



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: **08 February 2023**

REQUEST FOR QUOTATION RFQ № UNFPA/MDA/RFQ/2023/001

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 3 days’ workshop for the Network of VET Youth Peer Educators on Life Skills;
- Organize a one-day workshop for national trainers on education for life skills in the VET system;
- Organization of 3 regional meetings for educational institutions in the VET system (2 meetings in the central region and 1 meeting in the northern region);
- Organize 12 advocacy workshops in targeted VET institutions.

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 in the following:

1. *Organize a 3-day workshop 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 three-day workshop 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 one-day workshop for national trainers on education for life skills in the VET system*

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

3. *Ensure catering services of 3 regional meetings for educational institutions in the VET system (2 meetings in the central region and 1 meeting in the northern region).*



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To achieve the overall scope of this assignment the selected company shall organize the logistical arrangement for 3 regional meetings for 90 persons (30 participants per meeting), who will be invited through an invitation sent by MER. The company shall also ensure catering services for these meetings. The company will bring the coffee breaks to the Center of Excellence in Light Industry in Chisinau, but for the meeting from Balti, the company will bring the coffee breaks to the UNFPA office (according to the predetermined schedule), and the project team will take them to the Center of Excellence in Services and Food Processing from Balti.

4. Ensure catering services for 12 advocacy workshops.

In order to achieve the overall scope of this assignment, the following objective is to organize the catering services for 12 advocacy workshops. The logistics company will bring the coffee breaks to the UNFPA office (according to the predetermined schedule), and the project team will take them to each institution where the workshop will take place.

UNFPA will provide transportation for the team of experts.

Outputs / Deliverable(s)	Description of Services / Technical specifications	Timeframe
<p>1. Event management services for organising: 3-day workshop for the Network of VET Youth Peer Educators on Life Skills.</p>	<p><i>1.1. Event management services.</i></p> <p>Accommodation in Chisinau downtown, 2 nights (16 to 18 March 2023) for up to 64 people, TWIN / double room with breakfast included. Minimum 4-star rating location</p> <p>2 (Two) Small Conference Rooms for up to 30 people each with comfortable seats and tables, equipped with air-conditioning and Wi-Fi Internet connection. Tables and chairs are possible to move and adjust during the training sessions.</p> <p>1 (One) Large Conference Room for up to 100 people</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 each conference Rooms:</p> <ul style="list-style-type: none"> • Laptop • Video projector • Screen • Flipchart table, markers <p>Still-water container. Reusable water jugs and glass cups must be available throughout the event.</p> <p>Coffee breaks (2 per day x 3 days x 90 people) should include a minimum of:</p>	<p>16 – 18 March 2023 (tentatively)</p>



	<ul style="list-style-type: none"> • Tea & Coffee with milk/cream and sugar; • 2 types of sweet cake (muffins, chocolate, etc.), for 90 participants. <p>Lunch (1 per day x 3 days x 90 people should include a minimum of:</p> <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 <p>Dinner (1 per day x 2 days 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 • The proposed menu should vary <p>1.2. Logistic Services: reimbursement of transportation costs to national participants, as per the submitted tickets or tariff for public transportation in the Republic of Moldova.</p> <p>At the event there will be (tentatively) 5 participants from Cupcini, Edinet, 5 participants from Riscani, 10 participants from Balti, 5 participants from Rezina, 5 participants from Orhei, 5 participants from Nisporeni, 5 participants from Cahul and the rest from Chisinau.</p> <p>1.3. Photo services: will ensure the photo services during the event – 3 hours.</p>	
<p>2. Event management services for organising: One-day workshop for national trainers on education for life skills in the VET system</p>	<ul style="list-style-type: none"> - Conference Room in Chisinau downtown with comfortable seats and tables for up to 21 persons, equipped with air-conditioning system and Wi-Fi Internet connection; the room with possibility to adjustment; - Equipment: video projector, two flipchart tables, one laptop and screen in the conference room, audio boxes; - Still/sparkling water (0,5 l glass bottles x 2 x 21 participants), in the Conference Room. - Welcome Coffee should include tea, coffee, milk, sugar, sandwich/bruschetta or an assortment of pies, sweet and sweet pastries ('placinte') for 21 participants; - Coffee break: should include a minimum of tea, coffee, milk, sugar, 2 types of sweet cake (muffins, chocolate, etc.), seasonal fruits - 2 types for 21 participants; - Lunch should include a minimum of the first course (soup), second course (meat, garnish), fresh vegetables, salad, bread, dessert (fruits), mineral water or juice. 1 lunch x x 21 participants; 	<p>24 March 2023 (tentatively)</p>



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	- Travel costs reimbursement services. Reimbursement of transportation costs, as per tickets or official cost table. At the event, there will be (tentatively) 5 participants from Balti, 1 participant from Orhei and 1 participant from Hincesti.	
3. Ensure catering services for 3 regional meetings for educational institutions in the VET system	<p>Ensure catering services for 3 offline event. Coffee breaks (1 per meeting x 3 days 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 sweet cake (muffins, chocolate, etc.), for 90 participants. <p>The company will bring the coffee breaks to the Center of Excellence in Light Industry in Chisinau, but for the meeting from Balti, the company will bring the coffee breaks to the UNFPA office (according to the predetermined schedule), and the project team will take them to the Center of Excellence in Services and Food Processing from Balti.</p>	Period March - April 2023 (tentatively)
4. Ensure catering services for 12 advocacy workshops.	<p>Ensure catering services for 12 advocacy workshops. Catering for offline events – packaged coffee break type: should include a minimum of tea, coffee, milk, sugar, 2 types of sweet cake (muffins, chocolate, etc.), (12 workshops x 1-day x 25 participants). The logistics company will bring the coffee breaks to the UNFPA office in Chisinau (according to the predetermined schedule), and the project team will take them to each institution where the workshop will take place.</p>	Period April – May 2023 (a schedule of the workshops will be developed)

III. Questions

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

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

The **deadline for submission of questions is Monday, 13 February 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 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.



