

Our Reference: CCC/MDA/096

To whom it may concern

Dear Madam/Sir:

You are kindly requested to submit your quotation for the following items before 17:30 (local time) on **12 June 2014**.

Purpose: Logistics for the organization the Stakeholder Consultation meeting on the Evidence-Informed Policy Network.

Period: 17 June 2014.

Stakeholder Consultation meeting on the Evidence-Informed Policy Network, 17 June, 2014, 09:00 – 16:00					
Participants: Up to 30 persons					
<i>Item</i>	<i>Generic Description</i>	<i>No. of days/nights</i>	<i>Quantity</i>	<i>Unit price MDL</i>	<i>Subtotal MDL</i>
1.	Room for 30 persons equipped with air-conditioning system	1 day	-		
2.	Aid tools (3 flipcharts and IPC/laptop w/ connection to internet)	1 day	1 set		
3.	Video projector with screen (to ensure good quality of presentations projection and video projection)	1 day	1 set		
4.	Equipment for simultaneous interpretation in - headphones for 30 persons, a cabin for interpreters, 2 radio microphones (one for speaker and another for auditoria)	1 day	1 set		
5.	Three coffee breaks to be served close to the meeting room (one welcome coffee and two coffee breaks)	1 day	30 persons		
6.	One lunch break to be served close to the meeting room	1 day	30 persons		
7.	Still/sparkling water in 0,5l bottles	1 day	60 bottles		
8.	Preparation and dissemination of the	-	30 sets		

	background materials, including the presentations of the workshop speakers, agenda and table name tag for each participant. Stationery (1 pen and 1 notebook) and folders for each participant				
9.	Simultaneous interpretation in English and Romanian.	1 day	2 persons		
10.	Subtotal				

Please submit your offer, in local currency, to the following email: elb@euro.who.int . Kindly ensure that all price(s) quoted do not include VAT. For additional questions or clarifications, please contact Bratunov Elena at: + 373 22 83 99 64.

Sincerely,



Dr. Jarmo Habicht,
WHO Representative / Head of WHO Country Office
Republic of Moldova