



United Nations Population Fund
Address: 131, 31 August 1989 Street
Chisinau, Republic of Moldova
Tel: (+373) 22 214002

Date: 09 May 2023

Request for Quotation No. UNFPA/MD/RFQ/014/2023

Dear Sir/Madam,

We hereby solicit your Quotation for the supply of the following services:

Event Management Services: 6 training workshops, two-day each, on Clinical Management of Rape to be held in Chisinau for PHC personnel from the North and Center regions of the country as detailed in Annex 1 to this RFQ.

Purpose/ description of the proposed procurement: the overall scope of the assignment is to ensure a good organization and smooth conducting of the:

- 6 training workshops, two-day each, on Clinical Management of Rape for PHC personnel from the North and Center regions of the country, to be held in Chisinau in the period 12 - 30 June 2023

The quotation shall be valid at least for 2 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form along with supporting documents and send by email to the address indicated below:

Email: tender.mda@unfpa.org

Please submit your quotation in MDL (local suppliers) and in USD (international supplier) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.

- **Proof of experience: Prior experience in the delivery of a similar services (Brief descriptions/proofs of such projects are provided)**
- **A brief methodology and proposal details how you will be achieving these below objectives and deliverables.**
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Your earliest response to this query would be highly appreciated, but not later than **12 May 2023, 16:30 (GMT +3, Moldova Local Time)**.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Qualification Criteria:

- Full acceptance of the PO/Contract General Terms and Conditions

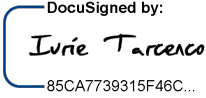


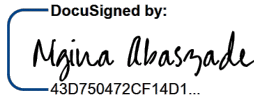
- Provided quotation with detailed technical description of each service quoted for.
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

Evaluation method:

- Lowest priced offer that is substantially responsive to the requirements of the RFQ

Best regards,

Prepared by: 
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Approved by: 
Nigina Abaszade
Resident Representative
UNFPA Moldova

Annex: 1

No.	Item	Quantity	Specifications
1	6 Training Workshops, two-day each, on Clinical Management of Rape for PHC personnel from the North and Center Regions of the country, to be held in Chisinau in the period 12 -30 June 2023	6	<p>6 Training Workshops on Clinical Management of Rape for Primary Healthcare personnel from the North and Center regions of the country:</p> <p>- two-day event each, to be held in the period 12-30 June, <u>in off-line format, in Chisinau</u>. The event will take place in a Conference Room of one of the Hotels located in Chisinau with an easy access to public transportation.</p> <p>Training Workshops Time frame:</p> <ul style="list-style-type: none"> - 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) <p>The Ministry of Health Ordinance that includes the Agenda of the Training Workshops and the Nominal list of participants – will be provided by the UNFPA Moldova CO to the Event Management Organization/Company. Also the UNFPA Banner to be set in the Conference Room of the Hotel and the printed available Protocols on Clinical Management of Rape to be distributed to participants to the training workshops – will be provided by the UNFPA Moldova CO to the Event Management Organization/Company.</p> <p>Target audience: 25 participants per each to be held training workshops – participants with physical presence (healthcare staff of the Primary Healthcare facilities from North and Center Regions of the country) & team of 4 facilitators/moderators of the Training Workshop (teaching staff of State University of Medicine and Pharmacy “Nicolae Testemitanu”).</p> <p>Note: <u>one training workshop will be attended by 26 participants</u>. Overall, within 6 training workshops - 151 PHC professionals are envisaged to participate.</p> <p>Responsibilities of the Event Management Organization/ Company (further referred to as Contractor) - to ensure <u>a good organization and smooth conducting</u> of the 6 Training Workshops on Clinical Management of Rape for PHC personnel – all logistical arrangements should be covered by the Contractor, including:</p> <p>I. Hotel Accommodation</p> <p>Location: in one of the 3* Stars Hotels within Chisinau - with an easy access to public transportation; breakfast included (to be provided to participants who will be accommodated)</p> <p>Type of room: single</p> <p>Number of rooms per each training workshop: 25 Note: <u>one training workshop will be attended by 26 participants</u></p> <p>Number of nights of accommodation per participant: one night</p> <p>Dates: 12 June 2023 15 June 2023 19 June 2023 22 June 2023 26 June 2023 29 June 2023</p>

