

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP/ JILDP Project	DATE: 25/11/2011
	REFERENCE: RFQ: 11/00481

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **02 December**.

Purpose: JILDP staff retreat  
 Period: 19<sup>th</sup> December to 21<sup>st</sup> December (3 days 2 nights)  
 Participants: Up to 25 persons  
 Venue: Moldova

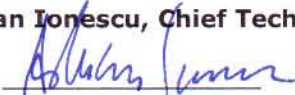
Item	Generic Description	No. of days	Quantity
1.	<b>Conference room</b> with comfortable seats and tables sat in U-shape or round table forms for up to 25 persons, equipped with projection screen, flipchart, place for sticking flipchart paper	2.5 days	1 room
2.	<b>Flipchart</b> with a stock of 50 sheets of blank <b>flipchart paper</b>	2.5 day	1 unit
3.	<b>Video projector</b> with screen	2.5 day	1 unit
4.	<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)	2.5 day 2 times/day	50 units /day
5.	<b>Still/sparkling water</b> in 0,5l bottles	2.5 days	125 units
6.	<b>Internet Connection</b>	2.5 days	
7.	<b>Accommodation</b>	2 nights	25 persons
8.	<b>Two way transportation of participants</b>		25 persons
9.	<b>Lunch</b>	3 days	25 units/ day
10.	<b>Dinner</b>	2 days	25 units/ day
11.	<b>Breakfast</b>	2 days	25 units/day

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	At the resort
Payment Terms	20% advance payment upon signature of the contract and 80% upon delivery of services <b>Total cost shall be calculated based on actual number of persons and days.</b>
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
	<b>SURFACE</b>	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> )
Separate quote for estimated transportation & insurance charges:	Availability of local service in country of final destination

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)	
Electricity: Volt:	Hz:      phase AC:
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b>	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> <li>- Company Profile (general info 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 related to catering services</li> <li>- Preliminary menu per day (lunch, dinner, coffee breaks)</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 the competition deadline);</li> <li>- Statement of adherence to UNDP General Terms &amp; Conditions and Payments &amp; Delivery terms above;</li> <li>- Offers will be submitted in English or Romanian</li> </ul>	
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>- 1 year experience in providing required services</li> <li>- 3 stars accommodation</li> <li>- Transportation has to be supplied by the applicant.</li> <li>- Adherence to UNDP General Terms &amp; Conditions and Payments &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>Adrian Ionescu, Chief Technical Advisor</b>
Signature:  DATE: <u>25 Nov 2011</u>
CONTACT PERSON: Arcadie Cotruta, Project Officer JILDP (arcadie.cotruta@undp.org)
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: JILDP Staff Retreat</b> ".
Offers shall reach the UNDP office not later than <b>02 December, 12:30 (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>tenders-Moldova@undp.org</b>