

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 22 October 2014
	REFERENCE: <u>RfQ14/00899</u>

Dear Sir / Madam,

We kindly request you to submit your quotation for provision of conference facilities (conference venue, conference facilities, accommodation and catering services) for a series of events (trainings/workshops/joint retreats) organized within UN Women Moldova projects 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 **30 October 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 **"RfQ14/00899: Conference facilities for UN Women."**

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)	LOT 1: Conference facilities to be provided in the center area of Chisinau LOT 2: Conference facilities to be provided outside of Chisinau, in a radius of maximum 60 km from the capital city
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UN Women)	<input checked="" type="checkbox"/> As per attached Annex 1 – Specifications of Services Required
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	30 October 2014, 13:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
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;

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.

	<input checked="" type="checkbox"/> Copy of authorization or license in accommodation, food and beverage services in Moldova; <input checked="" type="checkbox"/> Information on accessibility of premises and availability of facilities for people with disabilities; <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
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 provide conference facilities within Chisinau - Lot 2: Company to provide conference facilities outside Chisinau
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> 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	Eleonora Mocanu, Administrative Assistant, eleonora.mocanu@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.
General Conditions of Contract	For Services

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.

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.

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.

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 Contract or 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.

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.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

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

Technical Specifications LOT1

Purpose: Provision of conference facilities (conference venue, conference facilities, accommodation, and catering services) for a series of events (trainings/workshops/joint retreats) organized within UN Women Moldova projects during November – December 2014, in Chisinau

Location: central city area, secured and with good road access to the venue. **Venue to be accessible to persons with disability.**

Tentative schedule of events	Tentative number of participants	Accommodation Required (Y/N)
6-7 November 2014	Up to 250	Yes
13-14 November 2014	Up to 150	Yes
22- 23 November 2014	Up to 200	Yes
25 November 2014	Up to 70	No
1 December 2014	Up to 100	No
15 December 2014	Up to 60	No

Remark: Dates of events and number of participants might slightly vary.

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL
1	Accommodation in single standard rooms (minimum 3 stars or equivalent), including breakfast (up to 600 persons, in total)	1 (one) night/event	Per night/person	
	Accommodation in double standard rooms (minimum 3 stars or equivalent), including breakfast (up to 600 persons, in total)	1 (one) night/event	Per night/person	
2	Conference hall to fit up to 250 persons, equipped with air conditioner, wireless internet minimum speed 250 Kpbs. It is highly desirable that conference room has no prominent physical barriers (pillars, furniture, walls, etc.). The room should include the following:	Up to 2 (two) full days/event	Per day	
	Video projector and screen	1 set	Per day	
	Flipchart (with paper or white/magnetic boards with suitable markers)	1 unit	Per day	
	Wireless microphone	1 unit	Per day	
6	Still/sparkling water in bottles of 0.5 l in the conference room (for up to 850 persons in total)	Up to 3 bottles/person	Per bottle	
7	Coffee breaks in the same building with conference hall, in adequate space to comfortably serving coffee (for up to 850 persons in total). Coffee breaks should include minimum of: tea, natural coffee, cream, cookies, salty pastries (2 types), sweet pastries (2 types); (2 breaks per person per day).	2 (two)/event	Per coffee break/1 pers	
	Lunch in the same building with conference hall, in a separate room or terrace (for up to 850 persons in total). Lunch should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, fruit juice, mineral water. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests.	Up to 2 (two)/event	Per lunch/1 person	
8	Dinner in the same building with conference hall, in a separate room or terrace or in very close proximity with conference hall (for up to 850 persons in total). Dinner should include, at minimum: main course: meat or fish; pasta, potatoes with vegetables or other side dish; salad bar or assorted vegetables, fruit juice, mineral water, coffee and tea. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests	1 (one)/event	Per dinner (1 pers)	

Technical Specifications LOT2

Purpose: Provision of conference facilities (conference venue, conference facilities, accommodation, and catering services) for a series of events (trainings/workshops/joint retreats) organized within UN Women Moldova projects during November – December 2014, outside Chisinau

Location: Outside Chisinau, maximum distance from Chisinau-60 km, with good road access to the locality and venue. Venue to be accessible to persons with disability.

Tentative schedule of events	Tentative number of participants	Accommodation Required (Y/N)
20-21 November 2014	Up to 120	Yes
8-10 December 2014	Up to 30	Yes

Remark: Dates of events and number of participants might slightly vary.

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL
1	Accommodation in single standard rooms (minimum 3 stars or equivalent), including breakfast (up to 150 persons, in total)	1 (one) night/event	Per night/person	
	Accommodation in double standard rooms (minimum 3 stars or equivalent), including breakfast (up to 150 persons, in total)	1 (one) night/event	Per night/person	
2	Conference hall to fit up to 120 persons, equipped with air conditioner, wireless internet minimum speed 250 Kbps. It is highly desirable that conference room has no prominent physical barriers (pillars, furniture, walls, etc.). The room should include the following:	Up to 2 (two) full days/event	Per day	
	Video projector and screen	1 set	Per day	
	Flipchart (with paper or white/magnetic boards with suitable markers)	1 unit	Per day	
	Wireless microphone	1 unit	Per day	
6	Still/sparkling water in bottles of 0.5 l in the conference room (for up to 150 persons in total)	Up to 3 bottles /person	Per bottle	
7	Coffee breaks in the same building with conference hall, in adequate space to comfortably serving coffee (for up to 150 persons in total). Coffee breaks should include minimum of: tea, natural coffee, cream, cookies, salty pastries (2 types), sweet pastries (2 types); (2 breaks per person per day).	2 (two)/event	Per coffee break/1 pers	
	Lunch in the same building with conference hall, in a separate room or terrace (for up to 150 persons in total). Lunch should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, fruit juice, mineral water. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests.	Up to 2 (two)/event	Per lunch/1 person	
8	Dinner in the same building with conference hall, in a separate room or terrace or in very close proximity with conference hall (for up to 150 persons in total). Dinner should include, at minimum: main course: meat or fish; pasta, potatoes with vegetables or other side dish; salad bar or assorted vegetables, fruit juice, mineral water, coffee and tea. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests	1 (one)/event	Per dinner (1 pers)	

