

Annex II PRICE QUOTATION FORM

Please fill in only cells marked in grey color. Do not alter the form.

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	RFQ N° UNFPA/MDA/RFQ/2019/007 – Event Management Services
Currency of quotation:	MDL
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	
Quoted rates must be <i>exclusive of all taxes and VAT</i>, since UNFPA is exempt from taxes.	

Event: 4 activities for Youth Centers representatives
Venue location: *(please specify)*
Date: 18 -21 July, 2019 (4 days); 10 september 2019; 27-30 November 2019 (4 days); 5 December 2019.

Total number of participants: Training activities for building capacities of the Youth Centers in institutional development and youth services provision based on the identified needs on 18-21 July (4 days / 30 persons), 27- 30 November (4 days / 30 persons), 10th of September (1 day / 40 persons), 5th of December (1 day / 40 persons). Final number of participants to be confirmed 1 week before each event.

Item	Description of Services	UoM	Comments / details	Qty	Unit price, MDL	Sub-total, MDL
1	Accommodation in Twin Rooms (two separate beds) with breakfast included <i>Note:</i> 18-21 July - 3 nights * 25 persons; 27-30 November - 3 nights * 25 persons.	Nights (twin room)	3 nights (twin room) x 13 rooms (Twin)	78		0.00
2	Conference Room with comfortable seats and tables for up to 30 persons, equipped with air-condition system and Wi-Fi Internet connection, sound and communication equipment (microphones, screen, projector, laptop, flipcharts, etc.) <i>Note: Conference room necessary to be available for the following dates:</i> 18-21 July- training and learning program for YC representatives (4 days); 10 September - 2nd Coordnation meeting with YC representatives (1 day); 27-30 November - training and learning program for YC representatives (4 days); 5 December - 3rd Coordination meeting with YC representantives (1 day).	Conference Room	1 conference room x 10 days	10		0.00

3	<p>Coffee breaks to be served close to the Conference Room. <i>Note: Welcome Coffee break (to be served at 8.30 a.m.), applicable for the morning of the following days: 18 July, 27 November, 10 September and 5 December</i> - should include minimum of tea, coffee, salty pastries (2 types), sweet pastries (1 type) for 30 participants; <i>Total number: 140 persons</i> 18-21 July and 24-30 November: <i>Coffee break No.1 (to be served at 11.00 a.m.) - should include minimum of tea, coffee, and cookies and fruits (2 types, whole fruits, not sliced) for 30 participants per each coffee break per each day per each event;</i> <i>Total number: 30 pers * 8 days (2 events of 4 days each)* 1 coffee break No.1 = 240</i> 18-21 July and 24-30 November: <i>Coffee break No.2 (to be served at 15.30) - should include minimum of: tea, coffee, mini sandwiches or sweet and non-sweet pastry and fruits (2 types, whole fruits, not sliced) for 30 participants per each coffee break per each day;</i> <i>Total number: 30 pers * 8 days (2 events of 4 days each)* 1 coffee break No.1 = 240</i> 10 September and 5 December: <i>Coffee break No.2 (to be served at 11.00) should include minimum of: tea, coffee, cookies and fruits (2 types, whole fruits, not sliced) for 40 participants;</i> <i>Total number: 40 pers. * 2 days (2 events of 1 day each)* 1 coffee break No.1 = 80</i></p>	Pers.	700 pers. x 1 coffee break	700		0.00
4	<p>Lunch to be served in the same building with conference hall but in a separate room. Lunch should include minimum of: entry salad, first course (soup), second course (chicken/ beef/fish + side dish), salads, desert and one glass of fruit juice. <i>Note:</i> 18-21 July - one lunch per day for 30 persons; 10 September - one lunch per day for 40 persons; 27-30 November - one lunch per day for 30 persons; 5 December - one lunch per day for 40 persons.</p>	Lunch	320 pers. x 1 lunch	320		0.00
5	<p>Dinner to be served in the same building with conference hall but in a separate room. Should include entry salad, main course chicken/ beef/fish + side dish and one glass of fruit juice and desert for 30 participants; <i>Note:</i> 18-20 July - one dinner per day for 30 persons; 27-39 November - one dinner per day for 30 persons.</p>	Dinner	30 pers. x 1 dinner per day x 6 days	180		0.00
6	<p>Still/sparkling water in 0,5 l bottles, in the Conference Room. Re-usable water jugs and glass cups are available in the conference room throughout the event days. <i>Note:</i> 18-21 July - 30 persons * 4 days; 10 September - 40 persons * 1 day; 27-30 November - 30 persons * 4 days; 5 December - 40 persons * 1 day.</p>	Bottle	2 bottles x 320 pers. per day	640		0.00

7	Equipment: video projector, 2 flipchart tables, one laptop and screen in conference room, audio boxes, wireless remote pointer & slide changer. <i>Note: equipment necessary to be provided for the following dates:</i> 18-21 July- training and learning program for YC representatives; 10 September - 2nd Coordnation meeting with YC representatives; 27-30 November - training and learning program for YC representatives; 5 December - 3rd Coordination meeting with YC representantives.	day	IT equipment set x 10 days (4 different events)	10		0.00
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TOTAL, MDL **0.00**

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/MDA/RFQ/2019/007 – Event Management Services** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name and title:					
Signature: _____	Date and place _____				