**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price: MDL**

**Delivery time** *(from receipt of order till dispatch):*

**Expiration of Validity of Quotation** *(The quotation shall be valid for a period of at least* ***60 days*** *after the Closing date.)*

**Price Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Unit of measure (ex. day, hour, person etc.) | Quantity | Unit rate, MDL | Sub-total, MDL |
| **Event Management Services: 6 training workshops, two-day each, on Clinical Management of Rape to be held in Chisinau for PHC personnel from the South Region, Chisinau Municipality and some adjacent rayons from Center Region of the country: 5-28 September 2023, as follow:**   * 1st Training Workshop: 5-6 September 2023 * 2nd Training Workshop: 7-8 September 2023 * 3rd Training Workshop: 18-19 September 2023 * 4th training Workshop: 21-22 September 2023 * 5th Training Workshop: 25-26 September 2023 * 6th Training Workshop: 27-28 September 2023   **Training Workshops Time frame:**  9:00 a.m. – 17:30 p.m. (1st day of training workshops)  8:30 a.m. – 15:30 p.m. (2nd day of the training workshops) | | | | | |
| 1 | **Hotel Accommodation in Chisinau**  **3⁕ Stars Hotel in Chisinau** (with easy access to public transportation)  **Single Room, with breakfast included**  Total: 1 night accommodation for 63 participants  **Dates:** 5 September 2023: 3 pers x 1 night               7 September 2023: 13 pers x 1 night               18 September 2023: 22 pers x 1 night               21 September 2023: 24 pers x 1 night               25 September 2023: 0 pers x 1 night               27 September 2023: 1 pers x 1 night | 1 night accommodation / Single Rooms for 6 trainings | 63 |  |  |
| 2 | **Conference Room in the same venue (3⁕ Stars Hotel in Chisinau,** with an easy access to public transportation )  **Dates**   * 1st Training Workshop: 5-6 September 2023 * 2nd Training Workshop: 7-8 September 2023 * 3rd Training Workshop: 18-19 September 2023 * 4th training Workshop: 21-22 September 2023 * 5th Training Workshop: 25-26 September 2023 * 6th Training Workshop: 27-28 September 2023   **Room Set-up:** 1 large Conference Room - with comfortable seats and 6 round tables / around 5 persons to be possible to sit around one table + one table for Presidium (for Team of Facilitators)  **Air conditioning/ heating:** Yes, the room shall be aired and clean  **Training Workshops Time frame:**  9:00 a.m. – 17:30 p.m. (1st day of training workshops)  8:30 a.m. – 15:30 p.m. (2nd day of the training workshops)  *(1 conference room x 2 days x 6 events = 12)* | Days of Conference Room rent for 6 trainings | 12 |  |  |
| 3 | **Rent of Equipment in the Conference Room**  **Projector:** Yes, for video  **Screen:** Yes, 3x4 m  **Laptop**: Yes, Windows 10, MS Office  **Audio System:** Yes  **WiFi:** Yes, with very good high-speed Internet connection  **Microphones:** Yes, 3 wireless/mobile microphones  **Training Workshops Time frame:**  9:00 a.m. – 17:30 p.m. (1st day of training workshops)  8:30 a.m. – 15:30 p.m. (2nd day of the training workshops)  *(1 set x 2 days x 6 events = 12)* | Days of rent of Set of equipment in the Conference Room *(1 set x 2 days x 6 events = 12)* | 12 |  |  |
| 4 | **Water in 0.5l bottles on the tables in the Conference Room** & single use paper cups & napkins per each training workshop   * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   *( 197 persons x 4 bottles = 788 bottles overall )* | 0.5l bottles of water for 6 trainings | 788 |  |  |
| 5 | **Folders for participants – each set to include:**   * Folder (similar to INTERDRUK A4 IN00403) * Pen (similar to EK31059) * Notebook (similar to BV00540) * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   *(Overall: 197 sets)* | Sets for 6 trainings | 197 |  |  |
| 6 | **Flipchart and markers in the Conference Room**  3 flipcharts, 15 paper sheets, 6 colored markers, 3 sticky notes, 1 paper scotch – per each training workshops to be held  *(1 set x 6 events = 6 sets)* | Set for 6 trainings | 6 |  |  |
| 7 | **Printing of materials**  Printing services /printing for participants and Facilitators - Training Workshops’ Agenda + Pre-Test & Post-Test + some materials for working in groups (Print page B/W, A4, 80g/cm2, 1+1 double sided): 1200 pages overall | Pages for 6 trainings | 1200 |  |  |
| 8 | **Printing of Certificates**  Printing services of Certificates of Attendance for Participants and Facilitators (Print Page, A4, 300г/м2,)  173 colour printed Certificates for Participants + 4 Certificates for Facilitators = 177 printed Certificates overall | Pages for 6 trainings | 177 |  |  |
