



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

Date: **05 October 2023**

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/MDA/RFQ/2023/005**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Provision of event management services  
for organization of the event: Life skills education in Vocational Educational and Training (VET)  
institutions: results and perspectives”.**

UNFPA requires the provision of event management services for organization of the event in the project *Develop life skills and healthy behaviours of students in Vocational Education & Training for their development and job readiness*, as per the Service Requirements/Terms of Reference (ToR) below.

**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 childbirth 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)**

<b>UNFPA Strategic Plan 2022 – 2025, Output 1</b>	Enhanced life skills of adolescents and youth to make informed decisions about their body and lives and adopt healthy and safe behaviors.
<b>UNSDCF 2023 - 2027 Outcome 1</b>	By 2027, institutions deliver human rights-based, evidence-informed and gender-responsive services for all, with a focus on those who are left behind.
<b>National Development Strategy "European Moldova 2030"</b>	By 2030 ensure that all pupils/students acquire the knowledge and skills needed to promote sustainable development and sustainable lifestyles, environmental protection, human rights, gender equality, the culture of peace and non-violence, global citizenship and appreciation of cultural diversity and culture’s contribution to sustainable development (SDG 4.7.)
<b>Beneficiary institution:</b>	“Develop life skills and healthy behaviours of students in Vocational Education & Training for their development and job readiness, the project implemented by UNFPA Moldova.
<b>Funding</b>	Austrian Development Agency.

**Objectives and scope of the Services:**

UNFPA seeks to identify a qualified company that will support in organizing event: **Life skills education in Vocational Educational and Training (VET) institutions: results and perspectives, 2023.**

The event aims to achieve the following objectives:

- Summarize and present programme achievements and results;
- Providing a platform to share insights and experiences;

DS  
*Selam*

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- Presentation of future actions in promoting a healthy lifestyle in the VET system.

During the event's focus will be to increase understanding and support for project interventions from targeted VET institutions, teachers of Decisions for a Healthy Lifestyle from VET system, business companies, MoER, VET donors, young people. The event will have approximately 4,5 hours duration for ~150 participants. During the event, the participants will speak up about the project results to increase the general public support for life skills education.

To achieve the overall scope of this assignment, the following objective is to organize the logistical arrangement for an offline event for participants: rent of venue, catering services, travel costs reimbursement services of transportation costs as per the tariffs in place in the RM.

### Outputs / Deliverable(s):

Outputs / Deliverable(s)	Description of Services / Technical specifications	Timeframe
<b><i>1. Event management services</i></b>	<p><b>I. Conference rooms:</b></p> <ol style="list-style-type: none"> <li>1) Location: Chisinau Downtown, no further than 1.5 km by walk from UN House on 31 august str. Nr. 131</li> <li>2) Conference room for 150 people, venue (with available podium) able to fit 6 speakers and 1 moderator. <ul style="list-style-type: none"> <li>• Tables for technical crew, rectangular, 180x60 cm - 2 pcs.</li> <li>• Chairs for technical and organizational teams - 10 pcs.</li> <li>• Rent of 6 chairs (armchair style) for the speakers (ivory or any other light color) - 6 pcs.</li> <li>• Rent of chairs, to be arranged on side seats - 150 pcs.</li> <li>• Small tables for speakers - 2 pcs</li> </ul> </li> <li>3) Podium chairs to fit 5 speakers and 1 moderator</li> <li>4) The Conference rooms and the premises including rest rooms should be accessible for the person with locomotor disabilities</li> <li>5) <u>Rent of 1 selfie box</u> (with the option of logos insertions on the frame of the pictures with the option to send online snapshot via email to the beneficiary)</li> </ol> <p><b>II. Conferencing services</b></p> <ul style="list-style-type: none"> <li>• Audio/visual equipment</li> <li>• To arrange staff registration desk, administration of registration lists, document verification, printing of badges/name tags. (to monitor and report actual attendance);</li> <li>• To support participants' registration and prepare participants list.</li> <li>• To distribute event materials including but not limited to participant folder, pen, paper,</li> </ul>	23 November 2023



