

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 29 August 2011
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items **before 16:30 (local time) on 15 September 2011.**

Purpose: Training facilities for the organization of the "Advanced Training of Trainers in SRH&HIV prevention"
Location: outside Chisinau (not more than 80 km)
Period: 31 October – 5 November 2011
Participants: 25 persons

Item	Generic Description	No. of days/nights	Quantity	Unit price, MDL	Subtotal, MDL
1	Conference room (capacity 30-40 seats) equipped with air conditioner and Wi-Fi	6	1 room		
4	Tripod projection screen	6	1		
5	Flipchart support	6	1		
6	Accommodation (Double Standard Room) in 4-stars Hotel	5	25 pers		
7	Breakfast	5	25 pers		
8	Coffee break (first half of the day)	6	25 pers		
9	Lunch	6	25 pers		
10	Coffee break (second half of the day)	6	25 pers		
11	Dinner	5	25 pers		
12	Still/sparkling water in 0,5l bottles	6	25 pers		
Total, MDL					

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Outside Chisinau
Payment Terms	30% advance payment upon signature of the contract and 70% upon delivery of services
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	The UNDP reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

Please state

Quantity discount and early payment discount

Details on any warranty/guarantee conditions:

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish Others: (Romanian)

Electricity: Volt: Hz: phase AC:

QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:

The quotation/offer shall contain the following:

- Company profile (general information about the company up to 2 pages);
- Copy of company's registration certificate;
- Company's list of customers;
- Preliminary menu (coffee breaks, lunch and dinner);
- Quotation in MDL exclusive of VAT (other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline);
- Additional information as requested under the "Please state" section;
- Statement of adherence to UNDP General Terms & Conditions and Payment & Delivery Terms above.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1 year of experience in providing required services;
- 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: **Viorel Gorceag, UNFPA Programme Analyst**

Signature: _____

DATE: _____

CONTACT PERSON: Natalia Cojohari, UNFPA RH/Youth Associate (natalia.cojohari@unfpa.md)

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

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: UNFPA Training facilities**".

Offers shall reach the UNDP office not later than **16:30 (local time) on 15 September 2011**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be submitted in a sealed envelope and 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