



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: UNDP Moldova 131, 31 August 1989 Street, MD-2012 Chisinau	DATE: February 20, 2012 REFERENCE: RfQ12/00504
--	---

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:30 (local time) on **05 March 2012**.

International conference "Documentation of torture: Towards justice", 23 May 2012					
<p>Purpose: The discussion of relevant issues and problems faced in justice by victims because of weaknesses of documentation and investigation of torture Location: Chisinau, city center Period: 23 May 2012 Participants: up to 110 persons Time: 08.30-19.30</p>					
Item	Generic Description	Unit	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for up to 110 persons, equipped with air-condition system, wireless internet minimum speed 250 Kbps, projective device (beamer), screen(s)	1 conference room	1 day		
2.	Additional conference room up to 25 persons, in the afternoon	3 conference rooms	3 hours		
3.	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) for 110 persons	Coffee Break per person	2 in total		
4.	Lunch (min. incl. first course, second course, salad, water/juice, desert) for 110 persons	Lunch per person	1 in total		
5.	Fourchette dinner (min. incl. grilled meat, garnish, cheese plate, fish plate, placintas, staffed vegetables, cold meat plate, fresh vegetables plate, water, juice, tea, coffee, two cakes, fruits plate) for 110 persons	Dinner per person	1 in total		
6.	Still/sparkling water in 0,5l bottles for 110 persons	Bottles per person	2 in total		
Grand Total					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chișinău, Republic of Moldova
Payment Terms	100% upon delivery The total cost shall be calculated based on actual number of persons and days.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted (by LOTS) <input checked="" type="checkbox"/> Partial bids not permitted

Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state

Quantity discount and early payment discount.

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish **Others: Romanian and/or Russian**

QUOTATIONS / OFFERS PRESENTATION REQUIREMENTS

The quotation/ offer shall contain the following:

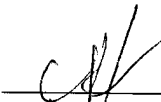
- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;
- Preliminary menu per day (lunch, coffee breaks);
- Company's list of customers;
- 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);
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be presented in English, Romanian or Russian.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above.

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: **Alexandru Cocîrță, Project Manager**

Signature:  DATE: 20 Feb. 2012

CONTACT PERSON: **Alexandru Cocîrță, Project Manager** (alexandru.cocirta@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Event facilities for Conference "Documentation of torture: Towards justice"**".

Offers shall reach the UNDP office not later than **05 March 2012, 16:30 (local time)**.

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:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org