**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **UNFPA/MDA/RFQ/2023/001** |
| **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 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  *(32 DBL x 2 nights = 64)* | 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.  *(2 rooms x 3 days = 6)* | 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.  *(1 room x 3 days = 3)* | Conference Room / Day | 3 |  |  |
| 1.4. | **Equipment in each conference Rooms:**   * Laptop * Video projector * Screen * Flipchart table, markers   *(1 set x 3 rooms x 3 days = 9)* | Set | 9 |  |  |
| 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:   * 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:   * 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:   * 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;  *(1 room x 1 day)* | Conference Room / Day | 1 |  |  |
| 2.2. | **Equipment:** video projector, two flipchart tables, one laptop and screen in the conference room, audio boxes;  *(1 set x 1 room x 1 day = 1)* | Set | 1 |  |  |
| 2.3. | **Still/sparkling water** (0,5 l bottles x 2 x 21 participants), in the Conference Room. | Bottle | 42 |  |  |
| 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 | |