



Date: 21 December 2018

REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2018/008 – Logistics and Event Management Services for
Regional Workshop on GGS on 22-23 January 2019

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Logistics and Event Management Services for Regional Workshop on GGS on 22-23 January 2019 for 40 participants**, as per the Service Requirements presented below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Moldova, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

LOGISTICS AND EVENT MANAGEMENT SERVICES				
Event: Regional Workshop on GGS methodology of the 2020 round				
Venue location: Chisinau City Center, minimum 4* hotel, Republic of Moldova				
Period: 22 – 23 January 2019 (2 days)				
Total number of participants: 40 participants (national and international).				
<i>Note: Total number of participants might slightly vary and will be confirmed within 1 week before the event.</i>				
Item	Description of Services	UoM	Comments/details	Qty
1	Conference room in Chisinau city center with following criteria: <ul style="list-style-type: none">• for 40 participants (Cabaret style)• Accessible for people in wheelchair• Adjustable heating and air conditioning• Boot for translators located preferably in a separate room or at least 4m from participants' tables.	room	1 room x 2 days	2
2	Set of equipment for projection of PowerPoint presentations <ul style="list-style-type: none">• Laptop with connection to internet• Projector• White screen• Internet access (WiFi)	set	1 set x 2 days	2

3	Stationary for each participant <ul style="list-style-type: none"> Orange Notebook, 20 pages Paper Pen 			40
	<ul style="list-style-type: none"> Printed Agenda and Concept Note (4 pages, color). <p><i>Please note that folders would be provided by UNFPA. The company will be responsible to print and put materials in folders.</i></p>	set	1 set x 40 persons	
4	Logistical support for event management: <ul style="list-style-type: none"> Provide all logistical arrangements for speakers (upload presentations, check out the equipment in the conference aula, assist with support of microphones, arrange water and info/presentation materials); Edit and print the registration lists; Set up registration desk and assist every participant with the registration process; Provide logistical assistance during the whole event (assistance for the speakers, moderators, resolve issues with the sound or any other logistical issues); Set up directions for easy access to the conference room (conference name with logos); Prepare general slide with the conference name and screen it all the times between presentations; Provide information for the catering service and ensure timely arrangement of the refreshments and meals. 	Lump Sum	Lump Sum per day x 2 days	2
5	Print table name tags for participants and speakers	each	1 tag x 40 persons	40
6	Translation equipment: <ul style="list-style-type: none"> Audio equipment for simultaneous translation 20 stationary microphones 40 headphones for simultaneous interpretation 3 Radio microphones for the auditoria One boot for translators Two languages (English – Russian – English), 2 translation channels, technical assistance during the event 	set	1 set x 2 days	2
7	*Coffee breaks (2 per day) to be served near the meeting room (please provide detailed description of the menu for coffee breaks)	coffee break	2 coffee breaks per day x 2 days x 40 persons	160
8	*Lunch, fourchette type (1 per day), to be served near the meeting room. Please provide detailed description of the menu	lunch	1 lunch x 2 days x 40 persons	80
9	Still / sparkling water in 0.5 l bottles (2 bottles/day/person)	bottle	2 bottles x 40 persons x 2 days	160

***Note: Please provide detailed menu in accordance to the WHO guideline as a recommendation for the menu:**



http://www.euro.who.int/data/assets/pdf_file/0005/373172/healthy-meetings-eng.pdf?ua=1

III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA: **Alexandru Rusu, UNFPA Administrative Associate**
Email address of contact person: moldova.office@unfpa.org

The deadline for submission of questions is **27 December 2018, 16:00 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal**, in response to the requirements outlined in the service requirements. It shall include the followings:
 - Company profile (short info up to 2 pages), including list of clients and similar assignments;
 - Copy of Company's Registration Certificate;
 - Proposed venue. Brief description of conference rooms, including available equipment and facilities.
 - Sample Menu for coffee breaks and lunches.
- b) **Price quotation in MDL (exclusive of VAT)**, to be submitted strictly in accordance with the Price Quotation Form (Annex II).

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Thursday, 3 January 2019, 23:59 (Moldova local time)**¹.

Name of contact person at UNFPA: **Alexandru Rusu, UNFPA Administrative Associate**
Email address of contact person: moldova.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2018/008 – Logistics and Event Management Services**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

VI. Overview of Evaluation Process

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award Criteria

UNFPA shall award a Purchase Order / Professional Service Contract on a fixed-cost basis with duration of one week to the lowest-priced technically acceptable offer.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012
Republic of Moldova
E-mail: moldova.office@unfpa.org
Website: <http://moldova.unfpa.org>

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

Signature: 

DATE: 22/12/18





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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

