



Date: 14 June 2018

## REQUEST FOR QUOTATION

### RFQ № UNFPA/MDA/RFQ/2018/004 – Event Management Services

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Event Management Services**.

UNFPA requires the provision of **Event Management Services - provision of conference facilities, accommodation and catering services for the organization of one Training for building capacities of the Youth Centers in institutional development and youth services provision based on the identified needs on 25-28 July 2018 (4 days), 60 persons (2 groups of 30 persons each), 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 deliver/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/Terms of Reference (ToR)

EVENT MANAGEMENT SERVICES				
<b>Event:</b> 1 Training (4 days) for Youth workers and public servants				
<b>Venue location:</b> Chisinau or outside Chisinau up to 35 km, Republic of Moldova				
<b>Period:</b> 25 - 28 July, 2018 ( 4 days)				
<b>Total number of participants:</b> (60 people (56 participants + 4 trainers) x 1 training (4 days). Total number of participants might slightly vary and will be confirmed within 1 week before the event. <b>Note: training will be delivered in parallel for 2 groups of 30 persons in 2 separate Conference Rooms.</b>				
Item	Description of Services	UoM	Comments/details	Qty
1	Accommodation in Double Rooms	Double Room	30 Double Rooms x 3 nights	90
2	2 x Conference Rooms with comfortable seats and tables for up to 30 persons, equipped with air-condition system and Wi-Fi Internet connection, sound and communication equipment (microphones, screen, projector, laptop, flipcharts, etc.)	Conf. Room	2 Conf. Rooms x 4 days	8
3	Coffee breaks to be served close to the Conference Room and should include minimum of: <ul style="list-style-type: none"> <li>• Tea &amp; Coffee with milk/cream;</li> <li>• Non-sweet pie or sandwich;</li> </ul>	Coffee break	60 ppl x 6 coffee breaks	360

	<ul style="list-style-type: none"> <li>• Cookies/biscuits.</li> </ul> <p><i>Note:</i> 25 July 2018 – 1 Coffee break; 26-27 July 2018 – 2 Coffee breaks per day; 28 July 2018 – 1 Coffee break.</p>			
4	<p>Lunch to be served in the same building with the Conference Room and should include minimum of:</p> <ul style="list-style-type: none"> <li>• First course (soup);</li> <li>• Second course (chicken/beef/fish + side dish);</li> <li>• Salad;</li> <li>• Fruit juice.</li> </ul>	Lunch	60 ppl x 1 lunch per day x 4 days	240
5	<p>Dinner to be served in the same building with the Conference Room and should include minimum of:</p> <ul style="list-style-type: none"> <li>• Second course (chicken/beef/fish + side dish);</li> <li>• Salad;</li> <li>• Fruit juice &amp; water.</li> </ul>	Dinner	60 ppl x 1 dinner per day x 3 days	180
6	Still/sparkling water in 0.5 bottles	Bottle	60 ppl x 2 bottles per day x 4 days	480
7	Printing/copying services	Copies / Pages	500 pages	500

### III. Questions

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

Name of contact person at UNFPA: **Angela Ghilascu, Project Assistant**

Email address of contact person: [ghilascu@unfpa.org](mailto:ghilascu@unfpa.org)

The deadline for submission of questions is **20 June 2018, 16:00 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### IV. 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:
  - Company profile (short info up to 2 pages), including list of clients and similar assignments;
  - Copy of Company's Registration Certificate;
  - Proposed venue. Brief description of conference rooms, including available equipment and accommodation facilities.
  - Sample Menu for coffee breaks, lunches and dinners.
- b) **Price quotation in MDL (exclusive of VAT)**, 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.





#### V. Instructions for submission

Proposals should be prepared 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: Thursday, 28 June 2018, 23:59 (Moldova local time)**<sup>1</sup>.

Name of contact person at UNFPA:	<b>Alexandru Rusu, UNFPA Administrative Associate</b>
Email address of contact person:	<a href="mailto:moldova.office@unfpa.org">moldova.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/2018/004 – 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 **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

#### VI. 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.

#### VII. Award Criteria

UNFPA shall award a Purchase Order / Professional Service Contract on a fixed-cost basis with duration of one week to the lowest-priced technically acceptable offer.

#### VIII. 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.

#### IX. 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.

#### X. 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 UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director 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

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



investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, 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](#).

**XI. 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](#).

**XII. RFQ Protest**

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, Ms. Rita Columbia, UNFPA Representative at [columbia@unfpa.org](mailto:columbia@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](mailto:procurement@unfpa.org).

**XIII. 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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

**Rita Columbia, UNFPA Representative**

Signature: 

DATE: 14/06/2018



United Nations Population Fund  
Moldova Country Office  
131, 31 August 1989 str., Chisinau, MD 2012  
Republic of Moldova  
E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)  
Website: <http://moldova.unfpa.org>

**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](#)