		<p>II. <u>Venue Rent Services: Conference Room & Rent of Equipment</u></p> <p>Location: Conference Room in one of the 3* or 4* Stars Hotels within Chisinau - with an easy access to public transportation</p> <p>Dates: 12 – 13 June 2023 15 – 16 June 2023 19 - 20 June 2023 22 – 23 June 2023 26 - 27 June 2023 29 – 30 June 2023</p> <p>Rent Time: 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)</p> <p>Attendees: 25 participants with physical presence per each training workshop & team of 4 facilitators/moderators of the Training Workshop</p> <p>Note: <u>one training workshop will be attended by 26 participants.</u></p> <p>Room Set-up: 1 large Conference Room - with comfortable seats and 5 round tables / 5-6 persons to be possible to sit around one table + one table for Presidium (for Team of Facilitators)</p> <p>Air conditioning/ heating: Yes, the room shall be aired and clean</p> <p>Projector: Yes, for video</p> <p>Screen: Yes, 3x4 m</p> <p>Laptop: Yes, Windows 10, MS Office</p> <p>Audio System: Yes</p> <p>WiFi: Yes, with very good high-speed Internet connection</p> <p>Microphones: Yes, 3 wireless/mobile microphones</p> <p>Technical assistance with equipment: Yes, 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;</p> <p>Bottled water on the tables in the Conference Room: 120 units of 0.5 l bottles of water & single use paper cups & napkins <u>per each training workshop.</u></p> <p>III. <u>Event Materials and Printing Services</u></p> <p>Flipcharts, markers, paper: 3 flipcharts, 30 paper sheets, 9 colored markers, 5 sticky notes, 1 paper scotch – per each training workshops to be held;</p> <p>Pen (similar to EK31059): 30 units per each training workshop</p> <p>Notebook (similar to BV00540): 30 units per each training workshop</p> <p>Folder (similar to INTERDRUK A4 IN00403): 30 units per each training workshop</p> <p>Printing services of Certificates of Attendance for Participants and Facilitators (Print Page, A4, 300g/m2): 151 certificates for PHC professionals <u>overall</u> & 4 certificates for Team of Facilitators</p> <p>Printing services of Training Workshops' Agenda + some Handouts (Print page B/W, A4, 80g/cm2, 1+1 double sided) : 2325 pages <u>overall</u></p> <p>IV. <u>Event related Photo Services & Participants Registration</u></p> <p>Photo Shooting and Editing: Yes, 7 quality photos per each training workshop capturing relevant moments - to be provided to the UNFPA Moldova CO</p> <p>Registration Desk in front of the Conference Room & Registration of Participants to each training workshop: Yes</p>
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		<p>IV. Catering Services</p> <p>1st day of training workshops: 2 Coffee Breaks & 1 Fourchette Style Lunch & Dinner (considering the number of 25 participants per training & team of 4 facilitators in case of coffee-breaks and lunch; dinner to be organized and provided only to participants who will be accommodated)</p> <p>The 1st Coffee break shall include: tea, natural coffee, milk, sugar, assortment of 2 salty & 1 sweet types of pies ('placinte'), 1 type of seasonal fruits. Note: to be arranged on tables and removed after the end of coffee break.</p> <p>Lunch (<u>Fourchette style</u>) shall include: <u>7 types of finger food</u> of which 6 salty and 1 sweet (e.g., meat skewers, grilled vegetables, meat/vegetables rolls, mini sandwich, bruschetta, tartlets, pie/'placinta', mini-cakes), 2 types of seasonal fruits, still/mineral water + tea, natural coffee, milk, sugar. Note: to be arranged on tables and removed after the end of lunch.</p> <p>The 2nd Coffee break shall include: tea, natural coffee, milk, sugar, 2 type of sweet cake (e.g., muffins, croissants, etc.), 2 types of seasonal fruits. Note: to be arranged on tables and removed after the end of the coffee break.</p> <p>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, fruits, tea, natural coffee, milk, still/mineral water</p> <p>2nd day of training workshops: 1 Coffee Break & 1 Fourchette Style Lunch (considering the 25 participants per training & team of 4 facilitators in case of coffee-break and lunch)</p> <p>The Coffee break shall include: tea, natural coffee, milk, sugar, assortment of 2 salty & 2 sweet types of pies ('placinte'), 1 type of seasonal fruits. Note: to be arranged on tables and removed after the end of coffee break.</p> <p>Lunch (<u>Fourchette style</u>) shall include: <u>7 types of finger food</u> of which 6 salty and 1 sweet (e.g., canapé, quiche lorraine, meat skewers, grilled vegetables, mini sandwich, bruschetta, mini-cakes, pies/'placinte'), 2 types of seasonal fruits, still/mineral water + tea, natural coffee, milk, sugar. Note: to be arranged on tables and removed after the end of lunch.</p> <p>V. Administrative and Logistics Services Support</p> <ul style="list-style-type: none"> • Coordination of Venue Selection: Yes • Coordination of Participants' Accommodation: Yes • Coordination of Arrangements in the Conference Room (including seating arrangements, name tags, pick up and setting UNFPA Banner): Yes • Catering Coordination: Yes • Coordination of Equipment Rent and Technical Support: Yes • Participants' Management (including also their invitation/calls/confirmation and registration, solve event-related requests): Yes <p>Note: The nominal list of participants to be invited is stipulated in the Ministry of Health Ordinance, to be provided by UNFPA Moldova to the Contractor</p>
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			<ul style="list-style-type: none"> • Coordination of Materials Printing & Pick up & Assembling participants folders and their distribution at the Registration Desk; pick up and distribution of published available protocols on the tables in the Conference Room: Yes • Coordination of the distribution of the electronic version of the PPTs presented and discussed within the training workshops to the e-mail addresses of all participants to the training workshops.
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Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

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

Expiration of Validity of Quotation *(The quotation shall be valid for a period of at least 90 days after the Closing date.)*

Price Schedule:

Item/ Service:	Qty:	Unit price (Insert Currency)	Total price (Insert Currency)	Delivery schedule
Hotel Accommodation				(days)
Venue Rent Services: Conference Room & Rent of Equipment				(days)
Event Materials and Printing Services				(days)
Event related Photo Services & Participants Registration				(days)
Catering Services 1 st day				(days)
Catering Services 2 nd day				(days)
Administrative and Logistics Services Support				(days)
Total:				(days)

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;

<i>Vendor's Comments:</i>

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