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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 6 April, 2012
	REFERENCE: RfQ12/00523

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 17 April, 2012**

Purpose: Training facilities for the Statistics Project
Event: Two Workshops for Social Assistance Sections at rayon level
Location: Chisinau
Participants: Estimated no. of participants per each workshop - 25 persons, total no. – 50 persons (25pers.*2 events)
Period: Workshop no.1 will take place on 3-4 May, Workshop no.2 - on 24-25 May, 2012
Duration: 1.5 days (from Thursday 10:00 till Friday 15:00) each workshop

Item	Generic Description	Units per workshop	Quantity for 2 workshops	Unit price, MDL	Sub-total, MDL
1	Accommodation in double standard rooms (please specify if separate beds or 1 bed for 2 persons)		20 pers. x 2 nights		
2	Breakfast on Friday (if not included in the price for accommodation)	1	20 pers. x 2 days		
3	Coffee breaks	3	25 pers.* 2 events		
4	Lunch	2	25 pers.* 2 events		
5	Dinner	1	25 pers.* 2 events		
6	Conference room	1	1.5 days*2 events		
8	Still/Sparkling water in the conference room	3 bottles of 0.5l / pers./day	25 pers.*2 events		
TOTAL MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP
Delivery Place	In Chisinau
Payment Terms	100% payment upon delivery of services
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
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	

REQUIREMENTS	
<u>Language:</u> 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)
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:	
The quotation/offer shall contain the following:	
<ul style="list-style-type: none"> • Company profile (general presentation of the company, up to 1 page); • Copy of company's registration certificate; • Company's list of customers, present and past; • Preliminary menu per day and type of meal (breakfast, lunch, dinner, coffee break); • 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); • Statement of adherence to the UNDP General Terms & Conditions and Payment & Delivery Terms above; • Offers shall be submitted in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS:	
<ul style="list-style-type: none"> • Minimum 2 years of relevant experience in providing the required services • Adherence to the UNDP General Terms & Conditions and Payment & Delivery Terms above • Full bid provided 	
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: Aurelia Spataru, Project Manager
Signature: <u>A. Spataru</u> DATE: 6 April 2012
CONTACT PERSON: Roman Rosca, Project Assistant (roman.rosca@undp.org)
SUBMISSION OF OFFERS:
Offers shall be marked with the note " <u>RfQ12/00523: Training Facilities for the Statistics Project</u> "
Offers shall reach the UNDP office not later than <u>17 April 2012, 16:30 (local time)</u> .
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: <u>tenders-Moldova@undp.org</u>