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**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 8 February, 2012
	REFERENCE: <b>RfQ12/00500</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **14 February, 2012**.

<b>Training Course, 24-25 February, 2012</b>					
<b>Purpose:</b> Training course for media specialists of the Government of Republic of Moldova					
<b>Location:</b> Outside of Chisinau (not more than 40 km distance from Chisinau)					
<b>Period:</b> 24-25 February, 2012					
<b>Participants:</b> up to 40 persons					
<b>Time:</b> 09.00-17.00 (24-25 February, 2012)					
<b>Item</b>	<b>Generic Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit price MDL</b>	<b>Subtotal MDL</b>
1.	Training room for up to 40 persons, equipped with air-condition system and wireless internet minimum speed 250 Kbps, sonorous equipment (microphones)	1 room	2 days		
2.	Flipchart with a stock of 200 sheets of blank flipchart paper	units	2 in total		
3.	Video screen with projector	units	1 unit for 2 days		
4.	Coffee breaks and adequate space to comfortably serving coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 40 persons	Breaks per person	4 in total		
5.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 40 persons	Lunch per person	2 in total		
6.	Still/sparkling water in 0,5l bottles, up to 40 persons	Bottles per person	100 in total		
7.	Breakfast up to 40 persons	Breakfast per person	2 in total		
8.	Dinner (min. incl. second course, salad, water/juice, desert), up to 40 persons	Dinner per person	2 in total		
9.	Hotel rooms	1 night	18 Double 4 Single		
<b>Grand Total</b>					

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b>
Delivery Place	Outside Chisinau (not more than 40 km distance from Chisinau)

Payment Terms	100% upon delivery - <b>The total cost shall be calculated based on actual number of persons and days.</b>
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	(if any)

<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, incl. the list of customers (info 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 (breakfast, lunch, dinner, coffee breaks);</li> <li>• Quotation for each item in MDL exclusive of VAT (the UN Operational Rate of exchange on the day of competition deadline shall be used for currency conversions);</li> <li>• Statement of adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Offers shall be presented in Romanian, Russian or English.</li> </ul>
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• 1 year of providing required services;</li> <li>• Adherence to UNDP General Terms and Conditions for Goods/Services and Payment.</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>Alla Skvortova, Project Manager, Transitional Capacity Support for Public Administration of Moldova</b>
Signature:  DATE: <u>8.02.2011</u>
CONTACT PERSON: <b>Lilia Tulea, Project Associate</b> ( <a href="mailto:lilia.tulea@undp.org">lilia.tulea@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: Event Facilities for the State Chancellery Training course on Communication</b> ". Offers shall reach the UNDP office not later than <b>14 February, 2012, 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>