



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTÉ
WELTGESUNDHEITSORGANISATION
ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ

REGIONAL OFFICE FOR EUROPE
BUREAU RÉGIONAL DE L'EUROPE
REGIONALBÜRO FÜR EUROPA
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

Date: 05 April 2016
To whom it may concern

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Our reference:
Notre référence:
Unser Zeichen:
См. наш номер:

CCC/MDA/075

Your reference:
Votre référence:
Ihr Zeichen:
На Ваш номер:

Dear Madam/Sir:

You are kindly requesting to submit your quotation for the following items before 17:30 (local time) on **13 April 2016**.

Purpose: Logistics and catering for the organization of Workshop on implementation of Strategy on Human Resources for Health in the Republic of Moldova
Period: 20 April 2016
Participants: 20 persons (0.5 days)
Venue location: Ministry of Health, Chisinau

Item	Generic Description	No. of meetings	Quantity	Unit price MDL	Subtotal MDL
1.	Video projector with screen	1	1 set		
2.	Welcome coffee (please provide detailed description)	1	20 persons		
3	Coffee breaks in the meeting's premises (consistent - please provide detailed description)	1	20 persons		
4.	Still/sparkling water in 0,5l bottles	1	20 bottles		
5.	Preparation and dissemination of the background materials for the event, including the presentations of the speakers: Package shall consist of: - agenda (1 page x 20 persons) - table name tag for speakers and chair (3 persons)	1	20 packages		
6.	Translation of materials from Romanian into English	1	20 pages		
6.	Multiplication of materials: - presentations (max 20 pages x 20 persons)	1	1,400 pages		

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	- background materials (max 50 pages x 20 persons)				
	Stationery for each participant: Package shall consist of a pen, notebook and folder. (No logos should be placed on the stationery).	1	20 packages		
	TOTAL				

Purpose: Logistics for the organization of Round table discussion on the development of human resources for health in Transnistria region of the Republic of Moldova

Period: 21 April 2016 (1 full day)

Participants: 20 persons

Venue location: Tiraspol, Rossja Hotel, conference room

Item	General description	No. of days/ nights	Quantity	Unit price, USD	Subtotal, USD
1.	Training room for 20 participants	0,5 day	1		
2.	Aid tools (1 printer, 1 laptop w/connection to internet, 1 projector & 1 flipchart)	0,5 day	1 set		
3.	Participant branded folder, pen & notebook	-	20 sets		
4.	Preparation and dissemination of the background materials for the event, including the presentations of the speakers: Package shall consist of: - agenda (1 page x 20 persons) - table name tags for speakers and chair (3 persons)	-	20 packages		
5.	Badges for participants	-	20 persons		
6.	Welcome coffee (please provide detailed description)	-	20 persons		
7.	Coffee break (please provide detailed description)	-	20 persons		
8.	Still/sparkling water in 0,5 l bottles	-	20 bottles		
9.	Documenting the event by taking pictures (opening & working hours)	-	1 hour		
10.	Transportation for the logistics company (Chisinau-Tiraspol-Chisinau), incl. waiting hours	Round trip	140 km		
	TOTAL				

Please submit your offer, in local currency or USD, to the following emails: whomda@euro.who.int. Kindly ensure that all price(s) quoted do not include VAT.