



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: moldova.office@unfpa.org
Website: <http://moldova.unfpa.org>

Date: **19 May 2023**

REQUEST FOR QUOTATION

RFQ N° UNFPA/MDA/RFQ/2023/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of event management services for the VET project”.

UNFPA requires the provision of the following services:

- Organize a 2-day meeting for the Network of VET Youth Peer Educators on Life Skills.
- Organize a Steering Committee meeting within the project “Develop life skills and healthy behaviours of students in VET for their development and job readiness”

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services:

UNFPA seek to identify a qualified company that will support the following:

1. Organize a 2-day meeting for the Network of VET Youth Peer Educators on Life Skills

To achieve the overall scope of this assignment, the following objective is to organize the logistical arrangement for a 2-day meeting for 90 persons, peer educators and their mentors: rent of venue, catering services, and travel costs reimbursement services of transportation costs as per the tariffs in place in the RM.

2. Organize a Steering Committee meeting within the project “Develop life skills and healthy behaviours of students in VET for their development and job readiness”

In order to achieve the overall scope of this assignment, the following objective is to organize the logistical arrangement for the offline one-day meeting: catering services and travel costs reimbursement services for participants.



Outputs / Deliverable(s)	Description of Services / Technical specifications	Timeframe
<p>1. Event management services for organising: 2-day meeting for the Network of VET Youth Peer Educators on Life Skills</p>	<p>1.1. <i>Teambuilding services.</i> One-day teambuilding activity (quest) for 90 persons (peer educators and their mentors) out of Chisinau city (29 June 2023). The quest should be thematically related to peer educators' activity.</p> <p>1.2. <i>Event management services.</i> Accommodation in Vadul lui Voda, 1 night (29 to 30 June 2023) for up to 90 people, TWIN / double room with breakfast included. Minimum 3-star rating location.</p> <p>Transport cost of the participants:</p> <ol style="list-style-type: none"> 1) from Chisinau to the place where the teambuilding activity will be organized (for 90 persons) (29 June 2023); 2) from the place where the teambuilding activity will be organized to Vadul lui Voda (for 90 persons) (29 June 2023); 3) from Vadul lui Voda to Chisinau (for 90 persons) (30 June 2023). <p>1 (One) Large Conference Room for up to 100 people – for 1 day (30 June 2023)</p> <ul style="list-style-type: none"> - amphitheatre arrangement with the possibility of arranging tables on the perimeter; - comfortable seats and tables; - air-condition system; - Wi-Fi Internet connection. <p>Equipment in conference Room:</p> <ul style="list-style-type: none"> • Laptop • Video projector • Screen • Flipchart table, markers <p>Still Bottled Water (0.5 L) (3 per day x 2 days x 90 people)</p> <p>3 Coffee breaks (29 June 2023: 2 per day x 90 people; 30 June 2023: 1 per day x 90 people) should include a minimum of:</p> <ul style="list-style-type: none"> • Tea & Coffee with milk/cream and sugar; • 2 types of fruits & 2 types of sandwiches or pies, for 90 participants. <p>Lunch (1 per day x 2 days x 90 people) should include a minimum of:</p> <ul style="list-style-type: none"> • First course (soup, etc.); 	<p>29-30 June 2023 (tentatively)</p>



