**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **UNFPA/MDA/RFQ/2022/001** |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2020 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(The quotation must 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.

***Note: You may add as many lines as required***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Unit of measure (ex. day, hour, person etc.) | Quantity | Unit rate, USD | Sub-total, USD |
| **Deliverable 1.Organization of the ceremony of granting seed funds to champion companies** as per the ToR |
| 1.1 | Organize the ceremony of granting seed funds to champion companies - approximately 1,5 hours duration |  |  |  |  |
| 1.2 | Ensure logistics for the offline event: rent of venue, audiovisual services (PA system with 5 wireless microphones), 1 projector with screen, chairs and tables for the moderator and speakers, printed name tags for the speakers, chairs for the attendees of the event, jars of water and cups for each table. |  |  |  |  |
| 1.3 | Ensure all logistical arrangements and visual elements for the hybrid format event including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting, moderator, ensure translations as well as on ZOOM channel etc.; |  |  |  |  |
| 1.4 | Catering for offline events: 1 coffee break per event that will include a buffet with snacks choices, including a vegetarian option, tea, coffee, soft drinks and water for 25 people. |  |  |  |  |
| 1.5 | Interpretation: Simultaneous interpretation from Romanian and Russian into English and vice-versa, rental of the equipment if necessary. |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
| **Total Deliverable 1** |  |
| **Deliverable 2. Develop and print the awarding certificates** as per the ToR |
| 2.1 | 2.1 Develop design for the awarding certificates; |  |  |  |  |
| 2.2 | Print 5 awarding certificates; |  |  |  |  |
| 2.3 | Ensure procurement of 5 photo frames, frame the certificates (if applicable). |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
| **Total Deliverable 2** |  |
| **Deliverable 3. Development of innovative visibility products** as per the ToR |
| 3.1 | Develop the branding and visuals of the event, including color palette to be used; |  |  |  |  |
| 3.2 | Develop visibility materials: 50 branded agendas and 30 branded thermos cups; |  |  |  |  |
| 3.3 | Ensure all logistical arrangements for the event; |  |  |  |  |
| 3.4 | Develop 7 social media cards post event in English (for Twitter) and Romanian (for Facebook); |  |  |  |  |
| 3.5 | Develop a post event video: Romanian and Romanian with English subtitles. |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
| **Total Deliverable 3** |  |
| ***Total Contract Price*** | $$ |

*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/2022/001 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 |