



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

Date: 18 May 2023

Request for Quotation No. UNFPA/MD/RFQ/015/2023

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)**

Your earliest response to this query would be highly appreciated, but not later than **21 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:

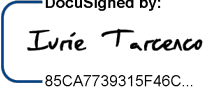
- Full acceptance of the PO/Contract General Terms and Conditions
- Provided quotation with detailed technical description of each service quoted for.
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;



Evaluation method:

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

Best regards,

Prepared by: 
Tarcenco Iurie/ Procurement Analyst
Tel. No. +373 79785684
Email: tarcenco@unfpa.org

Approved by: 
Nigina Abaszade
Resident Representative
UNFPA Moldova

Annex: 1

Item	Description	Unit of measure	Quantity
<p>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</p> <p>Period: 12-30 June 2023</p> <p>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)</p>			
1	<p>Hotel Accommodation in Chisinau max 3* Stars Hotel Single Room, with breakfast included 1 night for 151 persons</p> <p>Dates: 12 June 2023: 24 pers x 1 night 15 June 2023: 26 pers x 1 night 19 June 2023: 25 pers x 1 night 22 June 2023: 25 pers x 1 night 26 June 2023: 26 pers x 1 night 29 June 2023: 25 pers x 1 night</p>	Single Room	151
2	<p>Conference Room in the same venue (max 3* Stars Hotel in 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>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><i>(1 room x 2 days x 6 events = 12)</i></p>	Conference Room for 2 days for 6 events	12
3	<p>Rent of Equipment in the Conference Room</p> <p>Projector: Yes, for video</p>	Set of equipment in the Conference Room	12

	<p>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</p> <p><i>(1 set x 2 days x 6 events = 12)</i></p>	<i>(1 set x 2 days x 6 events = 12)</i>	
4	<p>Water in 0.5l bottles on the tables in the Conference Room & single use paper cups & napkins per each training workshop</p> <p><i>(30 pers x 4 bottles x 6 events = 720)</i></p>	0.5l bottles of water	720
5	<p>Folders for participants to include:</p> <ul style="list-style-type: none"> Folder (similar to INTERDRUK A4 IN00403): 30 units per each training workshop Pen (similar to EK31059): 30 units per each training workshop Notebook (similar to BV00540): 30 units per each training workshop <p><i>(30 sets x 6 events = 180)</i></p>	Set	180
6	<p>Flipchart and markers in the Conference Room 3 flipcharts, 30 paper sheets, 9 colored markers, 5 sticky notes, 1 paper scotch – per each training workshops to be held</p> <p><i>(1 set x 6 events = 6)</i></p>	Set	6
7	<p>Printing of materials 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>	Page	2325
8	<p>Printing of Certificates Printing services of Certificates of Attendance for Participants and Facilitators (Print Page, A4, 300r/m2)</p>	Page	155
9	<p>2 Coffee Breaks for 29 persons (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’), 1 type of seasonal fruits.</p>	Coffee break per person	348

	<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.</p> <p>Note: to be arranged on tables and removed after the end of the coffee break.</p> <p><i>(2 CB x 29 pers x 6 events = 348)</i></p>		
10	<p>1 Business Lunch for 29 persons (day 1) for 6 trainings</p> <p>Lunch (Business Lunch) - portion per person shall include: first course (soup), second course (meat or fish + garnish), fresh vegetables salad + fruits, bread, mineral water, tea or natural coffee .</p> <p>Note: To be arranged on tables and removed after the end of event.</p> <p><i>(1 Lunch x 29 pers x 6 events = 174)</i></p>	Lunch per person	174
11	<p>1 Dinner for 25 persons (day 1) for 6 trainings</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><i>(1 Dinner x 25 pers x 6 events = 150)</i></p>	Dinner per person	150
12	<p>1 Coffee Break for 29 persons (day 2) for 6 trainings</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.</p> <p>Note: to be arranged on tables and removed after the end of coffee break.</p> <p><i>(1CB x 29 pers x 6 events = 174)</i></p>	Coffee break per person	174
13	<p>1 Business Lunch for 29 persons (day 2) for 6 trainings</p> <p>Lunch (Business Lunch) - portion per person shall include: first course (soup), second course (meat or</p>	Lunch per person	174

	<p>fish + garnish), fresh vegetables salad + fruits, bread, mineral water, tea or natural coffee .</p> <p>Note: To be arranged on tables and removed after the end of event.</p> <p><i>(1 Lunch x 29 pers x 6 events = 174)</i></p>		
14	<p>Administrative and Logistics Support Services for 6 trainings of 2 days each, including:</p> <ul style="list-style-type: none"> • 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) • Catering Coordination • Coordination of Equipment Rent and Technical Support • Participants' Management (including also their invitation/calls/confirmation and registration, solve event-related requests) • 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 	Lump Sum per 6 events	6

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	Description	Unit of measure	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 North and Center regions of the country as detailed in Annex 1 to this RFQ Period: 12-30 June 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)					
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	<p>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><i>(1 room x 2 days x 6 events = 12)</i></p>				
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	<p>appear with equipment, with Internet connection or audio system</p> <ul style="list-style-type: none"> • Registration Desk in front of the Conference Room & Registration of Participants to each training workshop 				
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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;

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

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