



Date: 30 May 2019

## REQUEST FOR QUOTATION RFQ N° UNFPA/MDA/RFQ/2019/007 – Event Management Services

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services: **Event Management Services - provision of conference facilities, accommodation and catering services for the organization of coordination meetings and 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), 10<sup>th</sup> of September (1 day / 40 participants), 5<sup>th</sup> of December (1 day / 40 participants), as per the Service Requirements presented below.**

The 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)

EVENT MANAGEMENT SERVICES (I)				
<p><b>Event:</b> Event management services for Youth Centers Network- training and learning program for YC representatives.</p> <p><b>Event dates:</b> first event tentative dates: 18-21 July, 2019 (4 days);</p> <p><b>Participants:</b> 30 persons (final number of participants to be confirmed 1 week before the event);</p> <p><b>Venue location:</b> Chisinau town, Republic of Moldova</p> <p><b>Minimum requirements:</b> Hotel/pension/ conference center with conference hall and accommodation facilities for 25 participants;</p> <p><b>Meals:</b> in the first activity day to be provided 3 coffee breaks (first welcoming coffee break and then 2 regular coffee breaks according to the agenda provided to the service provider); one lunch per day/ per person according to the agenda provided to the service provider; one dinner per persons according to the agenda provided to the service provider.</p>				
Item N°	Description of Services	Comments/details	UoM	Qty
1	Accommodation in Twin Rooms (two separate beds) with breakfast included (3 nights/timeframe: 18- 21 July / 3 nights	13 rooms (Twin) x 3 nights	Night ( twin room)	39



2	<b>Conference Room</b> with comfortable seats and tables for up to 30 persons, equipped with air-condition system and Wifi Internet connection; U shape arrangement of the room with possibility to adjustment;	1 conference room x 4 days	Conference room	4
3	<b>Equipment:</b> video projector, 2 flipchart tables, one laptop and screen in conference room, audio boxes, wireless remote pointer & slide changer;	IT equipment set x 4 days	Each	4
4	<b>Still/sparkling water in 0,5 l bottles</b> , in the Conference Room. Re-usable water jugs and glass cups are available in the conference room throughout the event days.	2 bottles x 30 participants x 4 days	Pers.	240
5	<b>Welcome Coffee break (applicable only for 18 July)</b> , should include minimum of tea, coffee, salty pastries (2 types), sweet pastries (1 type) for 30 participants;	Welcome coffee break x 30 participants x 1 day	Pers.	30
6	<b>Coffee break No.1</b> should include minimum of tea, coffee, and cookies and fruits (2 types, whole fruits, not sliced) for 30 participants per each coffee break;	Coffee break No.1 x 30 participants x 4 days	Pers.	120
7	<b>Lunch</b> , 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 for 30 participants per each day;	Lunch x 30 participants x 4 days	Pers.	120
8	<b>Coffee break No.2</b> , 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;	Coffee break No.2 x 30 participants x 4 days	Pers.	120
9	<b>Dinner</b> (timeframe: 18 -20 July) 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;	Dinner x 30 participants x 3 days	Pers.	90

**EVENT MANAGEMENT SERVICES (II)**

**Event:** Event management services for Youth Centers Network- training and learning program for YC representatives.;

**Event dates:** second event tentative dates (27 – 30 November, 2019);

**Participants:** 30 persons (final number of participants to be confirmed 1 week before the event);

**Venue location:** Chisinau town, Republic of Moldova

**Minimum requirements:** Hotel/pension/ conference center with conference hall and accommodation facilities for 25 participants;

**Meals:** in the first activity day to be provided 3 coffee breaks (first welcoming coffee break and then 2 regular coffee breaks according to the agenda provided to the service provider); one lunch per day/ per person



according to the agenda provided to the service provider; one dinner per persons according to the agenda provided to the service provider.

Item N°	Description of Services	Comments/details	UoM	Qty
1	<b>Accommodation</b> in Twin Rooms (two separate beds) with breakfast included (3 nights/timeframe: 27-30 November/ 3 nights) for 25 persons.	13 rooms (Twin) x 3 nights (for 25 participants)	Night (twin room)	39
2	<b>Conference Room</b> with comfortable seats and tables for up to 30 persons, equipped with air-condition system and Wifi Internet connection; U shape arrangement of the room with possibility to adjustment;	1 conference room x 4 days	Conference room	4
3	<b>Equipment:</b> video projector, 2 flipchart tables, one laptop and screen in conference room, audio boxes, wireless remote pointer & slide changer;	IT equipment set x 4 days	Each	4
4	<b>Still/sparkling water in 0,5 l bottles</b> , in the Conference Room. Re-usable water jugs and glass cups are available in the conference room throughout the event days.	2 bottles x 30 participants x 4 days	Each	240
5	<b>Welcome Coffee break (applicable only for 27 November)</b> , should include minimum of tea, coffee, salty pastries (2 types), sweet pastries (1 type) for 30 participants;	Welcome coffee break x 30 participants x 1 day	Pers.	30
6	<b>Coffee break No.1</b> should include minimum of tea, coffee, and cookies and fruits (2 types, whole fruits, not sliced) for 30 participants per each coffee break;	Coffee break No.1 x 30 participants x 4 days	Pers.	120
7	<b>Lunch</b> , 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 for 30 participants per each day;	Lunch x 30 participants x 4 days	Pers.	120
8	<b>Coffee break No.2</b> 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 for 30 persons per each day;	Coffee break No.2 x 30 participants x 4 days	Pers.	120
9	<b>Dinner</b> (timeframe: 27-29 November), 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;	Dinner x 30 participants x 3 days	Pers.	90