	<ul style="list-style-type: none"> • Main dishes (meat/fish, vegetables, potatoes) with salad; • Water & fruit juice. <p>The proposed menu should vary compared to the other meals served.</p> <p>Dinner (1 per day x 1 day (29 June 2023) x 90 people) should include a minimum of:</p> <ul style="list-style-type: none"> • Salad; • Meat/fish, vegetables / salad, garnish; • Water & fruit juice; • 1 type of dessert. <p>The proposed menu should vary compared to the other meals served.</p> <p>1.3. Merchandising materials designed and printed Vacuum insulated flasks (thermos) <i>Capacity: 500 ml;</i> <i>Size: 64 x 235 mm;</i> <i>Material: stainless steel;</i> <i>Colour: Orange;</i> <i>Weight: 300g;</i> QTY: 100 pcs</p> <ul style="list-style-type: none"> • Cap with the following characteristics: Baseball cap with 5 panels and an adjustable strap with metal lock. Polyester and Microfiber. Colour: black/white. Item to be printed: project logo. Printing: 100x45 mm. QTY: 100 pcs <p>*mandatory to provide a sample of the fabric.</p> <p>1.4. Logistic Services: reimbursement of transportation costs for participants, as per the submitted tickets or tariff for public transportation in the Republic of Moldova. At the event, there will be (tentatively) 6 participants from Cupcini, Edineț, 6 participants from Riscani, 12 participants from Balti, 6 participants from Rezina, 6 participants from Orhei, 6 participants from Nisporeni, 6 participants from Cahul and the rest from Chisinau.</p> <p>1.5. Photo services: will ensure the photo services during the event – 3 hours (29 June 2023).</p>	
<p>2. Event management services for organising: a Steering Committee meeting within the project</p>	<p>1.1. Ensure catering service for offline meeting.</p> <ul style="list-style-type: none"> - Still Bottled Water (0.5 L) (1 bottle x 25 people x 1 day) - Coffee break (for 25 participants) should include a minimum of: <ul style="list-style-type: none"> • Tea & Coffee with milk/cream and sugar; 	<p>07 or 08 June 2023 (tentatively)</p>



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<p>“Develop life skills and healthy behaviours of students in VET for their development and job readiness”</p>	<ul style="list-style-type: none"> • 2 types of sweet cake (muffins, chocolate, etc.), for 25 participants. <p>The company will bring the coffee break to the Center of Excellence in Light Industry in Chisinau, where will be organised the meeting.</p> <p>1.2 Travel costs reimbursement services. Reimbursement of transportation costs, as per tickets or official cost table. At the meeting, there will be (tentatively) 2 participants from Balti, 2 participants from Orhei, one participant from Nisporeni, one participant from Cahul, participants from Balti, 1 participant from Orhei and 1 participant from Hincesti.</p>	
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III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of the contact person at UNFPA:	Ion Ratoj, Administrative and Finance Associate / Procurement Focal Point
Email address of contact person:	ratoj@unfpa.org

The **deadline for submission of questions is Thursday, 25 May 2023, at 16:30 (Moldova local time).**

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products/services and have the legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs that shall include:



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- Copy of the organization's registration certificate;
- Organization's profile includes experience in similar assignments by outlining the organization's capacity to provide complex event management services and PR and media services.
- Detailed technical specifications of offered goods. Please insert it in the dedicated column in the Price Quotation Form.

b) **Price quotation in MDL (exclusive of VAT), to be submitted strictly in accordance with the price quotation form (attached).**

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than **Monday, 29 May 2023, 16:30 (Moldova local time)**¹.

Name of the contact person at UNFPA:	Diana Condrat, Designated Bid Receiver
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2023/002 – Provision of event management services for the VET project**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

IX. Right to Vary Requirements at Time of Award

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

X. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

XI. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XII. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XIII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Nigina Abaszada, UNFPA Representative at abaszade@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at procurement@unfpa.org.

XIV. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you, and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Natalia Plugaru, UNFPA Officer-in-Charge

Signature: _____
DocuSigned by:
Natalia Plugaru
8AC4D1BDFF7C4D3...

