

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>15 May 2012</b>
	REFERENCE: <b>RfQ12/00541</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 28 May 2012.**

Item	Generic Description of Services	Estimated Quantity	Unit of Measure	Unit Price (VAT 0%), MDL
1.	Accommodation (25 persons) -arrival on 11 June by 9:00 a.m.; departure on 13 June by 06:00 p.m.	2 (two) nights	per single room (1 night)	
2.	Conference room for 25 persons with enough space for three separate group exercises	3 days	per day	
3.	Projector and screen to display Power Point presentations, 15 microphones	3 (three) full days	per day	
4.	Breakfast (25 persons), minimum including: - sandwiches with ham and cheese - pastry - porridge or cereals with milk and/or omelette - fruit - mineral water - coffee & tea - cream/milk	3 (days) in total	per lunch (1 pers)	
5.	Lunch (25 persons), minimum including: - soup (meat) - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - coffee & tea	3 (days) in total	per lunch (1 pers)	
6.	Coffee breaks (25 persons), minimum including: - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - fresh fruits - mineral water - fruit juice	6 (six) in total	per break (1 pers)	
7.	Dinner (25 persons), minimum including: - main course: meat or fish - pasta / potatoes, etc with meat or fish - salad meal (vegetables, beans, etc) - fruit juice - coffee & tea	3 (days) in total	per dinner (1 pers)	

	- mineral water			
8.	Fourchette (25 persons), minimum including: <ul style="list-style-type: none"> <li>- grilled meat (chicken or pork)</li> <li>- cheese bites</li> <li>- assorted meat and sausages</li> <li>- grilled vegetables</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>- "eclair" cake</li> <li>- bread</li> </ul>	1 (one) in total	per fourchette	
9.	Still/sparkling water in 0.5l bottles (training room) / 50 bottles per day	3 (days) in total	per bottle	
10.	Parking services for vehicles of participants travelling by car; please indicate if available for free	max. 25	Cost per hour per 1 vehicle	

General requirements for the venue:

- located outside Chisinau city;
- 25 single rooms;
- rooms equipped with air conditioner, refrigerator, satellite TV and Internet connection;
- 1 big conference room (equipped with WIFI, projector, screen, microphones, minimum 2 flipcharts with markers), which can accommodate 25 participants in a semi-circle.
- hotel/resort area shall be secured and closed.

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	Radius of 30-35 km away from Chisinau, Republic of Moldova
Delivery Period	11-13 June 2012
Payment Terms	Payment shall be made <b>upon delivery</b> 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.
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/UNAIDS reserves the right to modify the quantity by 25% of the tendered goods</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>

Please state

Exact location of the venue

Description of options of facilities for after-training activities (ex: table tennis, fitness, swimming pool, etc.)

#### REQUIREMENTS

##### QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (short info up to 1 page);
- Copy of company's registration certificate;
- Quotation for each item in MDL, EUR or USD exclusive of VAT, excise and other duties or taxes (Evaluation shall be done 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. Payment to local suppliers will be done in MDL at the UN Operational Rate of Exchange on the day of payment.)
- Additional information as requested under the "Please state" section;
- Statement on adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;
- Offers shall be submitted in English or Romanian duly signed and stamped.

##### MINIMUM QUALIFICATION REQUIREMENTS:

- Ability to meet the minimum specification requirements listed under "Generic Description of Services";
- Adherence to UNDP General Terms & Conditions and Payment & 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: **Gabriela Ionascu, UNAIDS Country Coordinator**

Signature: \_\_\_\_\_

DATE: 15.05.2012

CONTACT PERSON: Stela Rata, Administrative Assistant ([ratas@unaids.org](mailto:ratas@unaids.org))

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

##### SUBMISSION OF OFFERS:

Offers shall be marked with the note **"RfQ12/00541: Accommodation and Catering Services"**.

Offers shall reach the UNDP office not later than **28 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](mailto:tenders-Moldova@undp.org)