Date: **05 October 2023**

**PRICE QUOTATION FORM**

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **UNFPA/MDA/RFQ/2023/005** |
| **Currency of quotation:** | **MDL** |
| **Delivery charges based on the following 2020 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(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.

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| Item | Description | Unit of measure (ex. day, hour, person etc.) | Quantity | Unit rate, MDL | Sub-total, MDL |
| 1.1. | * **(One)Conference room** for 150 people, venue (with available podium) able to fit 6 speakers and 1 moderator.
* Technical team:
* Tables for technical crew, rectangular, 180x60 cm - 2 pcs
* Chairs for technical and organizational teams – 8 pcs.
* Speakers
* 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;
* Small tables for speakers – 2 pcs
* Guests
* Rent of chairs, to be arranged on side seats - 150 pcs.

**Event conference room (**description**) for up to 150 people*** amphitheatre arrangement with possibility to arrange tables on the perimeter;
* comfortable seats and tables;
* air-condition system;
* Wi-Fi Internet connection.
* 10 Easels able to support of 60x90 pictures

\*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)\*\*\*Location: Chisinau Downtown, no further than 1.5 km by walk from UN House on 31 august str. Nr. 131 |  |  1 |  |  |
| 1.2. | **Conferencing services*** Audio/visual equipment
* To arrange staff registration desk, administration of registration lists, document verification, printing of badges/name tags. (to monitor and report actual attendance);
* To support participants' registration and prepare participants list.
* 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
 | psc | 1 |  |  |
| 1.3. | **Rent of 1 selfie box** (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. | **Designing service**: Design and printing of branded photo wall 5 x 3 m – 1 unit, full color. | psc | 1 |  |  |
| 1.5. | **Equipment** in each conference room:* 1 projector & Screen
* 1 laptop
* 4 sound boxes, sound station
* 6 portable microphones WI-FI
 | set | 1 |  |  |
| 1.6. | **Still water in 0,5 l bottles.** Reusable water jugs and glass cups must be available throughout the event. | bottle | 150 |  |  |
| 1.7. | **Welcome coffee break** * With freshly brewed coffee, a large tea selection;
* a French-style roast beef sandwich&smoked chicken sandwich with greens;
* an eclair with white chocolate & hazelnut,
* Seasonal fruits (whole fruits, not sliced).
 | Coffee break | 150 |  |  |
| 1.8. | **Lunch (fourchette type)*** A buffet with salad choices, appetizers choices, sandwich choices, main courses choices snack choices, including meat, potatoes, rice and fresh and grilled vegetables;
* 1 Fruit
* One glass of fruit juice
* Desert
 | lunch | 150 |  |  |
| 1.10 | **Reimbursement of transportation costs to national participants/delegates** (77 persons) as per the submitted tickets or tariff for public transportation in the Republic of Moldova as Follows:* Cahul - 9 Person
* Orhei – 11 Person
* Rascani – 7 Person
* Balti – 22 Person
* Nisporeni – 10 Person
* Rezina – 9 Person
* Cupcini, Edinet - 9 Person
 | Person | 77 |  |  |
| ***Total Contract Price in Moldovan Lei (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/2023/005** 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.

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

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)