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. RFQ14/00899:

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

LOT 1

Purpose: Provision of conference facilities (conference venue, conference facilities, accommodation, and catering services) for a series of events (trainings/workshops/joint retreats) organized within UN Women Moldova projects during November – December 2014, in Chisinau

Location: central city area, secured and with good road access to the venue. Venue to be accessible to persons with disability.

Tentative schedule of events	Tentative number of participants	Accommodation Required (Y/N)
6-7 November 2014	Up to 250	Yes
13-14 November 2014	Up to 150	Yes
22- 23 November 2014	Up to 200	Yes
25 November 2014	Up to 70	No
1 December 2014	Up to 100	No
15 December 2014	Up to 60	No

Remark: Dates of events and number of participants might slightly vary.

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Sub Total, MDL
1	Accommodation in single standard rooms (minimum 3 stars or equivalent), including breakfast (up to 600 persons in total)	1 (one) night/event	Per night/person		
	Accommodation in double standard rooms (minimum 3 stars or equivalent), including breakfast (up to 600 persons in total)	1 (one) night/event	Per night/person		
2	Conference hall to fit up to 250 persons, equipped with air conditioner, wireless internet minimum speed 250 Kpbs. It is highly desirable that conference room has no prominent physical barriers (pillars, furniture, walls, etc.). The room should include the following:	Up to 2 (two) full days/event	Per day		
	Video projector and screen	1 set	Per day		
	Flipchart (with paper or white/magnetic boards with suitable markers)	1 unit	Per day		
	Wireless microphone	1 unit	Per day		
6	Still/sparkling water in bottles of 0.5 l in the conference room (for up to 850 persons in total)	Up to 3 bottles /person	Per bottle		
7	Coffee breaks in the same building with conference hall, in adequate space to comfortably serving coffee (for up to 850 persons in total). Coffee breaks should include minimum of: tea, natural coffee, cream, cookies, salty pastries (2 types), sweet pastries (2 types); (2 breaks per person per day).	2 (two)/event	Per coffee break/1 pers		

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

	Lunch in the same building with conference hall, in a separate room or terrace (for up to 850 persons in total). Lunch should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, fruit juice, mineral water. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests.	Up to 2 (two)/event	Per lunch/1 person		
8	Dinner in the same building with conference hall, in a separate room or terrace or in very close proximity with conference hall (for up to 850 persons in total). Dinner should include, at minimum: main course: meat or fish; pasta, potatoes with vegetables or other side dish; salad bar or assorted vegetables, fruit juice, mineral water, coffee and tea. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests	1 (one)/event	Per dinner (1 pers)		

LOT 2

Purpose: Provision of conference facilities (conference venue, conference facilities, accommodation, and catering services) for a series of events (trainings/workshops/joint retreats) organized within UN Women Moldova projects during November – December 2014, outside Chisinau

Location: Outside Chisinau, maximum distance from Chisinau-60 km, with good road access to the locality and venue. Venue to be accessible to persons with disability.

Tentative schedule of events	Tentative number of participants	Accommodation Required (Y/N)
20-21 November 2014	Up to 120	Yes
8-10 December 2014	Up to 30	Yes

Remark: Dates of events and number of participants might slightly vary.

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Sub-total, MDL
1	Accommodation in single standard rooms (minimum 3 stars or equivalent), including breakfast (up to 150 persons, in total)	1 (one) night/event	Per night/person		
	Accommodation in double standard rooms (minimum 3 stars or equivalent), including breakfast (up to 150 persons, in total)	1 (one) night/event	Per night/person		
2	Conference hall to fit up to 120 persons, equipped with air conditioner, wireless internet minimum speed 250 Kpbs. It is highly desirable that conference room has no prominent physical barriers (pillars, furniture, walls, etc.). The room should include the following:	Up to 2 (two) full days/event	Per day		
	Video projector and screen	1 set	Per day		
	Flipchart (with paper or white/magnetic boards with suitable markers)	1 unit	Per day		
	Wireless microphone	1 unit	Per day		
6	Still/sparkling water in bottles of 0.5 l in the conference room (for up to 150 persons in total)	Up to 3 bottles /person	Per bottle		
7	Coffee breaks in the same building with conference hall, in adequate space to comfortably serving coffee (for up to 150 persons in total).	2 (two)/event	Per coffee break/1 pers		

	Coffee breaks should include minimum of: tea, natural coffee, cream, cookies, salty pastries (2 types), sweet pastries (2 types); (2 breaks per person per day).				
	Lunch in the same building with conference hall, in a separate room or terrace (for up to 150 persons in total). Lunch should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, fruit juice, mineral water. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests.	Up to 2 (two)/event	Per lunch/1 person		
8	Dinner in the same building with conference hall, in a separate room or terrace or in very close proximity with conference hall (for up to 150 persons in total). Dinner should include, at minimum: main course: meat or fish; pasta, potatoes with vegetables or other side dish; salad bar or assorted vegetables, fruit juice, mineral water, coffee and tea. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests	1 (one)/event	Per dinner (1 pers)		

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation			
All Provisions of the UN Women General Terms and Conditions			

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]