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**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 10 November 2011
	REFERENCE: <b>RfQ11/00471</b>

Dear Sir / Madam:

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

**Purpose:** Organization of Human Rights Gala of Awards on 10 December 2011  
**Location:** Chisinau, city center  
**Period:** 10 December, 2011  
**Participants:** up to 400 persons  
**Time:** 15:00-21:00 (6 hours)


Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for up to 400 persons	1 conference room	6 hours		
2.	Spacious room/hall for human rights exhibition	1 room/hall	6 hours		
2.	Equipment for simultaneous translation (2 lines) with 200 headphones	1 set	6 hours		
3.	Big screen ( 2.4m x 1.8m)	1	6 hours		
4.	Sound system with speakers (microphones, etc.)	1 set	6 hours		
5.	Technical support before and during the event				
6.	Fourchette dinner for <b>250 persons</b> (min. incl. grilled meat, garnish, cheese plate, fish plate, placintas, stuffed vegetables, cold meat plate, fresh vegetables plate, water, juice, tea, coffee, two cakes, fruits plate)	Dinner per person	1 in total		
<b>Grand Total</b>					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP

Delivery Place	Chisinau, Republic of Moldova
Payment Terms	100% upon delivery
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>
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>

<b>Please state</b>
Quantity discount and early payment discount.

<b>REQUIREMENTS</b>
Language: 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>• Preliminary menu for 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 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 qualifications requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: <b>Nadejda Macari, Project Manager</b>
Signature:  DATE: <u>10/11/11</u>
CONTACT PERSON: <b>Mariana Nerpii, Project Assistant</b> ( <a href="mailto:mariana.nerpii@undp.org">mariana.nerpii@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: Human Rights Gala of Awards</b> ".
Offers shall reach the UNDP office not later than <b>17 November, 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: <p><b>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</b></p>
b) Offers sent electronically need to be addressed to the following e-mail address: <p><b>tenders-Moldova@undp.org</b></p>