

Date: 10 May 2016
From: **UNICEF Moldova**
To: Potential Supplier
Pages: 8
Subject: **REQUEST FOR QUOTATION, LRQS-DSU-2016-9125226**

Logistics Company to support UNICEF in organizing capacity building workshop (4 days), Chisinau, National Center of Public Health

Duration: May 23, 2016 – June 22, 2016 (30 days)

UNITED NATION CHILDREN'S FUND (UNICEF) wishes to invite you to submit a quotation for logistic and event management services, as per specifications provided in the Deliverables Table below, and the Quotation Form attached (Annex II).

Please advise as to:

1. General conditions
 - (a) Unit and total price shall be designated in MDL, exclusive of VAT, excise and other duties or taxes. Other currency will be converted in MDL at the UN operational Rate of exchange on the day of competition deadline. Payment will be done in MDL.
 - (b) Validity of your offer – not less than 30 days;
2. Please note that the conference hall is provided by National Center of Public Health (CNSP). All the necessary arrangements (equipment installation, catering, media, etc.) will be done by the company directly with the National Center of Public Health (CNSP).
3. Please use the arrangements list provided in Annex II for submitting the offer.
4. We request your price quotation and additional details as outlined, **on or before close of business 17th May 2016.**
5. Any request for information regarding this RFQ must be forwarded by e-mail at chisinau@unicef.org, with specific reference to the LRQS-DSU-2016-9125226.

6. UNICEF General Terms and Conditions (Annex I) apply to any potential purchase order resulting from this Request for Quotation.

7. SUBMISSION OF OFFERS

Offers shall be marked with **"UNICEF Moldova LRQS-DSU-2016-9125226"**

Offers can be submitted either in hard copy or electronically:

a) Documents/offers in hard copy need to be enclosed in a sealed envelope clearly marked with **"UNICEF Moldova LRQS-DSU-2016-9125226"**, and company name, addressed to:

UNICEF Moldova, 131, '31 August 1989' Street, Chisinau, MD-2012

b) Offers sent electronically need to be addressed to the following e-mail address:

chisinau@unicef.org, with **"UNICEF Moldova LRQS-DSU-2016-9125226"** as the subject line of the message.

1. Background

Vaccination is an efficient way to prevent infectious diseases, reduce health, social and economic risks associated to a disease, and as an investment in the public health area.

UNICEF Moldova supports the Ministry of Health in conducting assessment of the vaccine procurement system and to support national authorities in identifying practical solutions for improving effectiveness of the vaccine procurement process in accordance with the needs of the National Immunization Programme. This request comes in line with the GAVI Graduation Plan developed jointly by national authorities, GAVI Secretariat, UNICEF Moldova, and WHO Country Office Moldova. In this regards, UNICEF supports the Ministry of Health and National Center of Public Health in adjusting the legal and normative framework on vaccine procurement to the best international practices.

UNICEF is looking for a national agency to organize a four days workshop in area on vaccine procurement at the premises of the National Center of Public Health in Chisinau. The event will contribute to strengthening of institutional capacities in vaccine procurement and developing an Action Plan to access the global vaccine market.

1. Purpose of the institutional consultancy

To contribute to strengthen of capacities of public health and procurement specialists in area of vaccine procurement, an Agency will be hired to organize one four-days workshop for 30 participants. The event will take place in Chisinau, at the premises of the National Center of Public Health, on 31 May – 3 June, 2016

2. Objectives of the consultancy

During the four days workshop the Agency will:

- Print (200 pages per participant) and organize in files workshop materials
- Print badges for all participants
- Provide equipment for simultaneous translation/interpretation services from Romanian into English and vice-versa and ensure its functionality during the event (for 30 participants)
- Ensure simultaneous translation during the event
- Provide necessary audio and video equipment
- Provide multimedia equipment and ensure its functionality during the event
- Provide the workshop set: (two flip charts, markers, VIP cards, etc)
- Organize coffee breaks and lunches for 30 participants (4 days, two coffee breaks and one lunch per day), preferably on the National Center of Public Health (CNSP) premises
- Take photos of the events
- Provide logistical and organisational support during and after the event

3. Details of how the work should be delivered

To achieve the above-mentioned objectives, the agency will ensure the provision of following outputs:

- Translation ensured (translators to be selected in close coordination with UNICEF)
- Simultaneous interpretation equipment provided
- All necessary technical equipment installed
- Photos (electronic version)
- Catering provided according to standards agreed with UNICEF
- Files with materials for all participants printed
- Badges
- Visibility items printed and arranged in the events facility (banner)

All other items necessary to fulfill the objective of this ToR delivered. All outputs are to be delivered in accordance with a work plan proposed by the selected agency and agreed with UNICEF.

The event is planned to take place on 31 May – 3 June 2016 in Chisinau, at the premises of the National Center of Public Health.

4. Delivery dates (based on the work plan)

Nr.	Activity	Deliverables	Tentative deadlines*
1.	To print and organise in files training materials for Vaccine Procurement Workshop	<ul style="list-style-type: none"> Materials (ppt handouts and workshop materials) printed Badges printed Folders for participants prepared 	28 th May 2016
2.	To organise the Vaccine Procurement Workshop, 30 May – 3 June, 2016	<ul style="list-style-type: none"> Coffee and lunches provided Equipment for simultaneous translation installed and functional during the event Multimedia functional during the event 	30 May – 2 June 2016
3.	To report on finalization of the events	Report on implementation of the training events, including pictures	15 June 2016

4. Performance indicators for evaluation of results

The agency's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

5. Qualifications and experience

- Extended experience in organization and implementation of training events and workshops.
- Ability to deliver good products in short terms and work under pressure.
- Flexibility in responding to the needs of the UNICEF team.

