

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16 September 2014
	REFERENCE: RfQ14/00869

Dear Sir / Madam,

We kindly request you to submit your quotation for *provision of facilities (venue, accommodation and catering services) for the organization of a National Forum of Women Mayors* within "Women in Politics" Programme as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23 September 2014, 13:30 (Moldova local time)** and via e-mail or courier mail to the address below:

UN Women in Moldova
131, 31 August 1989 Street, MD-2012
Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note "**RfQ14/00869: Facilities for Women Mayors Forum/UN Women WiP Project.**"

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5MB email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN Women after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and is saved in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Exact Address of Delivery Location (identify all, if multiple)	Chisinau, central city area, with secure venue and good road access to the venue and parking area
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UN Women)	<input checked="" type="checkbox"/> As per Delivery Schedule and Specifications contained in Annex 2
Preferred Currency of Quotation ¹	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	23 September 2014, 13:30 (Moldova local time)
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UN Women's issuance of Purchase Order.

operating manuals, shall be in this language	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Copy of authorization or license in accommodation, food and beverage services in Moldova;
Period of Validity of Quotes starting the Submission Deadline Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UN Women may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted by Lots
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements; <input checked="" type="checkbox"/> Minimum 2 years of experience in the field; <input checked="" type="checkbox"/> Availability of authorization or license in accommodation, food and beverage services in Moldova; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UN Women will award to:	<input checked="" type="checkbox"/> One and more Suppliers, depending on the following factors: - Lot 1: Company to accommodate up to 45 persons - Lot 2: Company to accommodate up to 250 persons
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract: Institutional Services Contract
Special conditions of Contract	N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ²	Elena Ratoi, Component Manager, elena.ratoi@unwomen.org Any delay in UN Women's response shall be not used as a reason for extending the deadline for submission, unless UN Women determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UN Women requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

²This contact person and address is officially designated by UN Women. If inquiries are sent to other person/s or address/es, even if they are UN Women staff, UN Women shall have no obligation to respond nor can UN Women confirm that the query was received.



Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UN Women. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UN Women's re-computation and correction of errors, its quotation will be rejected.

After UN Women has identified the lowest price offer, UN Women reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UN Women's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN Women after it has received the quotation. At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UN Women herein attached as Annex 3.

UN Women is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

UN Women encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Ulziisuren Jamsran,
Head of Office a.i.
UN Women MDA



Technical Specifications

Purpose: Provision of facilities for the organization of a one day and a half National Forum for Women Mayors within the joint UN Women – UNDP Programme “Women in Politics”

Location: Chisinau, central city area, with secure venue and good road access to the venue and parking area

Participants:

Lot 1 – up to 45 persons (number might slightly vary)

Lot 2 – up to 250 persons (number might slightly vary)

Schedule of events:

Under Lot 1

October 1st 2014 (15:00 – 18:00)

Under Lot 2

October 2nd 2014 (9:00 – 18:00)

LOT 1: Accommodation, venue & catering services for a half day meeting with Women Mayors to be held on 1 October 2014

#	Generic Description	Estimated Q-ty	Price Quote	Unit Price, MDL
1	Accommodation, single or double room (two separate beds) (up to 45 persons), with standard continental breakfast included	1 (one) night	Per single room/night/person	
			Per double room/night/person	
2	Conference hall for up to 45 persons, equipped with projector and screen, flipchart with markers and flipchart support (2), preferably with air conditioners and wireless internet minimum speed 250 Kpbs	0.5 (half) day	0.5 (half) day	
3	Mobile microphone	Up to 3 (three) pcs	Per piece	
4	Sound system with boxes	1 piece /event	Per piece	
5	Coffee break (up to 45 persons), min incl.: - non-sweet pies or sandwiches - coffee & tea - cream - fruit juice - mineral water	1 (one)/event	Per person	
6	Dinner, min. incl.: - salad - main course: meat or fish with side-dish - bread - fruit juice - coffee & tea - desert - mineral water	1 (one)/event	Per person	
7	Still/sparkling water in 0.5l bottles (meeting room)	50 bottles/event	Per bottle	
<p><u>General requirements for the venue:</u></p> <ul style="list-style-type: none"> - secure venue and good road access to the venue and parking area, preferably within central city area - sufficient number of rooms to accommodate up to 45 participants (single or double room occupancy) - conference room to accommodate up to 45 participants, semi-circle and allow transformation; possibility to place desks at the end of the room separately for group exercises - conference room to be equipment with overhead projector, screen, minimum 2 flipcharts and markers, preferably with air conditioners and WiFi. 				

LOT 2: Venue & catering services for a one-day National Forum for Women Mayors to be held on 2 October 2014

