## **United Nations Development Programme**



## **REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 05 September 2012
Event organizers / Hotels / Resorts	REFERENCE: RfQ12/00587

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30** (local time) on **19 September 2012.** 

Purpose:

Organization of the Autumn School 'Youth against Corruption' (14 - 21 October 2012)

Location:

Chisinau, Moldova

Participants: approximately 35 (number might slightly vary)

Item	Generic Description	Estimated Quantity	Price quote	Unit price, MDL
1.	Accommodation		per single room / night	
		7 (seven) nights	per double room / night	
2.	Conference room for 35-40 persons	7 full days	per day	
3.	Spacious hall/ room for 35 persons (furniture/ chairs should be easily rearranged or removed) – for team building session	Exact time to be confirmed	per day	
4.	2-3 areas to work in groups (equipped with flipcharts, paper, stationary) – can be the same hall, if the furniture can be rearranged	Exact time to be confirmed	per day	
5.	Breakfast, minimum including: - Sandwiches with ham and cheese - Pastry - Porridge or cereals with milk and/or omelette - mineral water - coffee & tea - cream/milk	7 (seven) in total	per lunch (1 pers)	

6.	Lunch, minimum including: - soup - pasta / potatoes, etc with meat or fish - salad meal (vegetables, meat, beans, etc) - fruit juice - mineral water - coffee & tea	8 (eight) in total	per lunch (1 pers)	
7.	Coffee breaks, minimum including: - croissants, muffins or cookies - coffee & tea - cream - mineral water - fruit juice	Exact number of coffee-breaks to be confirmed (app.8)	per break (1 pers)	
8.	Dinner, minimum including:  - Main course: meat or fish  - pasta / potatoes, etc with meat or fish  - salad meal (vegetables, beans, etc)  - fruit juice  - coffee & tea  - mineral water	6 (six) in total	per dinner (1 pers)	
9.	minimum including: - Grilled meat (chicken or pork) - Cheese bites - Fish plate - crepes with ham and cheese - stuffed tomatoes - cold meat plate - vegetable plate - marinated mushrooms - fruit juice - green/black tea - coffee (cream, sugar) - "Napoleon" cake - "Éclair" cake - bread	1 (one) in total	per fourchette	
10.	Still/sparkling water in 0.5l bottles (meeting room)/ 2 btl per person	7 (seven) days	per bottle	

### General requirements for the venue:

- minimum 10 single rooms & 13 double;
- rooms equipped with air conditioner (winter/ summer type), satellite TV and Internet connection (would be an asset);
  - 1 conference hall ( equipped with WIFI, projector, screen) to accommodate 35-40 people
  - 2-3 areas to work in groups (equipped with flipcharts, paper, stationary);

The hotel area should be secured, plan of the building should be visible and emergency exits - clearly indicated

CONDITIONS					
Delivery Term (INCOTERMS 2000)	□ FCA □	CIP		DDU	Chisinau, Moldova
Delivery Place	Chisinau, Mole	dova			
Payment Terms	payment)				ne UN operational rate of exchange on the day of sed on actual number of persons and days
Delivery time	14 - 21 October 2012				
Validity of Quotation	☑ 30 DAYS			60	DAYS
Preliminary Examination - Completeness of quotation.	□ Partial bids	permitt	ed	Ø	Partial bids not permitted
Quantity change	The UNDP res		the	right to	modify the estimated quantities by 25% of
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>				

Please state (where appropriate)			
Quantity discount and early payment discount:	Exact location:		

#### Requirements

# QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The offer shall comprise the following documents (not subject to return upon evaluation):

- ✓ Language of Offer English
- ✓ Additional information as requested under the "Please state" section;
- Quotation in MDL/USD/EUR exclusive of VAT (evaluation will be made in USD. 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 and Conditions and Payment and Delivery Terms above

#### MINIMUM QUALIFICATION REQUIREMENTS:

- ✓ Conformation to the minimum specifications listed at the "General Description of Goods" above
- $\checkmark$  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: Mirella Mladenova, Chief of Administration AI

nature: \_\_\_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSONS: <u>Valentin Vataman, Logistics & Admin. Associate/EUBAM</u> (<u>valentin.vataman@undp.org</u>)

Antuanela Poenaru, Procurement Specialist/EUBAM (antuanela.poenaru@undp.org)

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

#### **SUBMISSION OF OFFERS:**

Offers shall be marked with "RFQ: Training Event – Autumn "Youth against corruption" school / EUBAM". Offers shall reach the UNDP office not later than 19 September 2012, 16:30 (Moldovan local time).

Offers can be submitted either in hard copy, or electronically.

a) Documents/offers in hard copy need to be 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: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a>