

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Event organizers / Hotels / Resorts	DATE: 05 September 2012
	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	7 (seven) nights	per single room / night 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.	<u>Lunch</u> , minimum including: <ul style="list-style-type: none"> - 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.	<u>Coffee breaks</u> , minimum including: <ul style="list-style-type: none"> - 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.	<u>Dinner</u> , minimum including: <ul style="list-style-type: none"> - 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.	<u>Fourchette</u> minimum including: <ul style="list-style-type: none"> - 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

NAME, FUNCTIONAL TITLE: **Mirella Mladenova, Chief of Administration AI**

Signature: 

DATE: 5/9/12

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

tenders-Moldova@undp.org