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**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: <b><u>Event organizers/ Hotels</u></b>	DATE: <b>16 November 2011</b>
	REFERENCE: <b>RfQ11/00477</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 24 November 2011**.

**Purpose:** Organization of the Anti-Corruption Conference (12 December 2011)

**Location:** Chisinau, Moldova

**Participants:** 120 (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Conference room for 120 persons	1 full day	per day	
2.	Separate press room for 15 persons	12 December (09:30-10:00)	per required period	
3.	<u>Coffee breaks</u> , minimum including: - croissants, muffins or cookies - coffee & tea - cream - mineral water - fruit juice	2 (two) in total  120 pers – 1 <sup>st</sup> 80 pers – 2 <sup>nd</sup>	per break (1 pers)	
4.	<u>Fourchette</u> , minimum including: - 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  for 120 pers	per fourchette	

General requirements for the venue:

- conference room (equipped with WIFI, projector, screen) to accommodate 80 people
- simultaneous interpretation equipment (two languages). Two interpreters will be provided by UNDP

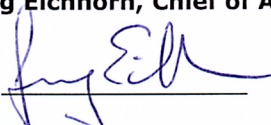
**CONDITIONS**

Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DDU <b>Chisinau, Moldova</b>
Delivery Place	<b>Chisinau city, Moldova</b>

Payment Terms	<b>100% upon delivery</b> (in MDL at the UN operational rate of exchange on the day of payment) <b>Total cost shall be calculated based on actual number of persons and services</b>
Delivery time	<b>12 December 2011</b>
Validity of Quotation	<input checked="" type="checkbox"/> <b>30 DAYS</b> 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 estimated quantities &amp; services 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> (where appropriate)	
Quantity discount and early payment discount:	<b>Exact location:</b>

<b>Requirements</b>
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The offer shall comprise the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> <li>✓ Language of Offer – English</li> <li>✓ Additional information as requested under the <u>"Please state" section</u>;</li> <li>✓ 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);</li> <li>✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>✓ Conformation to the minimum specifications listed at the "General Description of Goods" above</li> <li>✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.</li> </ul> <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: <b>Georg Eichhorn, Chief of Administration</b></p> <p style="text-align: center;">Signature:  DATE: <u>16/11/2011</u></p> <p>CONTACT PERSONS: <u>Vladimir Babii, Logistics &amp; Admin. Associate/EUBAM</u> (<a href="mailto:vladimir.babii@undp.org">vladimir.babii@undp.org</a>)</p> <p>CONTACT ADDRESS: <u>131, 31 August 1989 Street, Chisinau, MD-2012</u></p> <p><b>SUBMISSION OF OFFERS:</b></p> <p>Offers shall be marked with <b>"RFQ: Anti-Corruption Conference / EUBAM"</b>. Offers shall reach the UNDP office not later than <b>24 November 2011, 16:30 (Moldova local time)</b>.</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:</p> <p style="margin-left: 40px;"><b>UNDP Moldova,</b> <b>131, 31 August 1989 Street, MD-2012 Chisinau</b> <b>Attention: Registry Office/Procurement</b></p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <b><u>tenders-Moldova@undp.org</u></b></p>
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