



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <b>Event organizers/ Hotels / Resorts</b>	DATE: <b>10 May 2012</b>
	REFERENCE: <b>RfQ12/00538</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 18 May 2012.**

**Purpose:** **Organization of the Leadership and Management Development Workshop** (27 May – 01 June 2012)

**Location:** **outside Chisinau**, radius of maximum 30-35km away from Chisinau

**Participants:** **approximately 22** (number might slightly vary)

Item	Generic Description of Services	Estimated Quantity	Price quote	Unit price (VAT 0%), MDL
1.	<u>Accommodation</u> (22 persons) –arrival on 27 May by 12:00	5 (five) nights	per single room (1 night)	
2.	<u>Big conference room</u> for 22 persons with enough space for three separate group exercises – on May 27 only half day	5.5 days	per day	
	<b>OR</b>			
	<u>Big conference room</u> for 22 persons - on May 27 only half day	5.5 days	per day	
	<u>2 small conference rooms</u> for 9 persons each	5.5 days	per day (1 room)	
3.	<u>Power Point equipment</u> plus powerful loudspeakers and screen to show video materials	5 (five) full days	per day	

4.	<u>Breakfast</u> (22 persons), minimum including: <ul style="list-style-type: none"> <li>- sandwiches with ham and cheese</li> <li>- pastry</li> <li>- porridge or cereals with milk and/or omelette</li> <li>- fruit</li> <li>- mineral water</li> <li>- coffee &amp; tea</li> <li>- cream/milk</li> </ul>	5 (five) in total	per lunch (1 pers)	
5.	<u>Lunch</u> (22 persons), minimum including: <ul style="list-style-type: none"> <li>- soup (meat)</li> <li>- pasta / potatoes, etc with meat or fish</li> <li>- salad meal (vegetables, meat, beans, etc)</li> <li>- fruit juice</li> <li>- mineral water</li> <li>- coffee &amp; tea</li> </ul>	6 (six) in total	per lunch (1 pers)	
6.	<u>Coffee breaks</u> (22 persons), minimum including: <ul style="list-style-type: none"> <li>- croissants, muffins or cookies</li> <li>- non-sweet pies or sandwiches</li> <li>- coffee &amp; tea</li> <li>- cream</li> <li>- mineral water</li> <li>- fruit juice</li> </ul>	10 (ten) in total	per break (1 pers)	
7.	<u>Dinner</u> (22 persons), minimum including: <ul style="list-style-type: none"> <li>- main course: meat or fish</li> <li>- pasta / potatoes, etc with meat or fish</li> <li>- salad meal (vegetables, beans, etc)</li> <li>- fruit juice</li> <li>- coffee &amp; tea</li> <li>- mineral water</li> </ul>	4 (four) in total	per dinner (1 pers)	
8.	<u>Fourchette</u> (22 persons), minimum including: <ul style="list-style-type: none"> <li>- grilled meat (chicken or pork)</li> <li>- cheese bites</li> <li>- fish plate</li> <li>- crepes with ham and cheese</li> <li>- stuffed tomatoes</li> <li>- cold meat plate</li> <li>- vegetable plate</li> <li>- marinated mushrooms</li> <li>- fruit juice</li> <li>- green/black tea</li> <li>- coffee (cream, sugar)</li> <li>- "napoleon" cake</li> <li>- "éclair" cake</li> <li>- bread</li> </ul>	1 (one) in total	per fourchette	
9.	Still/sparkling water in 0.5l bottles (training room) / 46 bottles per day	6 (six) days	per bottle	

General requirements for the venue:

- located outside Chisinau city;
  - minimum 22 single rooms;
  - rooms equipped with air conditioner, refrigerator, satellite TV and Internet connection;
  - conference facilities:
    - 1 big conference room (equipped with WIFI, projector, screen (minimum 1.5 x 2.4), loudspeakers, minimum 2 flipcharts with markers), which can accommodate 22 participants in a semi-circle and allow transformation. About four desks at the end of the room placed separately for group exercises (with 5-6 chairs around)
- OR**
- 1 big conference room which can accommodate 22 participants in a semi-circle & two (2) separate small rooms (locations) for group exercises
  - 4-5 options of facilities for after-training activities (ex: table tennis, fitness, swimming pool, etc.)
  - hotel/resort area shall be secured and closed.

<b>CONDITIONS</b>	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DAP
Delivery Place	<b>radius of 30-35 km away from Chisinau, Republic of Moldova</b>
Payment Terms	<b>100% upon delivery</b> (to local suppliers will be done in MDL at the UN Operational Rate of Exchange on the day of payment) <b>Final cost shall be calculated based on the actual number of persons and unit prices per service category</b>
Delivery period	<b>27 May – 01 June 2012</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 estimated quantity by 25% of the tendered services</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html">http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html</a>

<b>Please state</b>	
Exact location	Facilities for after-training activities

<b>REQUIREMENTS</b>
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following: <ul style="list-style-type: none"><li>✓ Offers shall be submitted in English or Romanian duly signed and stamped</li><li>✓ Copy of company's registration certificate;</li><li>✓ Additional information as requested under the "Please state" section;</li></ul>


- ✓ Quotation in MDL/USD/EUR exclusive of VAT, excise and other duties or taxes (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. Contract shall be signed with the winner in the currency of the offer);
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above

**MINIMUM QUALIFICATION REQUIREMENTS:**

- ✓ Conformation 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.

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: **Georg Eichhorn, Chief of Administration**

Signature:  DATE: 11/5/2012

CONTACT PERSON: Vladimir Babii, Logistics & Admin. Associate/EUBAM (vladimir.babii@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: Training Event – Leadership Workshop / EUBAM**".  
Offers shall reach the UNDP office not later than **18 May 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**