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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 25 July 2012
	REFERENCE: RfQ.12/00573

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 17:00 (local time) on 01 August 2012.

Purpose: Organization of a series of trainings

Period:

Lot 1			
Month	Days	Number of days	Number of nights
September	3-4	2	1
	5-6	2	1
	7-8	2	1
	11-12	2	1
	13-14	2	1
October	8-9	2	1
	15-16	2	1
	22-23	2	1
	24-25	2	1
	29-31	3	2
November	1-2	2	1
Total		23	12

Lot 2			
Month	Days	Number of days	Number of nights
October	25-27	3	2
November	15-17	3	2
December	5-8	4	3
Total		10	7

Location: Outside of Chisinau (up to 35 km radius)

Participants: up to 28 per training (number might slightly vary)

Item	Generic Description	Price quote	Unit price, MDL	Lot 1		Lot 2	
				Qty	Total (for 28 pers), MDL	Qty	Total (for 28 pers), MDL
1	Accommodation, single room (28 persons)	per single room/ night		12 nights		7 nights	
2	Conference room for 28 persons equipped with air-conditioner, wireless internet minimum speed 512 Kbps, projector and screen, flipchart with markers	1 conference room		23 full days		10 full days	
3	Breakfast (28 persons)	per breakfast (1 pers)		12		7	
4	Lunch(min. incl. first course, second course, salad, water/juice, desert) (28 persons)	per lunch (1 pers)		23		10	
5	Coffee breaks(min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, water, tea, coffee, cream) (28 persons)	per break (1 pers)		46		20	
6	Dinner(min. incl. main course, salad, desert, water, juice, tea, coffee) (28 persons)	per dinner (1 pers)		12		7	
7	Still/sparkling water in 0.5l bottles (meeting room) / 40 bottles per day	per bottle		23 days		10 days	

General requirements for the venue/hotel:

- located outside of Chisinau (up to 35 km radius);
- single rooms to accommodate up to 28 persons;
- rooms equipped with air conditioner;
- conference room equipped with air-condition, WIFI, projector, screen, flipchart and markers
- conference room shall be able to accommodate participants at one set of tables with no obstacles/structures in the middle.
- the hotel area should 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
Payment Terms	Payment shall be made upon delivery 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 type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted by Lots <input 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/content/undp/en/home/operations/procurement/how_we_operate.html

Please state

Exact location of the venue

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;
- Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;
- Preliminary menu per day (lunch, coffee breaks, etc.);
- Company's list of customers;
- Quotation for each item in MDL exclusive of VAT, excise and other duties or taxes (Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline.)
- 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:

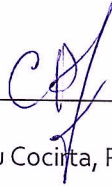
- Minimum 1 year experience in providing required services;
- Availability of venue for the periods indicated above;
- Adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above;

Companies are encouraged to submit their proposal for both lots. Two events could be organized on the same premises, if different conference rooms.

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: **Alexandru Cocirta, Project Manager**

Signature: _____



DATE: _____

25 July 2012

CONTACT PERSON: Alexandru Cocirta, Project Manager (alexandru.cocirta@undp.org)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ12/00573: Training Facilities**".

Offers shall reach the UNDP office not later than **01 August 2012, 17:00 (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