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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <u>Event organizers/ Hotels</u>	DATE: 30 March 2012
	REFERENCE: RfQ12/00518

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 13 April 2012**.

Purpose: Organization of the Training for Psychologists (24–28 April 2012)

Location: Chisinau, Moldova

Participants: app. 21 in total (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation (21 persons)	4 (four) nights	per single room (1 night)	
2.	Conference room for 21 persons (people shall freely be arranged into 4 separate working groups, movable chairs & tables), equipped with:	4.5 (four & a half) full days	per day	
	Notebook			
	Projector/beamer 3000 lm			
	Screen 2.4x2.4 m			
	2 Flip charts with markers			
3.	<u>Breakfast</u> (21 persons), minimum including: - sandwiches with ham and cheese - pastry - porridge or cereals with milk and/or omelet - mineral water - brewed coffee & tea - cream/milk	4 (four) in total	per breakfast (1 pers)	
4.	<u>Lunch</u> (21 persons), minimum including: - soup - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - brewed coffee & tea	5 (five) in total	per lunch (1 pers)	

5.	<u>Coffee breaks (21 persons)</u> , minimum including: <ul style="list-style-type: none"> - croissants, muffins or cookies - sandwiches with ham and cheese - brewed coffee & tea - cream - mineral water - fruit juice 	8 (eight) in total	per break (1 pers)	
6.	<u>Dinner(21 persons)</u> , minimum including: <ul style="list-style-type: none"> - main course: meat or fish - pasta / potatoes, etc with meat or fish - salad meal (vegetables, beans, etc) - fruit juice - brewed coffee & tea - mineral water 	3 (three) in total	per dinner (1 pers)	
7.	Fourchette (21 persons), minimum including: <ul style="list-style-type: none"> - grilled meat (chicken or pork) - cheese bites - fish plate - crepes with ham and cheese - stuffed tomatoes - cold meat plate - vegetable plate - fruits plate - chicken Caesar Salad - shashlik (pork, beef, chicken) - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - "Napoleon" cake - "Éclair" cake - bread 	1 (one) in total	per fourchette	
8.	Still/sparkling water in 0.5l bottles (meeting room)/ 34 bottles per day	170 (one hundred seventy) in total	per bottle	

General requirements for the venue/hotel:

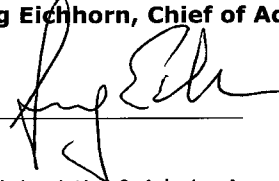
- located in Chisinau city;
- minimum 21 single rooms;
- rooms equipped with air conditioner (winter/ summer type), satellite TV and Internet WIFI;
- conference room equipped with WIFI, notebook, projector, screen, 2 flipcharts and markers
- the hotel area should be secured and closed

CONDITIONS	
Delivery Term (INCOTERMS 2000)	<input type="checkbox"/> FCA <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DDU Chisinau, Moldova
Delivery Place	Chisinau city, Moldova
Payment Terms	100% upon delivery (in MDL at the UN operational rate of exchange on the day of payment) Final cost shall be calculated based on the actual number of persons and unit prices per service category
Delivery time	23 – 28 April 2012
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS 60 DAYS
Preliminary Examination - Completeness of quotation	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted

Quantity change	The UNDP reserves the right to modify the estimated quantities & services 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 (where appropriate)	
Quantity discount and early payment discount:	Exact location:

Requirements
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The offer shall comprise the following documents (not subject to return upon evaluation):</p> <ul style="list-style-type: none"> ✓ Language of Offer - English ✓ Additional information as requested under the "Please state" section; ✓ 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); ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ✓ Confirmation to the minimum specifications listed at the "General Description of Goods" above ✓ Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above. <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: Georg Eichhorn, Chief of Administration</p> <p style="text-align: center;">Signature:  DATE: <u>30/3/2012</u></p> <p>CONTACT PERSONS: <u>Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@undp.org)</u></p> <p>CONTACT ADDRESS: <u>131, 31 August 1989 Street, Chisinau, MD-2012</u></p> <p>SUBMISSION OF OFFERS:</p> <p>Offers shall be marked with "RFQ: Training Event for Psychologists / EUBAM". Offers shall reach the UNDP office not later than 13 April 2012, 16:30 (Moldova local time).</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>UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau Attention: Registry Office/Procurement</p> <p>b) Offers sent electronically need to be addressed to the following e-mail address: <u>tenders-Moldova@undp.org</u></p>
