

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 22/03/2017**REQUEST FOR QUOTATION: No. RFQ/MDACH/HCR/2017/14****FOR THE SUPPLY OF****Event Management Services****in Chisinau, Republic of Moldova****QUOTATION TO BE RECEIVED BY: 04/04/2017 COB**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the following: **supply of Events Management Services**

1. REQUIREMENTS

The United Nations High Commissioner for Refugees (UNHCR), National Office in Moldova invites qualified service providers to make a **firm offer for the provision of Event Management Services – provision of conference facilities, accommodation and catering services for the organisation of 2 Regional conferences.** (referred to hereinafter as “Services”).

The request for Quotations 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 authorised representative.

The estimated number of UNHCR events to be provided with catering services are approximately 20 per year.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that the UNHCR will purchase the indicated quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders (PO) against the Frame Agreement.

1.1 Service Requirements

LOT 1: 1st Conference on 16 - 18 May 2016, EVENT MANAGEMENT SERVICES
Event: 1 (one) Regional Conference on Access to the procedure
Venue location: Chisinau, Republic of Moldova
Period: 16 - 18 May 2017 (3 days)
Total number of participants: 45 persons. Total number of participants might slightly

¹For further information on UNHCR, please see <http://www.unhcr.org>

vary and will be confirmed within 1 week before the event.

Item	Description of Services	UoM	Qty	No. of days
1	Accommodation (4 nights) in Double Rooms, breakfast included	person	25	3
2	Conference Room with comfortable seats and tables for up to 45 persons, equipped with air-condition system and Wi-Fi Internet connection	room	1	2
3	Equipment in the Conference Room: • Video projector • Screen • Flipchart • Translation equipment	set	1	2
4	Coffee breaks (2 per day) to be served close to the Conference Room and should include minimum of: • Tea & Coffee with milk/cream; • Non-sweet pie or sandwich; • Cookies/biscuits.	person	45	2
5	Lunch to be served in the same building with the Conference Room and should include minimum of: • First course (soup); • Second course (chicken / beef / fish + side dish); • Salad; • Fruit juice.	person	45	3
6	Dinner to be served in the same building with the Conference Room and should include minimum of: • Second course (chicken / beef / fish + side dish); • Salad; • Fruit juice & water.	person	45	1
7	Still/sparkling water in 0.5 liter bottles (2 bottles per person per day)	bottle	90	2

LOT 2: 2nd Conference on 31 October - 2 November 2017, EVENT MANAGEMENT SERVICES

Event: 1 (one) Regional NLAC Conference QIEE

Venue location: Chisinau, Republic of Moldova

Period: 31 October-2 November 2017 (3 days)

Total number of participants: 35 persons. Total number of participants might slightly vary and will be confirmed within 1 week before the event.

Item	Description of Services	UoM	Qty	No. of days
1	Accommodation (4 nights) in Double Rooms, breakfast included	person	15	3
2	Conference Room with comfortable seats and tables for up to 35 persons, equipped with air-condition system and Wi-Fi Internet connection	room	1	3

3	Equipment in the Conference Room: • Video projector • Screen • Flipchart • Translation equipment	set	1	3
4	Coffee breaks (2 per day) to be served close to the Conference Room and should include minimum of: • Tea & Coffee with milk/cream; • Non-sweet pie or sandwich; • Cookies/biscuits.	person	35	3
5	Lunch to be served in the same building with the Conference Room and should include minimum of: • First course (soup); • Second course (chicken / beef / fish + side dish); • Salad; • Fruit juice.	person	35	3
6	Dinner to be served in the same building with the Conference Room and should include minimum of: • Second course (chicken / beef / fish + side dish); • Salad; • Fruit juice & water.	person	35	3
7	Still/sparkling water in 0.5 liter bottles (2 bottles per person per day)	bottle	70	3

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2. Content of the TECHNICAL OFFER

Description of the company and the company's qualifications (one page maximum)

- a) Copy of the entity registration documents (license, certificates, etc.);
- b) Brief Company Profile and portfolio of clients
- c) Year founded;
- d) Number of employees;
- e) Main business activities;
- f) If multi location company, specify headquarters location;

Any other information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs (one page maximum)

- Description of your organization's experience in catering services;
 - Description of your organization's capacity to provide the service;
 - The composition and qualification of the team you propose to provide.
 - Description of coffee break menu options
 - Description of lunch menu options
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- **Vendor Registration Form:** If your company is not already registered with the UN Agencies, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex B**).
- **UNHCR General Conditions of Contract:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts signing (**Annex C**).

3. Content of the FINANCIAL OFFER

Your separate **Financial Offer (Annex A)** must contain an overall offer in a single currency in MDL, without VAT.

The financial offer must cover all the services to be provided (price “all inclusive”).

The Financial Offer is to be submitted as per the Financial Offer Form. Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

4. RFQ Submission

We would appreciate receiving your quotation on or before 04/04/2017 **18:00 hrs GMT** by e-mail² in PDF format to dolinta@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/MDACH/HCR/2017/14
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX C the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Marin Dolinta,
Title: Senior Administrator/Programme Associate
UNHCR National Office in Moldova

² If the RFQ have to be submitted in print format, please provide relevant details, contacts and address.