#	Generic Description	Estimated Q-ty	Price Quote	Unit Price, MDL
1	Conference hall for up to 250 persons, equipped projector and screen, flipchart with markers and flipchart support (2), preferably with air conditioners and wireless internet minimum speed 250 Kpbs	1 (one) day	Per day	
2	Mobile microphone	Up to 5 (five) pcs	Per piece	
3	Sound system with boxes	1 piece /event	Per piece	
4	1 st Coffee break (up to 250 persons), min incl.: <ul style="list-style-type: none"> - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - mineral water - fruit juice 	1 (one)/event	Per person	
5	Lunch (up to 250 persons), min. incl: <ul style="list-style-type: none"> - soup of the day - meat or fish with a choice of side-dish - salad - fruit juice - mineral water - coffee & tea 	1 (one)/event	Per person	
	2 nd Coffee break (up to 250 persons), min incl.: <ul style="list-style-type: none"> - croissants, muffins or cookies - non-sweet pies or sandwiches - 2 different types of canapé - coffee & tea - sliced lemon - cream - mineral water - fresh fruit plate - juice 	1 (one)/event	Per person	
6	Still/sparkling water in 0.5l bottles (meeting room)	400 bottles/event	Per bottle	
	<p><u>General requirements for the venue:</u></p> <ul style="list-style-type: none"> - central city area, with secure venue and good road access to the venue and parking area - conference room to accommodate up to 250 participants in theatre style; absence of barriers or pillars within the conference room would be an advantage - conference room equipped with projector, screen, minimum 2 flipcharts and markers, preferably with air-conditioners and WiFi 			

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)*

We, the undersigned, hereby accept in full the UN Women General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UN Women as per RFQ Reference No. RFQ14/00869: Facilities for Women Mayors Forum/UN Women WiP Project:

TABLE 1 : Offer to Supply Services Compliant with Technical Specifications and Requirements

Purpose: : Organization of a one day and a half National Forum for Women Mayors within UNDP/UNWOMEN Joint Programme - Women in Politics

Location: Chisinau, central city area, with secure venue and good road access to the venue and parking area

Participants:

Lot 1 – up to 45 persons (number might slightly vary)

Lot 2 – up to 250 persons (number might slightly vary)

Schedule of events:**Under Lot 1**

October 1st 2014 (15:00 – 18:00)

Under Lot 2

October 2nd 2014 (9:00 – 18:00)

LOT 1: Accommodation, venue & catering services for one day and a half National Forum for Women Mayors within UNDP/UNWOMEN Joint Programme - Women in Politics to be held on 1 October 2014

#	Generic Description	Estimated Q-ty	Price Quote	Unit Price, MDL	Total Price, MDL
1	Accommodation, single or double room (two separate beds) (up to 45 persons), with standard continental breakfast included	1 (one) night	Per single room/night/person		
			Per double room/night/person		
2	Conference hall for up to 45 persons, equipped with projector and screen, flipchart with markers and flipchart support (2), preferably with air conditioners and wireless internet minimum speed 250 Kpbs	0.5 (half) day	0.5 (half) day		
3	Mobile microphone	Up to 3 (three) pcs	Per piece		
4	Sound system with boxes	1 piece /event	Per piece		
5	Coffee break (up to 45 persons), min incl.: - non-sweet pies or sandwiches - coffee & tea - cream	1 (one)/event	Per person		

³This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	- fruit juice - mineral water				
6	Dinner, min. incl: - salad - main course: meat or fish with side-dish - bread - fruit - juice - coffee & tea - desert - mineral water	1 (one)/event	Per person		
7	Still/sparkling water in 0.5l bottles (meeting room)	50 bottles/event	Per bottle		
<p><u>General requirements for the venue:</u></p> <ul style="list-style-type: none"> - secure venue and good road access to the venue and parking area, preferably within central city area; - sufficient number of rooms to accommodate up to 45 participants (single or double room occupancy) - rooms equipped with air conditioners; - conference room to accommodate up to 45 participants, semi-circle and allow transformation; possibility to place desks at the end of the room separately for group exercises - conference room to be equipped with air-conditioner, Wi-Fi, overhead projector, screen, minimum 2 flipcharts and markers 					

LOT 2: Venue & catering services for a services for one day and a half National Forum for Women Mayors within UNDP/UNWOMEN Joint Programme - Women in Politics to be held on 2nd October 2014

#	Generic Description	Estimated Q-ty	Price Quote	Unit Price, MDL	Total Price, MDL
1	Conference hall for up to 250 persons, equipped projector and screen, flipchart with markers and flipchart support (2), preferably with air conditioners and wireless internet minimum speed 250 Kpbs	1 (one) day	Per day		
2	Mobile microphone	Up to 5 (five) pcs	Per piece		
3	Sound system with boxes	1 piece /event	Per piece		
4	1 st Coffee break (up to 250 persons), min incl.: - croissants, muffins or cookies - non-sweet pies or sandwiches - coffee & tea - cream - mineral water - fruit - juice	1 (one)/event	Per person		
5	Lunch (up to 250 persons), min. incl.: - soup of the day - meat or fish with a choice of side-dish - salad - fruit juice - mineral water - coffee & tea	1 (one)/event	Per person		

#	Generic Description	Estimated Q-ty	Price Quote	Unit Price, MDL	Total Price, MDL
	2 nd Coffee break (up to 250 persons), min incl.: <ul style="list-style-type: none"> - croissants, muffins or cookies - non-sweet pies or sandwiches - 2 different types of canapé - coffee & tea - sliced lemon - cream - mineral water - fresh fruit plate - juice 	1 (one)/event	Per person		
6	Still/sparkling water in 0.5l bottles (meeting room)	400 bottles/event	Per bottle		
	<u>General requirements for the venue:</u> <ul style="list-style-type: none"> - central city area, with secure venue and good road access to the venue and parking area - conference room to accommodate up to 250 participants in theatre style; absence of barriers or pillars within the conference room would be an advantage - conference room equipped with projector, screen, minimum 2 flipcharts and markers, preferably with air-conditioners and WiFi; 				

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

