Date: **13 October 2022**

**PRICE QUOTATION FORM**

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **UNFPA/MDA/RFQ/2022/018** |
| **Currency of quotation:** | **MDL** |
| **Delivery charges based on the following 2020 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* | |

* Quoted rates must be **exclusive of VAT and all taxes**, since UNFPA is exempt from taxes.

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| Item | Description | Unit of measure (ex. day, hour, person etc.) | Quantity | Unit rate, MDL | Sub-total, MDL |
| 1.1. | **Accommodation,** 4 nights (25 to 29 October), 70 people, TWIN / double room with Breakfast Included.  *(35 DBL x 4 nights =* ***140****)* | Double room | 140 |  |  |
| 1.2. | **3 (Three) Small Conference Rooms for up to 25 people** with comfortable seats and tables, equipped with air-condition system and Wi-Fi Internet connection.  Tables and chairs possible to move and adjust during the training sessions.  *(3 rooms x 4 days =* ***12****)* | Conference Room / Day | 12 |  |  |
| 1.3. | **1 (One) Large Conference Room for up to 100 people**   * amphitheatre arrangement with possibility to arrange tables on the perimeter; * comfortable seats and tables; * air-condition system; * Wi-Fi Internet connection.   *(1 room x 4 days =* ***4****)* | Conference Room / Day | 4 |  |  |
| 1.4. | **Equipment** in each conference rooms:   * Laptop * Video projector * Screen * Flipchart table, markers   (1 set x 4 rooms x 4 days = 16) | set | 16 |  |  |
| 1.5. | **Still water in 0,5 l bottles.** Reusable water jugs and glass cups must be available throughout the event. | bottle | 500 |  |  |
| 1.6. | **Coffee breaks** (2 per day x 4 days x 75 people) to be served close to the Conference Room and should include a minimum of:   * Tea & Coffee with milk/cream; * 2 types of non-sweet pies; * seasonal fruits * 1 type of sweet snack. | Coffee break | 600 |  |  |
| 1.7. | **Lunch** (1 per day x 4 days x 75 people) to be served in the same building with the Conference Room or close to and should include a minimum of:   * First course (soup, etc.) * Main dishes (meat, fish, vegetables, potatoes) with salad * Water & fruit juice * Tea & Coffee with milk/cream | lunch | 300 |  |  |
| 1.8. | **Dinner** (1 per day x 3 days x 75 people) to be served in the same building with the Conference Room or close to and should include a minimum of:   * Salad * Meat / fish, vegetables / salad, garnish. * Water & fruit juice * 1 type of dessert | dinner | 225 |  |  |
| 1.9 | **Dinner in the last day for 100 persons** to be served in the same building with the Conference Room or close to and should include a minimum of:   * Salad * Meat / fish, vegetables / salad, garnish. * Water & fruit juice * 1 type of dessert | dinner | 100 |  |  |
| 1.10 | **Reimbursement of transportation costs to national participants/delegates** (60 persons) as per the submitted tickets or tariff for public transportation in the Republic of Moldova | Person | 60 |  |  |
| ***Total Contract Price in Moldovan Lei (MDL)*** | | | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/MDA/RFQ/2022/018** 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.

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| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)