

Date: 19 August 2013

Our Reference: CCC/MDA/146

To whom it may concern

Dear Madam/Sir:

You are kindly requested to submit your quotation for the following items on or before 17:30 (local time) on **5 September 2014**. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Reference: RfQ14/0017

Purpose: Logistics for the organization of the National Health Forum, third edition in the Republic of Moldova.

Period: 23-24 October 2014 (2 days).

Participants: Up to 420 persons

Venue location: Chisinau, Palatul Republicii

Logistics for the National Health Forum, 23 – 24 October 2014, Chisinau					
<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.	Conference room for 420 persons, Palatul Republicii	2 days	1		
2.	Aid tools (1 printer and 1 laptop w/connection to internet)	2 days	1 set		
3.	Video projector and screen (projection on two screens in parallel)	2 days	1 set		
4.	Equipment for simultaneous interpretation in - headphones for 420 persons	2 days	1 set		
5.	4 radio microphones for the auditoria (including assistance for offering the microphones to those willing to speak)	2 days	1 set		
6.	Lunches within the meeting's premises	2 days (2 lunches)	420 persons		
7.	Coffee breaks (2 per day, altogether 4) to be	2 days	420 persons		

Logistics for the National Health Forum, 23 – 24 October 2014, Chisinau					
	served close to the meeting room				
8.	Still/sparkling water in 0,5l bottles	2 days	2,000 bottles		
9.	Preparation and dissemination of the background materials for the event, including the presentations of the speakers, agenda, badges for each participant and table name tag for speakers	-	420 sets		
10.	Stationary for each participant: pen, notebook and folder. The design and placement of partner logos on stationary will be coordinated with WHO Country Office	-	420 set		
11.	Printing of the Certificates to be distributed to participants at the end of the second day		420		
12.	Simultaneous translation in English and Romanian (please provide the names of the interpreters)	2 days	3 persons		
13.	Translation of materials for the event		300 pages		
14.	Documenting the event by taking pictures in the process and putting all materials and pictures on memory sticks to be provided to all participants (please mention the capacity of the sticks and the names of photographers)	2 days	2 photographers		
15.	Design and printing of banners with the name and dates of the event and logos of organizers: - 2 roll-up (size 100 cm x 200 cm) to be placed at the entrance in Palatul Republicii; - 2 banners to be placed inside the conference room – size to be coordinated with Palatul Republicii management; - 1 banner (size 250 cm x 500 cm) be used as a photo wall; - 2 banners to be placed outside Palatul Republicii on the existing support, size to be coordinated with their management.	2 days	7		
16.	A reception for the participants to be organized in the same venue	1	420 persons		
17.	One working dinner with key decision makers plus transportation to the venue and back	1	20 persons		
18.	Design, printing and distribution of invitations to all participants		420		
19.	Transportation of external speakers to the venue and back	2 days	4-5 persons		
	TOTAL				

Please submit your offer in local currency (Moldovan Leu). Kindly ensure that all price(s) quoted do not include VAT.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note “RfQ14/0017: Logistic services for National Health Forum”

For additional questions or clarifications, please contact Mr. Veaceslav Ghițiu at: + 373 22 83 99 62 or e-mail: ghitiuv@euro.who.int.