DATE: 19-May-2023



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MDA/RFQ/2023/002
Currency of quotation :	MDL
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 1 month 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, MDL	Sub-total, MDL
Deliverable 1. Organize a 2-day meeting (offline) for the Network of VET Youth Peer Educators on Life Skills as per the ToR.					
1.1.	Teambuilding services.	Day	2		
1.2.	Accommodation in Vadul lui Voda. 1 night (29 to 30 June 2023) for up to 90 people, TWIN / double room with breakfast included. Minimum 3-star rating location.	TWIN / double room	45		
1.3.	Transport cost of the participants: <ol style="list-style-type: none"> 1) from Chisinau to the place where the teambuilding activity will be organized (for 90 persons) (29 June 2023); 2) from the place where the teambuilding activity will be organized to Vadul lui Voda (for 90 persons) (29 June 2023); 3) from Vadul lui Voda to Chisinau (for 90 persons) (30 June 2023). 	Person	270		
1.4.	1 (One) Large Conference Room for up to 100 people – for 1 day (30 June 2023) - amphitheatre arrangement with the possibility of arranging tables on the perimeter; - comfortable seats and tables; - air-condition system; - Wi-Fi Internet connection.	Conference Room / Day	1		



	(1 room x 1 day)				
1.5.	Equipment in conference Room: <ul style="list-style-type: none"> Laptop Video projector Screen Flipchart table, markers 	Set /day	1		
1.6.	Still Bottled Water (0.5 L) (3 per day x 2 days x 90 people)	Bottle	540		
1.7.	3 Coffee breaks (29 June 2023: 2 per day x 90 people; 30 June 2023: 1 per day x 90 people) should include a minimum of: <ul style="list-style-type: none"> Tea & Coffee with milk/cream and sugar; 2 types of fruits & 2 types of sandwiches or pies, for 90 participants. 	Coffee break	270		
1.8.	Lunch (1 per day x 2 days x 90 people) should include a minimum of: <ul style="list-style-type: none"> First course (soup, etc.); Main dishes (meat/fish, vegetables, potatoes) with salad; Water & fruit juice. The proposed menu should vary compared to the other meals served	Lunch	180		
1.9.	Dinner (1 per day x 1 day (29 June 2023) x 90 people) should include a minimum of: <ul style="list-style-type: none"> Salad; Meat/fish, vegetables / salad, garnish; Water & fruit juice; 1 type of dessert. The proposed menu should vary compared to the other meals served	Dinner	90		
1.10	Reimbursement of transportation costs to participants , as per the submitted tickets or tariff for public transportation in the Republic of Moldova. At the event there will be (tentatively) 6 participants from Cupcini, Edinet, 6 participants from Riscani, 12 participants from Balti, 6 participants from Rezina, 6 participants from Orhei, 6 participants from Nisporeni, 6 participants from Cahul.	Person	48		
1.11	Photo services: will ensure the photo services during the event – 3 hours.	Hour	4		
1.12	Merchandising materials designed and printed <ul style="list-style-type: none"> Vacuum insulated flasks (thermos): Capacity: 500 ml; Size: 64 x 235 mm; Material: stainless steel; Color: orange; Weight: 300g; QTY: 100 pcs 	each	100		



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	<ul style="list-style-type: none"> Cap with the following characteristics: Baseball cap with 5 panels and an adjustable strap with metal lock. Polyester and Microfiber. Colour: black/white. Item to be printed: project logo. Printing: 100x45 mm. QTY: 100 pcs *mandatory to provide a sample of the fabric. 				
Total Deliverable 1					
Deliverable 2. Provide logistic support for organization of Steering Committee meeting within the project "Develop life skills and healthy behaviours of students in VET for their development and job readiness"					
2.1	Still Bottled Water (0.5 L) (2 x 1 day x 25 people)	Bottle	50		
2.2	Coffee break: should include a minimum of tea, coffee, milk, sugar, 2 types of sweet cake (muffins, chocolate, etc.), seasonal fruits - 2 types for 25 participants;	Coffee break	25		
2.3.	Reimbursement of transportation costs to participants, as per the submitted tickets or tariff for public transportation in the Republic of Moldova. At the meeting, there will be (tentatively) 2 participants from Balti, 2 participants from Orhei, one participant from Nisporeni, one participant from Cahul.	Person	6		
Total Deliverable 2					
Total Contract Price					MDL

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/2023/002 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.

	Click here to enter a date.	
Name and title	Date and place	