

## Financial Proposal

**Purpose:** Logistics for WHO training on infectious substances transportation

**Period:** 4 September 2017 – working group meeting  
5-7 September 2017 – training in Tiraspol

Participants: 12

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Participants: 28

**Venue location:** To be provided by the bidder,

4 September 2017 - Chisinau, Republic of Moldova

5-7 September 2017 – Tiraspol, Republic of Moldova

**4 September 2017, working group meeting, 12 participants, Chisinau**

<i>Item</i>	<i>Generic Description</i>	<i>No./ units</i>	<i>Quantity</i>	<i>Unit price USD</i>	<i>Subtotal USD</i>
1	Conference room for 12 persons	1 day	1 room		
2	Aid tools: - flipchart markers (4 colours each black, red, green, blue); - 1 flipchart with paper	1 day	1 set		
3	Set of equipment for projection of PowerPoint presentations: - 1 laptop w/connection to internet; - 1 projector (ensure good quality of presentations projection); - 1 white screen	1 day	1 set		
4	Printing of the drafts SOP “Перевозка и хранение инфекционных проб/ материалов для лабораторного анализа”, 32 pages	1 document	12 units		
5	Coffee breaks (2 per day) to be served near the meeting room (please provide detailed description of the menu for coffee breaks)	2 coffee breaks	12 participants		
6	Lunch (1 per day), please provide detailed description of the menu	1 lunch	12 participants		
7	Still/sparkling water in 0,5l bottles (2 bottles/day/person)	1 day	24 bottles		
8	Administrative cost				
	TOTAL				

\*All price(s) quoted do not include VAT.

# 5 - 7 September 2017, Training, 28 participants, Tiraspol

<i>Item</i>	<i>Generic Description</i>	<i>No./ units</i>	<i>Quantity</i>	<i>Unit price USD</i>	<i>Subtotal USD</i>
1	Conference room for 28 participants	3 days	1 room		
2	Aid tools: - sets of flipchart markers (4 colours each; black, red, green, blue); - flipcharts with paper; - stick-it notes (4 colours)	3 days	5 sets		
3	Set of equipment for projection of PowerPoint presentations in ENGL/RUS, consisting of: - 1 Laptop w/connection to internet; - 1 Projector; - 1 White screen	3 days	2 sets		
4	Stationary for each participant: - notebook - pen	-	28 sets		
5	1.5 or 2 inch Plastic binder/folder with 2 holes for participants		28 binders		
6	Memory sticks (16 GB)		28 sticks		
7	Printing of certificates A4, coloured. Template will be provided by WHO.	-	26 sets		
8	Preparation and dissemination of background materials for the event, including, agenda, badges for each participant and table name tag for participants and speakers	-	28 sets		
9	Coffee breaks (2 per day, 3 days, altogether 6) to be served near the meeting room (please provide detailed description of the menu)	6 coffee breaks	28 participants		
10	Lunch (1 per day), please provide detailed description of the menu	3 lunches	28 participants		
11	Dinner (1 per day), please provide detailed description of the menu	2 dinners	12 participants		
12	Still/sparkling water in 0,5l bottles (2 bottles/day/person)	3 days	168 bottles		
13	Radio microphones	3 days	3 microphones		
14	Documenting the event by preparing the meeting report (in English, as per WHO template)		1 report		
15	Documenting the event by taking pictures (original & resized pictures) on 5 September 2017	1.5 hours	1 photographer		

16	Printing:				
	- Training/background materials - colour printing, A4, one part;	40 pages	28 sets		
	- 7 presentations (3 slides/page as handouts, up to 30 slides/presentation) - b/w, A4 both parts;	70 pages	28 sets		
	- Printing of the drafts SOP “Перевозка и хранение инфекционных проб/ материалов для лабораторного анализа”, 32 pages, b/w, A4 both parts.	32 pages	28 sets		
17	Accommodation in single standard rooms for 12 participants during 5-7 September 2017 in Tiraspol	2 nights	12 single rooms		
18	Administrative cost				
	<b><i>TOTAL</i></b>				

\*All price(s) quoted do not include VAT.