

21 August, 2015

Our Reference: CCC/MDA/174

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 **4 September 2015**. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Reference: RfQ15/NHF

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

Period: 26 – 27 November 2015 (2 days).

Participants: Up to 400 persons

Venue location: Chisinau, Radisson Blu Leograd Hotel

Logistics for the National Health Forum, 26 – 27 November 2015, 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 400 persons with possibility to divide in 3 rooms: 1 room for 200 pers. and 2 rooms for 100 pers. each (Radisson Blu Leograd Hotel, Chisinau)	2 days	1		
2.	Aid tools (1 printer and 1 laptop w/connection to internet)	2 days	1 set		
3.	Video projector and screens: - projection on three screens in parallel - screen for projection of videos from the previous Health Forums (in the holl)	2 days 0.5 day	1 set 1 set		
4.	Equipment for simultaneous interpretation in - headphones for 400 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)	400 persons		

7.	Coffee breaks (2 per day, altogether 4) to be served close to the meeting room	2 days	400 persons		
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	-	400 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	-	400 set		
11.	Simultaneous translation in English and Romanian (please provide the names of the interpreters)	2 days	3 persons		
12.	Translation of materials for the event		300 pages		
13.	Developing/updating the Health Forum webpage, ensuring online registration available from 1 November 2015				
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 Radisson Blu Leograd Hotel; - 2 banners to be placed inside the conference room – size to be coordinated with Radisson Blu Leograd Hotel management; - 1 banner (size 250 cm x 500 cm) to be used as a photo wall.	2 days	5		
16.	A reception for the participants to be organized in the same venue	1	400 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		400 p.		
19.	Transportation of external speakers to the venue and back	2 days	4-5 persons		
20.	Working out of questionnaire to evaluate the event and apply the results in order to present a short report.		400 p.		
	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 “RfQ15/NHF: Logistic services for National Health Forum”.

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