

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 30 August 2012
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **12:00 (Chisinau time) on 7 September 2012**.

Purpose: Organization of a 3 days retreat with JILDIP staff and NGOs to analyze the progress, achievements and lessons learned of the community project initiatives in Transnistria.

Location: Outside Chisinau, preferably in the security zone, with good road access to the locality and venue.

Participants: up to 30 participants

Period: 21-23 September 2012

#	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	Per single room/night		
			Per double room/night		
2	One room for general training with comfortable seats for up to 30 persons, equipped with air-condition system, with tables that can be moved, flipchart with markers	3 (three) full days	Per day		
3	Breakfast (standard continental breakfast)	2 (two)	Per breakfast (1 pers.)		
4	Coffee breaks (2 per day), min. incl.: - croissants, cookies or pastry - coffee & tea - cream - mineral water	6 (six)	Per break (1 pers)		
5	Lunch, min.incl.: - soup of the day - meat or fish with a choice of side-dish - bread - salad - fruit juice - mineral water	3 (three)	Per lunch (1 pers)		
6	Dinner, min.incl.: - salad - main course: meat or fish with side-dish - bread - fruit juice - desert/ice cream - mineral water	3 (three)	Per dinner (1 pers)		

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Total (for 30 pers.), MDL
7	Still/sparkling water in 0.5l bottles (meeting room)	90 bottles	Per bottle		
General requirements for the venue/hotel: <ul style="list-style-type: none"> - located outside of Chisinau (preferably in the security zone); - rooms to accommodate up to 30 persons; - rooms equipped with air conditioner; - conference room equipped with air-conditioner, 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	Outside Chisinau, Republic of Moldova
Payment Terms	100% upon delivery 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 type="checkbox"/> Partial bids permitted <input checked="" 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	
<u>Language:</u> All documentation shall be in:	
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian	
GENERAL REQUIREMENTS	
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following: <ul style="list-style-type: none"> • 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; • Offers shall be submitted in English or Romanian. 	
MINIMUM QUALIFICATION REQUIREMENTS: <ul style="list-style-type: none"> • 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: **Anastasia Divinskaya, International Gender Specialist**

Signature:



DATE: 30 August 2012

CONTACT PERSON: Irina Sandu, Administrative Assistant (sanduir@hotmai.com)

CONTACT ADDRESS: JILDP/UN Women, 21 Nicolae Iorga Str., office 2, MD-2012 Chisinau, Moldova

SUBMISSION OF OFFERS:

Offers shall be marked with the note **"RfQ: Training Facilities for JILDP /UN Women"** and shall reach the UN Women office not later than **7 September 2012, 12:00 (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:

**JILDP/UN Women Moldova,
21 Nicolae Iorga Street, MD-2012 Chisinau
Attention: International Gender Specialist**

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

tenders-Moldova@undp.org