	<p>notebook, printouts, bags, agenda, visibility materials which will be made by UNFPA</p> <ul style="list-style-type: none"> <li>• Design and printing of branded photo wall 5 x 3 m – 1 unit, full color.</li> </ul> <p><b>III. Equipment in conference room:</b></p> <ul style="list-style-type: none"> <li>• 1 projector &amp; Screen</li> <li>• 1 laptop</li> <li>• 4 sound boxes, sound station</li> <li>• 6 portable microphones</li> <li>• Wi-Fi</li> <li>• 10 Easels able to support of 60x90 pictures</li> </ul> <p><b>IV. Photo services:</b> will ensure the photo services during the event – 5 hours.</p> <p><b>V. Coffee break space room</b> for 150 people.</p> <ol style="list-style-type: none"> <li>1) Glass Bottled Water – 150 pieces. (For each participant).</li> <li>2) Welcome coffee break <ul style="list-style-type: none"> <li>• With freshly brewed coffee, a large tea selection;</li> <li>• a French-style roast beef sandwich&amp;smoked chicken sandwich with greens;</li> <li>• an éclair with white chocolate &amp; hazelnut,</li> <li>• Seasonal fruits (whole fruits, not sliced).</li> </ul> </li> <li>6) Lunch (fourchette type) <ul style="list-style-type: none"> <li>• A buffet with salad choices, appetizers choices, sandwich choices, main courses choices snack choices, including meat, potatoes, rice and fresh and grilled vegetables;</li> <li>• 1 Fruit</li> <li>• One glass of fruit juice</li> <li>• Desert</li> </ul> </li> </ol>	
<p><b>2. Logistic Services</b></p>	<p><b>Reimbursement of transportation costs to national participants/delegates</b> (77 persons) as per the submitted tickets or tariff for public transportation in the Republic of Moldova as Follows:</p> <ul style="list-style-type: none"> <li>- Cahul - 9 Person</li> <li>- Orhei – 11 Person</li> <li>- Rascani – 7 Person</li> <li>- Balti – 22 Person</li> <li>- Nisporeni – 10 Person</li> <li>- Rezina – 9 Person</li> <li>- Cupcini, Edinet - 9 Person</li> </ul>	<p>23 November 2023</p>

**Activities:**



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In order to accomplish the above-mentioned objective, the contracted Company will have to perform the following activity - **Event: Life skills education in Vocational Educational and Training (VET) institutions: results and perspectives.**

The event is planned to be organized in November 23 (the exact date will be coordinated). The event will be organized offline and will include the participation of up to 150 participants. It is expected to ensure all issues related to event management as per the key performance indicators described below.

Key performance indicators for this activity include the development of the following:

- Ensure logistics for the offline event: rent of venue in the Chisinau downtown; rent of audio-visual services (PA system with five wireless microphones); in conference room laptop, video projector, screen; the venue should have a comfortable dedicated space for the speaker/s and moderator; air-conditioning system and a Wi-Fi Internet connection, arrangement of the room with the possibility to adjustment.
- Catering services for the all duration of the event as per the requirements mentioned above in the table of the deliverables;
- Travel costs reimbursement services. Reimbursement of transportation costs, as per the submitted tickets or tariff for public transportation in the Republic of Moldova.

### III. Questions

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

Name of contact person at UNFPA:	<b>Ion Ratoi, Administrative and Finance Associate / Procurement Focal Point</b>
Email address of contact person:	<a href="mailto:ratoi@unfpa.org">ratoi@unfpa.org</a>

The **deadline for submission of questions is Tuesday, 10 October 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 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.
- 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. Technical proposal shall contain:

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- ✓ Description of the proposed approach to meet the objectives/deliverables as per the ToR: Proposed venue, and conference rooms, description of offered equipment, sample menu for coffee breaks, lunch, 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.

**b) Price quotation in MDL, to be submitted strictly in accordance with the price quotation form.**

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: Friday, 13 October 2023, 16:30 (Moldova local time)**<sup>1</sup>.

Name of contact person at UNFPA:	<b>Diana Condrat, Designated Bid Receiver</b>
Email address of contact person:	<a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2023/005 – Event: Life skills education in Vocational Educational and Training (VET) institutions: results and perspectives**. 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 Professional Service Contract on a fixed-cost basis with duration of 30 (thirty) days 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**

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





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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](mailto: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](mailto: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:

**Dr. Nigina Abaszada,**  
**Resident Representative,**  
**UNFPA Moldova**

Signature:  43B769472CF14D1...

