



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

Date: 04 Aug 2023

Request for Quotation No. UNFPA/MD/RFQ/023/2023

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 South Region, Chisinau Municipality and some adjacent rayons from Center Region of the country: 5-28 September 2023, 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:

- 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.

The quotation shall be valid at least for 1 month 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 **11 August 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.

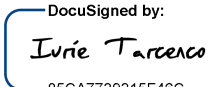


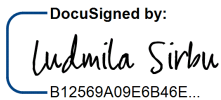
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

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: 
Ludmila Sirbu
Officer-in-Charge
UNFPA Moldova



Annex: 1

Item	Description	Unit of measure (ex. day, hour, person etc.)	Quantity	Unit rate, MDL	Sub-total, MDL
<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 South Region, Chisinau Municipality and some adjacent rayons from Center Region of the country: 5-28 September 2023, as follow:</p> <ul style="list-style-type: none"> • 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 <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 3* Stars Hotel in Chisinau (with easy access to public transportation) Single Room, with breakfast included Total: 1 night accommodation for 63 participants</p> <p>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</p>	1 night accommodation / Single Rooms for 6 trainings	63		
2	<p>Conference Room in the same venue (3* Stars Hotel in Chisinau, with an easy access to public transportation)</p> <p>Dates</p> <ul style="list-style-type: none"> • 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 	Days of Conference Room rent for 6 trainings	12		



	<p>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)</p> <p>Air conditioning/ heating: Yes, the room shall be aired and clean</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> <p><i>(1 conference room x 2 days x 6 events = 12)</i></p>				
3	<p>Rent of Equipment in the Conference Room</p> <p>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</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> <p><i>(1 set x 2 days x 6 events = 12)</i></p>	Days of rent of Set of equipment in the Conference Room <i>(1 set x 2 days x 6 events = 12)</i>	12		
4	<p>Water in 0.5l bottles on the tables in the Conference Room & single use paper cups & napkins per each training workshop</p> <ul style="list-style-type: none"> • 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 <p><i>(197 persons x 4 bottles = 788 bottles overall)</i></p>	0.5l bottles of water for 6 trainings	788		



5	<p>Folders for participants – each set to include:</p> <ul style="list-style-type: none"> ✓ Folder (similar to INTERDRUK A4 IN00403) ✓ Pen (similar to EK31059) ✓ Notebook (similar to BV00540) <ul style="list-style-type: none"> • 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 <p><i>(Overall: 197 sets)</i></p>	Sets for 6 trainings	197		
6	<p>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</p> <p><i>(1 set x 6 events = 6 sets)</i></p>	Set for 6 trainings	6		
7	<p>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</p>	Pages for 6 trainings	1200		
8	<p>Printing of Certificates Printing services of Certificates of Attendance for Participants and Facilitators (Print Page, A4, 300g/m2,) 173 colour printed Certificates for Participants + 4 Certificates for Facilitators = 177 printed Certificates overall</p>	Pages for 6 trainings	177		
9	<p>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.</p>	Portions of Coffee breaks 1 st day of trainings for 6 trainings	394		



	<p>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.</p> <p>Note: to be arranged on tables and removed after the end of the coffee break.</p> <ul style="list-style-type: none"> • 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 <p><i>(Overall within 6 training workshops: 394)</i></p>				
10	<p>1 Business Lunch (day 1) for 6 trainings</p> <p>Portion per person shall include: first course (soup), second course (meat or fish, garnish), fresh vegetables salad, bread, still/mineral water</p> <ul style="list-style-type: none"> • 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 <p><i>(Overall within 6 training workshops = 197)</i></p>	Portions of Lunch /1 st day of training for 6 trainings	197		
11	<p>1 Dinner (day 1) for 6 trainings</p> <p>5 September 2023: 3 pers 7 September 2023: 13 pers</p>	Portions of Dinner / 1 st day of	63		



	<p>18 September 2023: 22 pers 21 September 2023: 24 pers 25 September 2023: 0 pers 27 September 2023: 1 pers</p> <p><i>(Overall within 6 training workshops = 63)</i></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, still/mineral water</p>	training / for 6 trainings			
12	<p>1 Coffee Break (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'), 2 types of seasonal fruits.</p> <p>Note: to be arranged on tables and removed after the end of coffee break.</p> <ul style="list-style-type: none"> • 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 <p><i>(Overall within 6 training workshops = 197)</i></p>	Portions of Coffee break / 2 nd day of trainings for 6 trainings	197		
13	<p>1 Business Lunch (day 2) for 6 trainings</p> <p>Portion per person shall include: first course (soup), second course (meat or fish, garnish), fresh vegetables salad, bread, still/mineral water</p> <ul style="list-style-type: none"> • 1st Training Workshop: 29 participants + 4 Facilitators • 2nd Training Workshop: 29 participants + 4 Facilitators 	Portions of Lunch / 2 nd day of trainings for 6 trainings	197		



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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; 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) <p>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</p>	Lump Sum per 6 events	6		



	of the 6 Training Workshops to be held in September 2023)				
Total Contract Price					MDL



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 (ex. day, hour, person etc.)	Quantity	Unit rate, MDL	Sub-total, MDL
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	<i>(Overall within 6 training workshops = 197)</i>				
11	<p>1 Dinner (day 1) for 6 trainings</p> <p>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</p> <p><i>(Overall within 6 training workshops = 63)</i> 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</p>	Portions of Dinner / 1 st day of training / for 6 trainings	63		
12	<p>1 Coffee Break (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'), 2 types of seasonal fruits.</p> <p>Note: to be arranged on tables and removed after the end of coffee break.</p> <ul style="list-style-type: none"> • 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 <p><i>(Overall within 6 training workshops = 197)</i></p>	Portions of Coffee break / 2 nd day of trainings for 6 trainings	197		
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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; 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) 	Lump Sum per 6 events	6		



	<p>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)</p>				
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