

Date: 16 January 2017
From: **UNICEF Moldova**
To: Potential Supplier
Pages: 8
Subject: **REQUEST FOR QUOTATION**

Logistics Company to provide support in organizing 2 events in Chisinau

Duration: February 2017

Location: Chisinau

UNITED NATION CHILDREN'S FUND (UNICEF) wishes to invite you to submit a quotation for logistic and event management services, as per specifications provided in the Deliverables Table below, and the Quotation Form attached (Annex II).

Please advise as to:

I. General conditions

Unit and total price shall be designated in MDL, exclusive of VAT, excise and other duties or taxes. Other currency will be converted in MDL at the UN operational Rate of exchange on the day of competition deadline. Payment will be done in MDL.

Validity of your offer – not less than 30 days;

II. Please note that the conference hall is provided by National Public Health Centre (NPHC) and Ministry of Health (MoH). All the necessary arrangements (equipment installation, catering, media, etc.) will be done by the company directly with NPHC and MoH.

III. Please use the arrangements list provided in Annex II for submitting the offer.

IV. We request your price quotation and additional details as outlined, **on or before close of business on Monday, 23th January 2017.**

V. Any request for information regarding this RFQ must be forwarded by e-mail at chisinau@unicef.org, with specific reference to this RFQ in the title: **support in organizing 2 events in Chisinau.**

VI. UNICEF General Terms and Conditions (Annex I) apply to any potential purchase order resulting from this Request for Quotation.

VII. SUBMISSION OF OFFERS

Offers shall be marked with **"UNICEF Moldova RFQ for support in organizing 2 events in Chisinau"**

Offers can be submitted either in hard copy or electronically:

- a) Documents/offers in hard copy need to be enclosed in a sealed envelope clearly marked with **"UNICEF Moldova RFQ for support in organizing 2 events in Chisinau"**, and company name, addressed to:

UNICEF Moldova, 131, '31 August 1989' Street, Chisinau, MD-2012

- b) Offers sent electronically need to be addressed to the following e-mail address: chisinau@unicef.org, with **"UNICEF Moldova RFQ for support in organizing 2 events in Chisinau"** as the subject line of the message.

1. Background

UNICEF supports the Ministry of Health of the Republic of Moldova in increasing demand for immunization by developing Communication for Behavioural Change Strategy for the National Immunization Program to increase demand for immunization services in the Republic of Moldova.

UNICEF is seeking support for logistic assistance in organising 2 events dedicated to validation process of the above mentioned Strategy.

2. Purpose of the assignment

The purpose of this assignment is to assist UNICEF Moldova through the provision of support for organization of 2 validation meetings for up to 30 participants each. The events will take place in Chisinau at the premises of National Public Health Centre and Ministry of Health on 7 and 8 February 2017, as follows:

1. 1 day workshop on discussion and finalization of the Communication for Behavior Change Strategy for the National Immunization Programme in the Republic of Moldova at the National Public Health Centre (NPHC) premises with the working group and relevant actors (30 participants).
2. 2 hours workshop on presentation and validation meeting of the Communication for Behavior Change Strategy for the National Immunization Programme in the Republic of Moldova at the Ministry of Health (MoH) premises with all relevant national stakeholders (30 participants).

3. Objectives of the contract

The objectives of this contract are:

- To print materials (100 pages) and organise files for each participants to the 2 events in Chisinau.
- To print badges for all participants of both events.
- To provide multimedia equipment and ensure its functionality during events.
- To ensure simultaneous translation during the events and sound equipment.

- To provide two coffee breaks and lunch for participants at the first event at the NCPH premises and one coffee break at the second event at the MoH premises according to number of participants and table of deliverables.
- To take photos of the events.
- To provide logistical and organisational support in the preparation, during and after events.

4. Details of how the work should be delivered

To achieve the above-mentioned objectives, the agency will ensure the provision of following outputs:

- Translation ensured
- Simultaneous interpretation equipment provided
- All necessary technical equipment installed
- Photos (electronic version)
- Catering provided according to standards agreed with UNICEF
- Files with materials for all participants printed
- Badges
- Visibility items printed and arranged in the events facility (banner)

All other items necessary to fulfil the objective of this ToR delivered. All outputs are to be delivered in accordance with a work plan proposed by the selected agency and agreed with UNICEF.

The events are planned to take place on 7 and 8 February 2017 in Chisinau. The first event will take place at the premises of the National Center of Public Health. The second event will be organised the Ministry of Health. Exact timeframe for deliverables will be mutually agreed before contract signature.

