

Date: 13 November 2014

Our Reference: CCC/MDA/207

To whom it may concern

Dear Madam/Sir:

You are kindly requested to submit your quotation for the following items before 17:30 (local time) on 20 November 2014.

**Purpose:** Logistics for the organization of national workshop on Essential Noncommunicable Disease Interventions for Primary Health Care and field visit to the PHC unit in Orhei rayon.

**Period:** 25 – 27 November 2014

**Venue location:** Conference room, Ministry of Health (mun. Chişinău, str. Vasile Alexandri, 2)

<b>The workshop, 25 - 26 November, 2014</b>					
<b>National workshop on Essential Noncommunicable Disease Interventions for Primary Health Care</b>					
<b>Participants: Up to 42 persons</b>					
Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Room for 23 persons (to be provided by the Ministry of Health)	-	-		
2.	Aid tools (1 flipchart and 1PC/laptop w/ connection to internet)	2 days	1 set		
3.	Video projector with screen (to ensure good quality of presentations projection)	2 days	1 set		
4.	Equipment for simultaneous interpretation - headphones (headphones are available in the Ministry of Health)	2 days	1 set		
5.	Preparation and dissemination of the background materials, including the presentations of the workshop speakers, agenda and table name tag for each participant. Stationery (1 pen and 1 notebook) and folders for each participant	-	42 sets		
6.	Certificates for participants	-	40 certificates		

7.	Three coffee breaks to be served close to the meeting room	2 days	42 persons		
8.	Two lunch breaks to be served close to the meeting room	2 days	42 persons		
9.	Still/sparkling water in 0,5l bottles	2 days	50 bottles/per day		
10.	Simultaneous interpretation in English and Romanian	2 days	2 persons		
11.	Photographer	0.5 day	1 person		
12.	Subtotal				

**Field visit to the PHC unit in Orhei rayon, 27 November 2014**

**Location:** Orhei, Teleseu village

**Participants:** 4 persons (with interpreter)

Item	Generic Description	No. of days/nights	Quantity	Unit price MDL	Subtotal MDL
1.	Transportation	1 day	1 car		
2.	Consecutive interpretation in English and Romanian.	1 day	1 person		
3.	<b>Subtotal</b>				
	<b>TOTAL</b>				

Please submit your offer, in local currency, to the following email: [elb@euro.who.int](mailto:elb@euro.who.int). Kindly ensure that all price(s) quoted do not include VAT. For additional questions or clarifications, please contact Elena Bratunov at: + 373 22 83 99 64.

Sincerely,

Dr. Jarno Habicht,  
WHO Representative / Head of WHO Country Office  
Republic of Moldova