



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 12 December 2017
	REFERENCE: RfQ17/01656

Dear Sir / Madam:

We kindly request you to submit your quotation for the provision of event facilities services for the Support to Confidence Building Measures Programme (SCBM) in 2018, 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 **19 December 2017, 12:00 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Development Programme 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, Romanian or Russian duly signed and stamped and shall be marked with the note "**RfQ17/01656: SCBM/Event facilities**".

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 UNDP 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 they are signed and 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	All the services will be provided on the territory of the Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per attached Annex 1 - Specifications of the Services Required

Handwritten signature/initials

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	19 December 2017, 12:00 (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"/> Others: Romanian, Russian
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 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Availability of authorized or license in accommodation, food, beverage and tourism service in Moldova (if any); <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"/> List of customers (legal parties) in the past 2 years with contact details
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion of each event/services
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 2 years of experience in the field; <input checked="" type="checkbox"/> Availability of authorized or license in accommodation, food, beverage and tourism service in Moldova (if relevant); <input checked="" type="checkbox"/> At least 2 positive feed-backs from former clients; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions.
Post qualification Actions	<input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP 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 UNDP's issuance of Purchase Order.

T.P

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services (Phase-form)
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"/> Annex 1 - Specifications of the Services Required <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions for Contracts 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	Liliana Caterov, SCBM Procurement Associate liliana.caterov@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services 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 UNDP 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 UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

After UNDP has identified the lowest price offer, UNDP 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 UNDP'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 UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP 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 UNDP herein attached as Annex 3.

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

T.P.

UNDP 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. 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.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP 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,



Denis Suschevici

Head of Procurement and Support Unit

Technical Specifications *

Location: on the both banks of the Nistru river, Republic of Moldova			
Duration of services: January-December, 2018 (the period may slightly vary)			
Item #	Description of Services	Unit	Quantity **
1.	Transportation services (on both right and left banks of Nistru river)	km	Up to 20,000
2.	Catering services (coffee-breaks, lunches, fourchettes)		
	<ul style="list-style-type: none"> • Coffee breaks, in adequate space to comfortably serving coffee. Coffee breaks should include minimum of: tea, coffee, cream, cookies, salty pastries (2 types), sweet pastries (3-4 types) 	times	Up to 60 (30 persons each)
	<ul style="list-style-type: none"> • Lunch in the same building with conference hall, in a separate room. Lunch should include minimum of: first course (soup), second course - meat, fish, garnish, salad meal, fruit juice, mineral water 	times	Up to 30 (30 persons each)
	<ul style="list-style-type: none"> • Dinner type Fourchette/Bufferet in the same building with conference hall, in a separate room. Dinner should include minimum of: meat, fish, garnish (at least 2 types), salad meal (at least 2 types), desert, water/juice 	times	Up to 30 (30 persons each)
	<ul style="list-style-type: none"> • Still/sparkling water in bottles of 0.5 l in the conference room 	bottles	2000
3.	Conferences hall rent services (capacity min. 30 persons)	event	Up to 20 events
4.	Conferences hall rent services (capacity min. 200 persons)	event	1 event
5.	Translation equipment (for simultaneous translation), incl. wireless microphone audio system	event	Up to 20 events
6.	Conference equipment (video projector, screen and notebook, flip-chart with markers and paper sheets)	event	Up to 20 events
7.	Remuneration of moderators	event	Up to 1 person per event (up to 15 1-day events)

*) when preparing your quotations, please, provide a medium price per event/service, which will be calculated on de facto basis;

**) the number may vary. Also, at least 12-14 rooms shall be with double accommodation.