



**European Union High Level Policy Advice Mission to the
Republic of Moldova**



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Resilient nations.*

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 13 April 2012
	REFERENCE: R/Q / 00527

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **13:00 (local time) on 24 April 2012**

Purpose: Organization of the EUHLPAM Staff Retreat
Location: Outside of Chisinau (up to 60 km radius)
Period: 10 May– 11 May 2011 (2 days)
Participants: up to 25 persons

Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	Accommodation for 25 persons (single rooms)	1 night	25 Single rooms		
2.	Conference room for 25 persons equipped with air conditioner, projector and screen	2 days	1 Conference room		
3.	Small conference room for group work	2 days	1 Work room		
4.	Wireless internet minimum speed 1GB	2 days	Per day		
5.	Flipchart with 3 sets of paper	2 days	1 flipchart		
6.	Breakfast	2	25 persons		
7.	Lunch	2	25 persons		
8.	Dinner	1	25 persons		
9.	Coffee breaks	4 coffee-breaks	25 persons		
10.	Still/sparkling water in 0.5l bottles	-	80 bottles		
11.	Transportation Services (Chisinau-Place of Retreat-Chisinau)	2 days	-		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau (up to 60 km radius)
Payment Terms	100% 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 up to 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:		
Details on any warranty/guarantee conditions:		

REQUIREMENTS

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;
- Company's list of customers;
- Preliminary menu per day (breakfast, coffee breaks, lunch, dinner)
- 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);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 2 years of experience in providing required services;
- Accommodation (minimum a 3* rated accommodation);
- Conference room should have a wall that should be at least 5 meters long (to place workshop papers with adhesive band on the wall during the workshop)
- 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 qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Dejan Mincic, Project Manager (EUHLPAM /UNDP Moldova)**

Signature: _____

DATE: 13/04/2012

CONTACT PERSON: Svetlana Doni, EUHLPAM Project Assistant (svetlana.doni@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: EUHLPAM Staff Retreat**".

Offers shall reach the UNDP office not later than **24 April 2012, 13:00 (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