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- 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:

- Technical proposal**, in response to the requirements outlined in the service requirements / TORs that shall include:
 - Proposed venue, description of accommodation (double rooms) and conference rooms, description of offered equipment, sample menu for coffee breaks, lunch and dinner etc.;
 - Copy of organization's registration certificate;
 - Organization's profile, including experience in similar assignments by outlining the organization's capacity to provide complex event management services.
- 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 IV 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 : **Thursday, 16 February 2023, 16:30 (Moldova local time)**:¹.

Name of 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/2023/001 – Provision of event management services for the VET project**. Proposals, including 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.

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



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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

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



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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:

Nigina Abaszada, UNFPA Representative

Signature:  _____
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DATE: 08-Feb-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/2023/001
Currency of quotation :	MDL
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 1 month after the submission deadline)</i>	

- 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 one-day meeting (offline) with the Network of VET Youth Peer Educators on Life Skills as per the ToR.					
1.1.	Accommodation in Chisinau Downtown , 2 nights (16 to 18 March 2023) for up to 64 people, TWIN / double room with breakfast included. Minimum 4-star rating location <i>(32 DBL x 2 nights = 64)</i>	TWIN / double room	64		
1.2.	2 (Two) Small Conference Rooms for up to 30 people each with comfortable seats and tables, equipped with air-conditioning and Wi-Fi Internet connection. Tables and chairs are possible to move and adjust during the training sessions. <i>(2 rooms x 3 days = 6)</i>	Conference Room / Day	6		
1.3.	1 (One) Large Conference Room for up to 100 people - amphitheatre arrangement with the possibility of arranging tables on the perimeter; - comfortable seats and tables; - air-condition system; - Wi-Fi Internet connection. <i>(1 room x 3 days = 3)</i>	Conference Room / Day	3		
1.4.	Equipment in each conference Rooms: <ul style="list-style-type: none"> Laptop Video projector Screen Flipchart table, markers 	Set	9		



	<i>(1 set x 3 rooms x 3 days = 9)</i>				
1.5.	Still-water container. Reusable water jugs and glass cups must be available throughout the event.	Bottle	540		
1.6.	Coffee breaks (2 per day x 3 days x 90 people) should include a minimum of: <ul style="list-style-type: none"> • Tea & Coffee with milk/cream and sugar; • 2 types of sweet cake (muffins, chocolate, etc.), for 90 participants. 	Coffee break	540		
1.7.	Lunch (1 per day x 3 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 	Lunch	270		
1.8.	Dinner (1 per day x 2 days 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 	Dinner	180		
1.9.	Reimbursement of transportation costs to national 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		
1.10	Photo services: will ensure the photo services during the event – 3 hours.	Hour	3		
Total Deliverable 1					
Deliverable 2. One-day workshop with 16 national trainers on life-skills education within the VET project (presentation of the guide developed for teachers) as per the ToR					
2.1.	Conference Room in Chisinau Downtown with comfortable seats and tables for up to 21 persons, equipped with air-conditioning system and Wi-Fi Internet connection; the room with possibility to adjustment; <i>(1 room x 1 day)</i>	Conference Room / Day	1		
2.2.	Equipment: video projector, two flipchart tables, one laptop and screen in the conference room, audio boxes; <i>(1 set x 1 room x 1 day = 1)</i>	Set	1		
2.3.	Still/sparkling water (0,5 l bottles x 2 x 21 participants), in the Conference Room.	Bottle	42		



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2.4.	Welcome Coffee should include tea, coffee, milk, sugar, sandwich/bruschetta or an assortment of pies, sweet and sweet pastries ('placinte') for 21 participants;	Coffee break	21		
	Coffee break: should include a minimum of tea, coffee, milk, sugar, 2 types of sweet cake (muffins, chocolate, etc.), seasonal fruits - 2 types for 21 participants;	Coffee break	21		
	Lunch should include a minimum of the first course (soup), second course (meat, garnish), fresh vegetables, salad, bread, dessert (fruits), mineral water or juice. 1 lunch x x 21 participants;	Lunch	21		
	Travel costs reimbursement services. Reimbursement of transportation costs, as per tickets or official cost table. At the event, there will be (tentatively) 5 participants from Balti, 1 participant from Orhei and 1 participant from Hincesti.	Person	7		
Total Deliverable 2					
Deliverable 3. Three regional meetings for educational institutions in the VET as per the ToR					
3.1.	Coffee break type: should include a minimum of tea, coffee, milk, sugar, and 2 types of sweet cake (muffins, chocolate, etc.), (3 meetings x 1 day x 30 participants).	Coffee break	90		
Total Deliverable 3					
Deliverable 4. Organize 12 advocacy workshops in targeted VET institutions as per the ToR					
4.1.	Packaged Coffee break type: should include a minimum of tea, coffee, milk, sugar, 2 types of sweet cake (muffins, chocolate, etc.), (12 workshops x 1 day x 25 participants).	Coffee break	300		
Total Deliverable 4					
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/2023/001 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	



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