### EVENT MANAGEMENT SERVICES (III)

**Event:** Event management services for Youth Centers Network – 2<sup>nd</sup> Coordination meeting with Youth Centers representatives;

**Event dates:** tentatively dates 10<sup>th</sup> of September

**Participants:** 40 persons (final number of participants to be confirmed 1 week before the event);

**Venue location:** Chisinau town, Republic of Moldova

**Minimum requirements:** Hotel/pension/ conference center with conference hall.

Item N°	Description of Services	Description	UoM	Qty
1	Conference room / aula with comfortable seats and tables for up to 40 persons, equipped with air- condition system and Wifi Internet connection; U shape arrangement of the room with possibility to adjustment;	One conference room x 1 day	Conference room	1
2	<b>Equipment:</b> video projector, 2 flipchart tables, one laptop and screen in conference room, audio boxes, wireless remote pointer & slide changer;	IT equipment set x 1 day	Each	1
3	<b>Still/sparkling water in 0,5 l bottles</b> in the Conference Room. Re-usable water jugs and glass cups are available in the conference room throughout the event day.	2 bottles x 40 participants x 1 day	Pers.	80
4	<b>Welcome Coffee break No.1</b> should include minimum of tea, coffee, salty pastries (2 types), sweet pastries ( 1 type) for 40 participants;	Welcome Coffee break (nr.1) x 40 participants x 1 day	Pers.	40
5	<b>Coffee break No.2</b> should include minimum of: tea, coffee, cookies and fruits (2 types, whole fruits, not sliced) for 40 participants;	Coffee break No.2 x 40 participants x 1 day	Pers.	40
6	<b>Lunch</b> , 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), and one glass of fruit juice;	Lunch x 40 participants x 1 day	Pers.	40

### EVENT MANAGEMENT SERVICES (IV)

**Event:** Event management services for Youth Centers Network – 3<sup>rd</sup> Coordination meeting with Youth Centers representatives;

**Event dates:** tentatively date: 5<sup>th</sup> of December

**Participants:** 40 persons (final number of participants to be confirmed 1 week before the event);

**Venue location:** Chisinau, Republic of Moldova

**Minimum requirements:** Hotel/pension/ conference center with conference hall.

Item N°	Description of Services	Description	UoM	Qty
1	Conference room / aula with comfortable seats and tables for up to 40 persons, equipped with	One conference room x 1 day	Conference room	1





	air- condition system and Wifi Internet connection; U shape arrangement of the room with possibility to adjustment;			
2	<b>Equipment:</b> video projector, 2 flipchart tables, one laptop and screen in conference room, audio boxes, wireless remote pointer & slide changer;	IT equipment set x 1 day	Each	1
3	<b>Still/sparkling water in 0,5 l bottles</b> in the Conference Room. Re-usable water jugs and glass cups are available in the conference room throughout the event day.	2 bottles x 40 participants x 1 day	Pers.	80
4	<b>Welcome Coffee break No.1</b> , should include minimum of tea, coffee, salty pastries (2 types), sweet pastries ( 1 type) for 40 participants;	Welcome Coffee break (No.1) x 40 participants x 1 day	Pers.	40
5	<b>Coffee break No.2</b> should include minimum of: tea, coffee, cookies and fruits (2 types, whole fruits, not sliced) for 40 persons;	Coffee break No.1 x 40 participants x 1 day	Pers.	40
6	<b>Lunch</b> , 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), and one glass of fruit juice;	Lunch x 40 participants	Pers.	40

### III. Questions

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

Name of contact person at UNFPA: Arama Luminita, Project Assistant  
 Tel: 069824068  
 Email address of contact person: [arama@unfpa.org](mailto:arama@unfpa.org)

The **deadline for submission of questions is Wednesday, 5 June 2019, 16:30 (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 for 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: Monday, 17 June 2019, 23:59 (Moldova local time)**.

Name of contact person at UNFPA: Alexandru Russu, UNFPA Administrative Associate  
Email address of contact person: [moldova.office@unfpa.org](mailto: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/2019/007 – 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

Quotations will be evaluated based on the compliance with the technical specifications 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 60 (sixty) calendar days 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](mailto: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](mailto:procurement@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).

NAME, FUNCTIONAL TITLE:

**Rita COLUMBIA, UNFPA Representative**

Signature: 

DATE: 30/05/19



**United Nations Population Fund**  
Moldova Country Office  
131, 31 August 1989 str., Chisinau, MD 2012, Moldova  
E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)  
Website: <http://moldova.unfpa.org>

**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](#)