| 9 | **2 Coffee Breaks (day 1) for 6 trainings**  The **1st Coffee break** shall include: tea, natural coffee, milk, sugar, assortment of 2 salty & 1 sweet types of pies (‘placinte’), 2 type of seasonal fruits.  The **2nd Coffee break** shall include: tea, natural coffee, milk, sugar, 2 type of sweet cake (e.g., muffins, croissants), 1 type of seasonal fruits.  **Note:** to be arranged on tables and removed after the end of the coffee break.   * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   *(Overall within 6 training workshops: 394 )* | Portions of Coffee breaks 1st day of trainings for 6 trainings | 394 |  |  |
| 10 | **1 Business Lunch (day 1) for 6 trainings**  Portion per person shall include: first course (soup), second course (meat or fish, garnish), fresh vegetables salad, bread, still/mineral water   * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   *(Overall within 6 training workshops = 197)* | Portions of Lunch /1st day of training for 6 trainings | 197 |  |  |
| 11 | **1 Dinner (day 1) for 6 trainings**  5 September 2023: 3 pers               7 September 2023: 13 pers               18 September 2023: 22 pers               21 September 2023: 24 pers               25 September 2023: 0 pers               27 September 2023: 1 pers  *(Overall within 6 training workshops = 63)*  Dinner (to be provided only to participants who will be accommodated): portion per person shall include: second course – meat or fish, garnish, fresh vegetables salad, bread, still/mineral water | Portions of Dinner / 1st day of training / for 6 trainings | 63 |  |  |
| 12 | **1 Coffee Break (day 2) for 6 trainings**  The Coffee break shall include: tea, natural coffee, milk, sugar, assortment of 2 salty & 2 sweet types of pies (‘placinte’), 2 types of seasonal fruits.  **Note:** to be arranged on tables and removed after the end of coffee break.   * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   (*Overall within 6 training workshops* = 197) | Portions of Coffee break / 2nd day of trainings for 6 trainings | 197 |  |  |
| 13 | **1 Business Lunch (day 2) for 6 trainings**  Portion per person shall include: first course (soup), second course (meat or fish, garnish), fresh vegetables salad, bread, still/mineral water   * 1st Training Workshop: 29 participants + 4 Facilitators * 2nd Training Workshop: 29 participants + 4 Facilitators * 3rd Training Workshop: 29 participants + 4 Facilitators * 4th training Workshop: 29 participants + 4 Facilitators * 5th Training Workshop: 26 participants + 4 Facilitators * 6th Training Workshop: 31 participants + 4 Facilitators   *(Overall within 6 training workshops = 197)* | Portions of Lunch / 2nd day of trainings for 6 trainings | 197 |  |  |
| 14 | **Administrative and Logistics Support Services for 6 trainings of 2 days each, including:**   * Coordination of Venue Selection * Coordination of Participants’ Accommodation * Coordination of Arrangements in the Conference Room (including seating arrangements, name tags, pick up and setting UNFPA Banner; Protocols on CMR to be distributed to participants during Registration) * Catering Coordination * Coordination of Equipment Rent and Technical Support * Technical support during the entire duration of the training workshops, as needed – to be ensured proper functioning of all technical equipment, and to be fixed promptly any technical bugs that might appear with equipment, with Internet connection or audio system * Registration Desk in front of the Conference Room & Registration of Participants to each training workshop * Participants’ Management (solving event-related requests, if any)   **Note:** the participants’invitation/call/getting confirmation of their participation - will be ensured by UNFPA Moldova. Also, the UNFPA Moldova will provide to Logistic Company the approved Ministerial Ordinance on organization of the 6 Training Workshops to be held in September 2023) | Lump Sum per 6 events | 6 |  |  |
| ***Total Contract Price*** | | | | | MDL |

**In your offer, please include:**

1. Company registration documents
2. Client list
3. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

*Vendor’s Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (**<http://www.unfpa.org/resources/unfpa-general-conditions-contract> **) and we will abide by this quotation until it expires.**

**Name and title Date and Place**