**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/2022/014** |
| **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.** **Organize three physical public debates on demographic issues based on GGS data** as per the ToR |
| 1.1 | Organize three public debates on different demographic issues - approximately 1,5 hours’ duration |  |  |  |  |
| 1.2 | Rent of the venue (hotel/conference hall in Chisinau downtown); |  |  |  |  |
| 1.3 | Ensure logistics for the offline event: audiovisual services (PA system with 5 wireless microphones), 1 projector with led 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; |  |  |  |  |
| 1.4 | Ensure all logistical arrangements and visual elements, including: cover event, live broadcasting (privesc.eu), video recording in English and Romanian from privesc.eu, moderator (TBC with UNFPA); |  |  |  |  |
| 1.5 | 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; |  |  |  |  |
| 1.6 | Interpretation: Simultaneous interpretation from Romanian into English and vice-versa, rental of the equipment if necessary |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
| **Total Deliverable 1** |  |
| **Deliverable 2. Development and printing of the visibility materials** as per the ToR |
| 2.1 | Develop the concept and design for two types of certificates: one for students and one for teachers; |  |  |  |  |
| 2.2 | Print 30 certificates A4 standard paper type (TBC with UNFPA); |  |  |  |  |
| 2.3 | Print 100 infographics A4 format, 2 sides (final design is provided); |  |  |  |  |
| 2.4 | Printing services for 40 copies of policy papers (TBC the number of pages with UNFPA). |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
|  | *Other expenses* |  |  |  |  |
| **Total Deliverable 2** |  |
| **Deliverable 3. Provide catering services and printing services for 2 academic conferences** as per the ToR |
| 3.1 | Catering for 2 conferences: 1 coffee break per conference that will include a buffet with snacks choices (including pies, fruits, tea, coffee, soft drinks and water) for 50 people; |  |  |  |  |
| 3.2 | Lunch for 1 conference: 50 people - including salads, main dishes with meat and vegetables options, snacks options and water/tea/coffee (water in the glass bottles); |  |  |  |  |
| 3.3 | Design of the event Agenda and banner event/social media card for the conference on 26 October 2022 |  |  |  |  |
| 3.4 | Design of the event Agenda and 2 banner events/social media cards for the conference on 29-30 November 2022 |  |  |  |  |
| 3.5 | 2 blocks of white paper (A4) with 500 pages; |  |  |  |  |
| 3.6 | 100 event badges |  |  |  |  |
|  | *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/2022/014 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 |