Date: 05-Oct-2023



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### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	<b>UNFPA/MDA/RFQ/2023/005</b>
<b>Currency of quotation:</b>	<b>MDL</b>
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

- Quoted rates must be **exclusive of VAT and all taxes**, since UNFPA is exempt from taxes.

Item	Description	Unit of measure (ex. day, hour, person etc.)	Quantity	Unit rate, MDL	Sub- total, MDL
1.1.	<ul style="list-style-type: none"> <li><b>(One)Conference room</b> for 150 people, venue (with available podium) able to fit 6 speakers and 1 moderator.</li> <li>Technical team:</li> <li>Tables for technical crew, rectangular, 180x60 cm - 2 pcs</li> <li>Chairs for technical and organizational teams – 8 pcs.</li> <li>Speakers</li> <li>Podium chairs to fit 5 speakers and 1 moderator: rent of 6 chairs (armchair style) for the speakers (ivory or any other light color) - 6 pcs;</li> <li>Small tables for speakers – 2 pcs</li> <li>Guests</li> <li>Rent of chairs, to be arranged on side seats - 150 pcs.</li> </ul> <p><b>Event conference room (description) for up to 150 people</b></p> <ul style="list-style-type: none"> <li>amphitheatre arrangement with possibility to arrange tables on the perimeter;</li> <li>comfortable seats and tables;</li> <li>air-condition system;</li> <li>Wi-Fi Internet connection.</li> <li>10 Easels able to support of 60x90 pictures</li> </ul> <p>*The Conference rooms and the premises including rest rooms should be accessible for the person with locomotor disabilities ** with the option to send online snapshot via email to the beneficiary)</p>		1		



	***Location: Chisinau Downtown, no further than 1.5 km by walk from UN House on 31 august str. Nr. 131				
1.2.	<b>Conferencing services</b> <ul style="list-style-type: none"> <li>• Audio/visual equipment</li> <li>• To arrange staff registration desk, administration of registration lists, document verification, printing of badges/name tags. (to monitor and report actual attendance);</li> <li>• To support participants' registration and prepare participants list.</li> <li>• To distribute event materials including but not limited to participant folder, pen, paper, notebook, printouts, bags, agenda, visibility materials which will be made by UNFPA</li> </ul>	psc	1		
1.3.	<b>Rent of 1 selfie box</b> (with the option of logos insertions on the frame of the pictures – 1.5 hours (at the beginning of the event).	hour	1		
1.4.	<b>Designing service:</b> Design and printing of branded photo wall 5 x 3 m – 1 unit, full color.	psc	1		
1.5.	<b>Equipment</b> in each conference room: <ul style="list-style-type: none"> <li>• 1 projector &amp; Screen</li> <li>• 1 laptop</li> <li>• 4 sound boxes, sound station</li> <li>• 6 portable microphones WI-FI</li> </ul>	set	1		
1.6.	<b>Still water in 0,5 l bottles.</b> Reusable water jugs and glass cups must be available throughout the event.	bottle	150		
1.7.	<b>Welcome coffee break</b> <ul style="list-style-type: none"> <li>• With freshly brewed coffee, a large tea selection;</li> <li>• a French-style roast beef sandwich&amp;smoked chicken sandwich with greens;</li> <li>• an eclair with white chocolate &amp; hazelnut,</li> <li>• Seasonal fruits (whole fruits, not sliced).</li> </ul>	Coffee break	150		
1.8.	<b>Lunch (fourchette type)</b> <ul style="list-style-type: none"> <li>• A buffet with salad choices, appetizers choices, sandwich choices, main courses choices snack choices, including meat, potatoes, rice and fresh and grilled vegetables;</li> <li>• 1 Fruit</li> <li>• One glass of fruit juice</li> <li>• Desert</li> </ul>	lunch	150		
1.10	<b>Reimbursement of transportation costs to national participants/delegates</b> (77 persons) as per the submitted tickets or tariff for public	Person	77		





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	transportation in the Republic of Moldova as Follows: <ul style="list-style-type: none"> <li>- Cahul - 9 Person</li> <li>- Orhei – 11 Person</li> <li>- Rascani – 7 Person</li> <li>- Balti – 22 Person</li> <li>- Nisporeni – 10 Person</li> <li>- Rezina – 9 Person</li> <li>- Cupcini, Edinet - 9 Person</li> </ul>				
<b>Total Contract Price in Moldovan Lei (MDL)</b>					

*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/2023/005** 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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**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)