQ 11/00470</b>

Dear Sir / Madam:

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

**Purpose:** Conference facilities for the organization of the "Protection and Empowerment of Victims of Human Trafficking and Domestic Violence" Project's Closing Conference.

**Period:** 8 December, 2011 (1/2 day; from 8:30 – 14:30);

**Participants:** Up to 90 persons

**Venue location:** Chisinau, mandatory the Central city area


Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1.	<b>Conference room</b> with comfortable seats and tables sat in U-shape or round table forms for up to 90 persons, equipped with air- condition system, projection screen, flipchart, place for sticking flipchart paper	1 room for ½ day
2.	<b>Flipchart</b> with a stock of 50 sheets of blank <b>flipchart paper</b>	1 unit
3.	<b>Video projector</b> with screen	1 unit for ½ day
4.	<b>1 laptop</b>	1 unit for ½ day
5.	<b>Lunch type Fourchette/ Buffet</b> in the same building with conference hall, but in a separate room	1 / per 90 persons
6.	<b>Coffee breaks</b> in the same building with conference hall, in adequate space to comfortably serving coffee breaks for up to 90 persons. Coffee breaks should include: tea, coffee, cookies, salty pastries (2 types), sweet pastries (2 types)	1 per 90 persons
7.	<b>Still/sparkling water</b> in 0,5l bottles	100 bottles
8.	<b>Equipment for simultaneous translation</b> (including earpieces)	for 90 persons
9.	<b>Microphones system</b> (U-shape or round table)	enough to cover all the participants

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau, Moldova
Payment Terms	<b>50%</b> advance payment upon signature of the services' contract <b>50%</b> upon provision of services according to the unit prices set forth and quantities agreed
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS

Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted	<input checked="" 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> )

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: ( <i>Romanian</i> )
Electricity: Volt:	Hz: phase AC:
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
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 break);</li> <li>• Company's list of customers;</li> <li>• Quotation in MDL exclusive of VAT;</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>	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> <li>• 1 year experience in providing required services;</li> <li>• Adherence to UNDP General Terms &amp; Conditions and Payment &amp; 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>Cristian Ciobanu, UNDP Project Manager</b>
Signature:  DATE: <u>10.11.11</u>
CONTACT PERSON: Cristian Ciobanu, Project Manager ( <a href="mailto:cristian.ciobanu@undp.org">cristian.ciobanu@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><u>RfQ: Venue for Final Conference for the 'Human Security' Project</u></b> ".
Offers shall reach the UNDP office not later than November <b>18<sup>th</sup> date, 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:

[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)