

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 13 July 2015
	REFERENCE: RfQ15/01061

Dear Sir / Madam:

We kindly request you to submit your quotation for **provision of conference facilities, accommodation and catering services for a UN Women organized event**, 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 **20 July 2015, 13:30 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Entity for Gender Equality and the Empowerment of 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 **“RfQ15/01061: Conference Facilities/UN Women”**.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 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)	Outside Chisinau, in a radius of 60 km from the city, 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 1
Preferred Currency of Quotation ¹	<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	20 July 2015, 13:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Romanian and/or Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance

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.

	<p>with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><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;</p> <p><input checked="" type="checkbox"/> Copy of authorization or license in accommodation, food, beverage and tourism services in Moldova;</p> <p><input checked="" type="checkbox"/> Information on accessibility of premises and availability of facilities for people with disabilities</p>
Period of Validity of Quotes starting the Submission Deadline Date	<p><input checked="" type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
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	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price²;</p> <p><input checked="" type="checkbox"/> Minimum 2 year experience in the field;</p> <p><input checked="" type="checkbox"/> Availability of authorization or license in accommodation, food, beverage and tourism services in Moldova;</p> <p><input checked="" type="checkbox"/> Information on accessibility of premises and availability of facilities for people with disabilities;</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p>
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Institutional Services Contract</p>
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	<p><input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ³	<p>Alexandru Buliga, Procurement Associate: alexandru.buliga@unwomen.org</p> <p>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.</p>
General Conditions of Contract	- For Services

² UN Women reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

³ This 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.

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.

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,

Galina Corgoja
Operations Manager, OiC

Technical Specifications

Conference facilities and accommodation for a UN Women Moldova Event			
<p>Location: Outside Chisinau, in a radius of 60 km from the city, with secure venue and good road access to the venue and parking area.</p> <p>Special requirements to the venue: Venue to be accessible to persons with disability (no steps or an elevator/ accessible ramp to be provided). The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15 degrees height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. In case of WC, the distance between the toilet and the door should be at least 1 m</p> <p>Date: 30 July – 1 August 2015 Duration: 3 full days, two days accommodation</p> <p>Participants: up to 40 persons (number might slightly vary)</p>			
Item #	Description/Specification of Goods	Unit	Quantity
1	Accommodation in single room, including breakfast	Up to 20 rooms	2 nights
2	Conference room with comfortable seats and tables sat in U-shape or round table forms for up to 40 persons, equipped with air-condition, loud-speaker/sound system and wireless internet minimum speed 250 Kpbs It's desirable that conference room has no physical barriers (pillars).	1 room	3 days
2.1	Video Projector and screen	1 set	3 days
2.2	Flipchart (with paper or white/magnetic boards with suitable markers)	2 pcs per days	3 days
2.3	Wireless microphone	1 unit	3 days
2.4	Still/sparkling water in bottles of 0.5l in the conference room	2 bottles per person per day	40 persons
3	Coffee breaks in the same building with conference room, in adequate space to comfortably serving coffee breaks for up to 40 persons. Should include minimum of: non-sweet pie or sandwiches, muffins, cake or cookies, tea, coffee, cream	2 coffee breaks per day per person	40 persons
4	Lunch in the same venue with conference hall, but in a separate room. Should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, bread, juice, mineral water.	lunch per person	40 persons
5	Dinner in the same venue with conference hall, but in a separate room. Should include minimum of: meat or fish; side dish (at least 2 types), salad, snack, desert, mineral water or juice	dinner person	40 persons

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)*

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. RFQ15/01061:

Conference facilities and accommodation for a UN Women Moldova Event					
Location: Outside Chisinau, in a radius of 60 km from the city, with secure venue and good road access to the venue and parking area.					
Special requirements to the venue: Venue to be accessible to persons with disability (no steps or an elevator/ accessible ramp to be provided). The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15 degrees height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. In case of WC, the distance between the toilet and the door should be at least 1 m					
Date: 30 July – 1 August 2015					
Duration: 3 full days, two days accommodation					
Participants: up to 40 persons (number might slightly vary)					
Item #	Description/Specification of Goods	Unit	Quantity	Unit Price	Subtotal Price
1	Accommodation in single room, including breakfast	Up to 20 rooms	2 nights		
2	Conference room with comfortable seats and tables sat in U-shape or round table forms for up to 40 persons, equipped with air-condition, loud-speaker/sound system and wireless internet minimum speed 250 Kpbs. It's desirable that conference room has no physical barriers (pillars).	1 room	3 days		
2.1	Video Projector and screen	1 set	3 days		
2.2	Flipchart (with paper or white/magnetic boards with suitable markers)	2 pcs per day	3 days		
2.3	Wireless microphone	1 unit	3 days		
2.4	Still/sparkling water in bottles of 0.5l in the conference room	2 bottles per person per day	40 persons		
3	Coffee breaks in the same building with conference room, in adequate space to comfortably serving coffee breaks for up to 40 persons. Should include minimum of: non-sweet pie or sandwiches, muffins, cake or cookies, tea, coffee, cream	2 coffee breaks per day per person	40 persons		
4	Lunch in the same venue with conference hall, but in a separate room. Should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, bread, juice, mineral water.	Lunch per person	40 persons		

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5	Dinner in the same venue with conference hall, but in a separate room. Should include minimum of: meat or fish; side dish (at least 2 types), salad, snack, desert, mineral water or juice	dinner per person	40 persons		
6	Total				

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]