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Date: 2 November 2015

REQUEST FOR QUOTATION
RFQ No. 2015 / 006 UNFPA – Event Management Services

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: Event Management Services - provision of conference facilities and catering services for the organization of the UNFPA Annual Review Meeting with Implementing Partners, as per the Service Requirements presented below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the Republic of Moldova, or through an authorized representative.

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 child birth 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

Item	Description of Services	UoM	Qty
1	Large Conference Room with comfortable seats and tables for up to 50 persons, equipped with air-condition system and Wi-Fi Internet connection	room	1
2	Small Conference Room with comfortable seats and tables for up to 20 persons, equipped with air-condition system and Wi-Fi Internet connection	room	1
3	Equipment in the Large Conference Room (up to 50 persons): <ul style="list-style-type: none"> • Laptop • Video projector • Screen • Flipchart 	set	1
4	Equipment in the Small Conference Room (up to 20 persons): <ul style="list-style-type: none"> • Laptop • Video projector 	set	1



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	<ul style="list-style-type: none">• Screen• Flipchart		
5	Equipment for simultaneous translation in the Large Conference Room: <ul style="list-style-type: none">• 1 interpreter booth• 2 translation channels• 50 headsets• Audio/sound system (microphones, speakers etc.)• Technical assistance during the event	set	1
6	Coffee breaks (2 per day) to be served close to the Conference Room and should include minimum of: <ul style="list-style-type: none">• Tea & Coffee with milk/cream• Non-sweet pie or sandwich• Cookies/biscuits/fruits	person	100
7	Lunch to be served in the same building with the Conference Room and should include minimum of: <ul style="list-style-type: none">• First course (soup)• Second course (chicken / beef / fish + side dish)• Salad• Fruit juice	person	50
8	Still/sparkling water in 0.5 bottles (100 bottles in the Large Conference Room and 20 bottles in the Small Conference Room)	bottle	120
9	Non-alcoholic drinks fourchette (buffet type dinner) to be served in the same building with the Conference Room and should include minimum of: <ul style="list-style-type: none">• 3-4 types of appetizes /finger food• 2 types of cookies• Variety of soft drinks & fruit juice• Tea & Coffee with milk/cream	person	40

Questions

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

Name of contact person at UNFPA:	Vladimir Paraschiv, UNFPA Administrative Associate
Tel N°:	+373 22 214002
Fax N°:	+373 22 214003
Email address of contact person:	paraschiv@unfpa.org

The deadline for submission of questions is **11 November 2015, 23:59 (GMT+2:00)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



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II. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements. It shall include the followings:
 - 1) Proposed venue. Brief description of conference rooms and catering services.
 - 2) Company profile (short info up to 2 pages), including list of clients and similar assignments;
 - 3) Copy of Company's Registration Certificate;
 - 4) Sample Menu for coffee breaks, lunch and fourchette (buffet type dinner);
- b) Price quotation, to be submitted strictly in accordance with the Price Quotation Form (Annex II).

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

III. Instructions for submission

Proposals should be prepared in **English or Romanian** based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Monday, 16 November 2015, 23:59 (GMT+2:00)**¹.

Name of contact person at UNFPA:	Vladimir Paraschiv, UNFPA Administrative Associate
Email address of contact person:	office@unfpa.md

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ No. 2015 / 006 UNFPA – Event Management Services**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **5 MB (including e-mail body, encoded attachments and headers)**. E-mail must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline. Total number of submissions: max 5 e-mails.

IV. 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.

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



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Evaluation criteria:

- Technical responsiveness/full compliance and lowest price;
- Min 3 years of experience in the field;
- Full acceptance of UNFPA General Terms and Conditions.

V. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis or ceiling prices basis to the lowest-priced most technically acceptable offer.

VI. 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.

VII. Payment Terms

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.

VIII. 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](#).

IX. 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](#).

X. RFQ Protest

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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, Mr. Ian McFarlane, UNFPA Representative at mcfarlane@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, Procurement Services Branch at procurement@unfpa.org.

XI. 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).

NAME, FUNCTIONAL TITLE:

Ian McFarlane, UNFPA Representative

Signature: _____



DATE: _____

3/11/15

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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](#)