

United Nations  
MOLDOVA

UNFPA - because everyone counts.

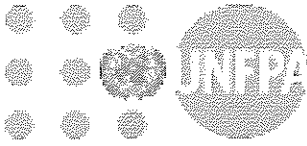
**Request for Quotation No. 2014 / 002 UNFPA Event Management Services**

**Date: 17 October 2014**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the following items:

<b>EVENT MANAGEMENT SERVICES</b>						
<b>Event:</b> UNFPA Annual Review Meeting with Implementing Partners						
<b>Location:</b> Chisinau, Republic of Moldova (Central city area)						
<b>Event dates:</b> 13 – 14 November 2014 (2 days)						
<b>Participants:</b> 30-40 persons (final number of participants to be confirmed 1 week before the event)						
<b>Minimum requirements – 4 stars hotel</b>						
<b>Item</b>	<b>Description of Services</b>	<b>No. of days</b>	<b>UoM</b>	<b>Qty</b>	<b>Unit price, MDL</b>	<b>Subtotal, MDL</b>
1.	<b>Accommodation</b> in Single Rooms, minimum 4 stars Hotels (1 night, 13-14 Nov 2014)	1	room	5		
2.	<b>Large Conference Room</b> with comfortable seats and tables for up to 50 persons, equipped with air-condition system and Wi-Fi Internet connection	2	room	1		
3.	<b>Small Conference Room</b> with comfortable seats and tables for up to 20 persons, equipped with air-condition system and Wi-Fi Internet connection	2	room	1		
4.	<b>Video projector, Laptop and Screen</b> in the Large Conference Room	2	each	1		
5.	<b>Audio/sound system and equipment</b> (microphones etc., technical assistance during the event) in the Large Conference Room	2	set	1		
6.	<b>Still/sparkling water</b> in 0,5l bottles in the Conference Room (2 bottles x 40 pers. x 2 days= 120 bottles)	2	bottle	80		



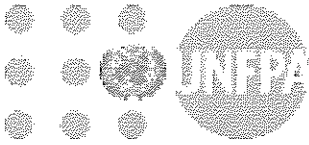
UNFPA - because everyone counts.

7.	<b>Coffee break<sup>1</sup> No.1</b> on 13 Nov 2014, first half of the day <u>should include minimum of: tea, coffee, salty pastries (1 type), sweet pastries (2 types)</u>	1	pers.	50		
8.	<b>Coffee break No.2</b> on 13 Nov 2014, second half of the day <u>should include minimum of: tea, coffee and cookies/biscuits</u>	1	pers.	35		
9.	<b>Coffee break No.3</b> on 14 Nov 2014, first half of the day <u>should include minimum of: tea, coffee, salty pastries (1 type), sweet pastries (2 types)</u>	1	pers.	35		
10	<b>Coffee break No.4</b> on 14 Nov 2014, second half of the day <u>should include minimum of: tea, coffee and cookies/biscuits</u>	1	pers.	35		
11	<b>Lunch</b> (on 13 and 14 Nov 2014) in the same building with conference hall, but in a separate room. <u>Lunch should include minimum of: first course (soup), second course (chicken / beef / fish + side dish), fruit juice</u>	2	pers.	30		
12	<b>Non-alcoholic drinks fouchette (buffet type)</b> on 14 Nov 2014 at 18:00 (TBC) <u>should include minimum of: a variety of soft drinks, fruit juice, hot drinks, 2-3 types of appetizes /finger food, 2 types of cookies</u>	1	pers.	50		
<b>Grand Total, MDL</b>						

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned services:

Currency of Quotation	<input type="checkbox"/> USD <input type="checkbox"/> EUR <input checked="" type="checkbox"/> MDL
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
All documents shall be in	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian

<sup>1</sup> Coffee breaks shall be served in the same building with Conference Hall, in adequate space to comfortably serving it for up to 40 persons



United Nations  
MOLDOVA

UNFPA - because everyone counts.

Payment Term	<input checked="" type="checkbox"/> 100% upon complete delivery of services
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Quantity change	<input checked="" type="checkbox"/> The UNFPA reserves the right to modify the quantity by 25% of the tendered goods/services
Evaluation Criteria	<input checked="" type="checkbox"/> Lowest priced most technically acceptable offer <input checked="" type="checkbox"/> Min 3 years of experience in the field <input checked="" type="checkbox"/> Min 4* Hotels <input checked="" type="checkbox"/> Full acceptance of UNFPA General Terms and Conditions
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Services Contract
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Documents to be submitted	<input checked="" type="checkbox"/> Duly filled in Quotation Submission Form as provided in Annex 1 <input checked="" type="checkbox"/> Sample Menu <input checked="" type="checkbox"/> Company profile (short info up to 1 page) <input checked="" type="checkbox"/> Copy of Company's Registration Certificate
General Terms and Conditions	Copy enclosed (see Annex 2)
Contact Person for Inquires (written inquires only)	Ms. Diana Selaru, UNFPA Administrative/Finance Associate E-mail: <a href="mailto:selaru@unfpa.org">selaru@unfpa.org</a>

### Annex 1 Quotation Submission Form

### Annex 2 UNFPA General Terms and Conditions

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form and send your quotation **not later than 31 October 2014, 23:59 (GMT+2:00)**. Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note: **"RfQ 2014 / 002 UNFPA Event Management Services"**

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:

**UNFPA Moldova**

**131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova**

**Attention: Diana Selaru**

b) Offers sent electronically need to be addressed to the following e-mail address: [office@unfpa.md](mailto:office@unfpa.md)

This Request for Quotation is subject to General Conditions of Contract: De Minimis Contracts, which are available at:

[http://unfpa.org/webdav/site/global/shared/procurement/03\\_proc\\_procedures\\_policies/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts.pdf](http://unfpa.org/webdav/site/global/shared/procurement/03_proc_procedures_policies/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts.pdf)



United Nations  

---

MOLDOVA

UNFPA - because everyone counts.

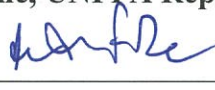
*Notice:* Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract, may complain to the UNFPA Representative, Mr. Ian McFarlane (mcfarlane@unfpa.org). Should the protestor be unsatisfied with the reply provided by the UNFPA Representative, the protestor may contact the Chief of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel.

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

**Ian McFarlane, UNFPA Representative**

Signature: 

DATE: 17/10/14

