

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 22 May 2012
	REFERENCE: RFQ/100546

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before before 17:00 (Chisinau time) on 31 May 2012.

Purpose: Organization of a series of events (trainings/workshops/joint retreats) for services providers and exchange of experience between the raios on Joint Information and Service Bureaus operation.

Location: Outside Chisinau, maximum distance from Chisinau – 60km, with good road access to the locality and venue.

Participants: up to 30 per event (number might slightly vary)

Tentative schedule of events:

Period (2012)	Tentative dates	No. of days	No. of nights
July	25-27	3	2
	15-17	3	2
	22-24	3	2
August	12-14	3	2
	26-28	3	2
	3-5	3	2
September	17-19	3	2
	7-9	3	2
	14-16	3	2
October	28-30	3	2
November			

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Total (for 30 pers.), MDL
1	Accommodation, single or double room (two separate beds) (30 persons)	2 (two) nights/event	Per single room/night Per double room/night		
2	Conference hall for up to 50 persons, equipped with air conditioner, wireless internet minimum speed 250 Kpbs, projector and screen, flipchart with markers	3 (three) full days/event	Per day		
3	Mobile microphone	2 (two) pcs /day/event	Per piece		
4	Sound system with boxes	1 piece event	Per piece		
5	Breakfast (standard continental breakfast)	2 (two)/event	Per breakfast (1 pers.)		
6	Coffee breaks (2 per day), min. incl.: - croissants, muffins or cookies - non-sweet pies or sandwiches	6 (six)/event	Per break (1 pers)		

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Total (for 30 pers.), MDL
7	<ul style="list-style-type: none"> - coffee & tea - cream - mineral water - fruit juice <p>Lunch, min.incl.:</p> <ul style="list-style-type: none"> - soup of the day - meat or fish with a choice of side-dish - salad - fruit juice - mineral water - coffee & tea 	3 (three)/event	Per lunch (1 pers)		
8	<p>Official dinner (Fourchette), min.incl:</p> <ul style="list-style-type: none"> - grilled meat (chicken or pork) - grilled vegetables - cheese bites - fish plate - cold meat plates - fresh vegetable plates - variety of pickles (olives, mushrooms etc.) - a choice of 2 juices - green/black tea - coffee (cream, sugar) - desert (portioned cake/pastry) - bread 	1 (one)/event	Per fourchette (1 pers.)		
9	<p>Dinner, min.incl:</p> <ul style="list-style-type: none"> - salad - main course: meat or fish with side-dish - bread - fruit juice - coffee & tea - desert - mineral water 	1 (one)/event	Per dinner (1 pers)		
10	Still/sparkling water in 0.5l bottles (meeting room)	150 bottles/event	Per bottle		
<p>General requirements for the venue/hotel:</p> <ul style="list-style-type: none"> - located outside of Chisinau (up to 60 km radius); - rooms to accommodate up to 30 persons; - rooms equipped with air conditioner; - conference room equipped with air-conditioner, WIFI, projector, screen, flipchart and markers; - the hotel area should be secured and closed 					

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Radius of 60 km away from Chisinau, Republic of Moldova
Payment Terms	100% upon delivery (organization of each specific event per each specific event, in MDL at the UN operational rate of exchange on the day of payment) Total cost shall be calculated based on actual number of persons and days.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (per type of event) <input type="checkbox"/> Partial bids not permitted

Quantity change	UN Women reserves the right to modify the quantity by 25% of the tendered services
General Terms and Conditions	UNDP General Terms and Conditions for Services http://www.undp.org/procurement/conditions_contract.htm

Please state:

Quantity discount:
Exact location of the venue:

REQUIREMENTS

Language: All documentation shall be in:

- English French Spanish Others: Romanian

GENERAL 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;
- Preliminary menu per day (lunch, coffee breaks etc.);
- Company's list of customers;
- Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Statement on adherence to UN Women General Terms & Conditions and Payment & Delivery Terms above;
- Additional information as requested under the "Please state" section.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year experience in providing required services;
- Availability of venue for the periods indicated above;
- Adherence to UN Women 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: Uizisuren Jamsran, UN Women Gender Advisor for Moldova and Ukraine

Signature:



DATE: 28 May 2012

CONTACT PERSON: Galina Corgoja, Programme Finance Associate (galina.corgoja@unwomen.org)

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RFQ: Retreat Facilities - WEE Program/UN Women**" and shall reach the UN Women office not later than **31 May 2012, 17:00 (Chisinau time)**.

Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be addressed to:

UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: UN Women Gender Advisor

b) Offers sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org