

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 23 August 2012
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 02 September 2012**

Purpose: Organization of the workshop "Support to a rights-based and gender-sensitive HIV response in Moldova"
Period: 06-07 September 2012
Time: 9:00-17:00
Participants: 35 persons
Location: Chisinau

Organization of the workshop "Support to a rights-based and gender-sensitive HIV response in Moldova" (06- 07 September 2012)					
Item	Generic Description	No. of days	Quantity	Unit price MDL	Subtotal MDL
1.	Conference room for 35 persons equipped with air-conditioner and wireless internet with minimum speed 250 Kbps	2 day (9:00-17:00)	1 conference room		
2.	Technical equipment : LCD projector, screen (2,4m x 1,8m), lap-top, flip chart with markers	2 days (9:00-17:00)	per day		
3.	Coffee -break (min. incl. croissants, muffins, cake or cookies, non-sweet pie sandwiches, water, tea, coffee, cream) (35 persons)	4 coffee-breaks in total	per coffee break		
4.	Lunch (fourchette) (35 persons)	2 lunches	per lunch		
5.	Still/sparkling water in 0.5l bottles	-	80 bottles		
Total, MDL					

General requirements for the venue/hotel:

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 secure 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	Chisinau, 06-07 September 2012
Payment Terms	100% upon delivery of services 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 type="checkbox"/> Partial bids permitted (by event) <input checked="" 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/procurement/operate.shtml
Please state	
Quantity discount and early payment discount:	
Exact location of the venue:	

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;
- Copy of any license valid at the time of submitting the offer, including any such license with regard to catering services;
- Company's list of customers;
- Detailed description of the offered goods;
- Preliminary menu per day (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:

- 1 year of experience in providing required services;
- 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: **Nadejda Macari, Project Manager, A Joint UNCT for Human Rights Protection and Promotion, UNDP Moldova**

Signature: _____

DATE: _____

CONTACT PERSON: Mariana Nerpil, Project Assistant (mariana.nerpil@undp.org)
CONTACT ADDRESS: International Business Center "Le Roi", 29 Sfatul Tarii Str. Chisinau, MD-2012

SUBMISSION OF OFFERS:

Offers shall be marked with the note: **"RfQ: "Support to a rights-based and gender-sensitive HIV response in Moldova".**

Offers shall reach the UNDP office not later than **02 September 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