6. Financial Proposal

The financial proposal shall indicate total lump sum amount, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR.

7. Materials to be submitted for the bidding

- CV of the organization with a proven record of relevant experience
- List and CVs of persons to be involved in the activities
- Proposed work plan for the activities
- Estimated budget

8. Definition of supervision arrangements

The selected Agency will work under the supervision of the UNICEF Health Officer. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables.

9. Unsatisfactory performance

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to the termination date. In the meantime, UNICEF will initiate another selection in order to identify appropriate candidate

10. Description of travel involved

All travel arrangements and expenses are covered by the selected company and included in the financial offer (lump sum).

11. Support provided by UNICEF

To achieve the above-mentioned objectives, UNICEF will provide timely workshop materials for training events, including agenda, list of participants and ppt presentation.

Annex I

"UNICEF GENERAL TERMS AND CONDITIONS"

A. ACKNOWLEDGEMENT COPY

Acceptance of a Purchase Order shall form a binding contract with the Supplier signing and returning the acknowledgement copy or by the timely delivery of the goods specified.

B. DELIVERY DATE

Delivery Date to be understood as the time the goods have to be available at the location indicated under Delivery Terms (INCOTERMS).

C. PAYMENT TERMS

1. UNICEF shall, on fulfilment of the Delivery Terms, unless otherwise specified in the Purchase Order or Contract, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the customary shipping documents specified in the contract.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
3. Unless authorized by UNICEF, a separate invoice must be submitted in respect of each Purchase Order or Contract. Each invoice shall indicate the identification number of the corresponding Purchase Order or Contract.
4. The prices shown in the Purchase Order or Contract may not be increased except by express written agreement of UNICEF.
5. Inspection prior to shipment does not relieve the Supplier from his contractual obligations.
6. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order or Contract; payment for goods pursuant to the Purchase Order or Contract shall not be deemed an acceptance of the goods.

D. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides inter-alia that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

E. EXPORT LICENCES

If an export license or licenses are required for the goods, the Supplier shall obtain the license or licenses.

F. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the Supplier until physical delivery of the goods has been completed in accordance with the Purchase Order or Contract.

G. FITNESS OF GOODS/PACKING

The Supplier warrants that the goods, including adequate packing, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

H. WARRANTY CLAUSE

The Supplier warrants that the use or supply by UNICEF of the goods offered for sale under the Purchase Order or Contract do not infringe any patent, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold harmless UNICEF and the United Nations from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising from the Purchase Order or Contract.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to perform under the terms and conditions of the Purchase Order or Contract, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.
2. Refuse to accept delivery of all or part of the goods.
3. Terminate the Purchase Order or Contract.

J. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order or Contract, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order or Contract.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may without prejudice to any other rights or remedies, terminate the Purchase Order or Contract by giving the Supplier written notice of termination.

K. USE OF UNICEF NAME AND EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF for any purpose.

L. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that the Supplier is furnishing goods or services to UNICEF without specific permission of UNICEF.

M. ARBITRATION

Any controversy, claim or dispute arising out of, or in connection with this Contract or any breach thereof, shall unless it is settled amicably by direct mutual negotiations, be referred to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

N. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

O. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of the Supplier to Article 32 of the Convention which, inter-alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

P. ANTI-PERSONNEL MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the Supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the Supplier.

QUOTATION FORM

THIS PAGE/Quotation FORM must be completed, signed and returned to UNICEF.
Quotation must be made in accordance with the instructions contained in this Request for Quotation.
Fill in the blank lines in the lot description sheets below.

TERMS AND CONDITIONS OF CONTRACT

UNICEF's General Terms and Conditions will apply to any resulting Purchase Order. Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this RFQ.

INFORMATION

Any request for information regarding this RFQ must be forwarded by e-mail (chisinau@unicef.org) to the attention of the person who prepared this document, with specific reference to the RFQ.
The Undersigned, having read the Terms and Conditions of **LRQS-DSU-2016-9125226** set out in the attached document, hereby offers to supply the services specified in the Table below, at the price or prices quoted below, in accordance with specifications stated and subject to the Terms and Conditions set out or specified in the document.

Event dates: 30 May 2016 - 2 June 2016 (4 days)

List of services	No. of units / quantity	Price, MDL
Laptop + projector + screen	1 unit x 4 days	
Radio microphones (and sound system support)	2 units x 4 days	
Simultaneous translation equipment	for 30 participants x 4 days	
Simultaneous translation (En-Ro)	4 days x 8 hrs	
Flipcharts + paper A1	2 units x 4 days	
Badges, Folders, notebooks, pens	For 30 participants	
Printing and organizing in file materials (200 pages/pers.)	30 participants x 200 p.	
Lunch	30 participants x 4 days	
Coffee-breaks	30 participants x 2 x 4 days	
Water	240 bottles	
Event assistance	1 person x 4 days	
Report on the event activity including pictures	1 unit	
Total, MDL, without VAT		

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel. No.: _____

E-mail: _____

Validity of Offer: _____

Currency of Offer: _____