5. Delivery dates (based on the work plan)

Nr.	Deliverables	Technical specification	Tentative deadlines*
1. To organize event for discussion and finalization of the Communication for Behavior Change Strategy (C4BC Strategy) for National Immunization Programme at the NPHC premises			
1.1	To print and organise in files workshop materials for validation of the C4BC Strategy	<ul style="list-style-type: none"> • Workshop materials printed in black and white (agenda, ppt. handouts and the draft strategy, around 100 pages per participant) • Badges printed • Folders for 30 participants prepared 	3 February 2017
1.2	To organise 1-day workshop to discuss and finalize the C4BC Strategy for National Immunization Program to increase demand for immunization services with the working group and the	<ul style="list-style-type: none"> • Workshop materials distributed • Facilitator kit (scissors, flip chart, flip chart paper A1, VVIP cards, post-its, tape). • Two coffee breaks, water and one lunch per participant provided 	7 February 2017

	NPHC premises* (30 participants)	<ul style="list-style-type: none"> • Multimedia functional during the event • Simultaneous translation provided • Sound system provided 	
2. To organize event for validation of the Communication for Behavior Change Strategy (C4BC Strategy) for National Immunization Programme at the Ministry of Health premises			
2.1	To print and organise in files workshop materials for validation of the C4BC Strategy	<ul style="list-style-type: none"> • Workshop materials printed in black and white (agenda, ppt. handouts and draft strategy, around 100 pages per participant) • Badges printed • Folders for 30 participants prepared 	7 February 2017
2.2	To organise two hours workshop to validate the C4BC Strategy for National Immunization Program to increase demand for immunization services with the working group and the MoH premises* (30 participants)	<ul style="list-style-type: none"> • Workshop materials distributed • Water provided for participants • Simultaneous translation provided 	8 February 2017
3.	To report on finalization of the events	Report on implementation of the training sessions, workshops, including pictures	24 February 2017

*The events will take place at the premises of NPHC and MoH premises, with no venue rent required from the contractor.

6. Performance indicators for evaluation of results

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in ToR.
- Compliance with the established deadlines for submission of deliverables.
- Quality of work.
- Initiative and creativity.
- Demonstration of high standards of work with UNICEF and with counterparts.

7. Qualifications and experience

- Extended experience in organization and implementation of training events and workshops.
- Ability to deliver good products in short terms and work under pressure.
- Flexibility in responding to the needs of the UNICEF team.

8. Materials to be submitted for the bidding

- Presentation of the organization with a proven record of relevant experience
- List and CVs of persons to be involved in the activities
- Proposed work plan for the activities
- Estimated budget with breakdown on budget lines

9. Payment schedule

The payment will be linked to the following deliverables upon satisfactory completion and acceptance by UNICEF:

- 30 per cent upon the multiplication of materials for the workshops, and
- 70 per cent upon the submission of the final report in English.

UNICEF will proceed with payment for delivered materials, within fifteen working days from the receipt of the invoice with the contracted agency's bank details. UNICEF will make the payment in Moldovan Lei.

10. Definition of supervision arrangements

The contracted company will work under direct supervision of the UNICEF Health Officer. UNICEF will regularly communicate with the selected company and provide formats for reports, feedback and guidance on performance and all other necessary support to achieve objectives of the proposed contract, as well as remain aware of any upcoming issues related to company's performance and quality of work. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables.

11. UNICEF recourse in case of unsatisfactory action

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate company.

12. Support provided by UNICEF

To achieve the above-mentioned objectives, UNICEF will provide timely informational materials for workshops, including agenda, list of participants and ppt. presentation.

Annex I

"UNICEF GENERAL TERMS AND CONDITIONS"

A. ACKNOWLEDGEMENT COPY

Acceptance of a Purchase Order shall form a binding contract with the Supplier signing and returning the acknowledgement copy or by the timely delivery of the goods specified.

B. DELIVERY DATE

Delivery Date to be understood as the time the goods have to be available at the location indicated under Delivery Terms (INCOTERMS).

C. PAYMENT TERMS

1. UNICEF shall, on fulfilment of the Delivery Terms, unless otherwise specified in the Purchase Order or Contract, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the customary shipping documents specified in the contract.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
3. Unless authorized by UNICEF, a separate invoice must be submitted in respect of each Purchase Order or Contract. Each invoice shall indicate the identification number of the corresponding Purchase Order or Contract.
4. The prices shown in the Purchase Order or Contract may not be increased except by express written agreement of UNICEF.
5. Inspection prior to shipment does not relieve the Supplier from his contractual obligations.
6. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order or Contract; payment for goods pursuant to the Purchase Order or Contract shall not be deemed an acceptance of the goods.

D. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides inter-alia that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

E. EXPORT LICENCES

If an export license or licenses are required for the goods, the Supplier shall obtain the license or licenses.

F. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the Supplier until physical delivery of the goods has been completed in accordance with the Purchase Order or Contract.

G. FITNESS OF GOODS/PACKING

The Supplier warrants that the goods, including adequate packing, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

H. WARRANTY CLAUSE

The Supplier warrants that the use or supply by UNICEF of the goods offered for sale under the Purchase Order or Contract do not infringe any patent, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold harmless UNICEF and the United Nations from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising from the Purchase Order or Contract.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to perform under the terms and conditions of the Purchase Order or Contract, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.
2. Refuse to accept delivery of all or part of the goods.
3. Terminate the Purchase Order or Contract.

J. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order or Contract, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order or Contract.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may without prejudice to any other rights or remedies, terminate the Purchase Order or Contract by giving the Supplier written notice of termination.

K. USE OF UNICEF NAME AND EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF for any purpose.

L. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that the Supplier is furnishing goods or services to UNICEF without specific permission of UNICEF.

M. ARBITRATION

Any controversy, claim or dispute arising out of, or in connection with this Contract or any breach thereof, shall unless it is settled amicably by direct mutual negotiations, be referred to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

N. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

O. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of the Supplier to Article 32 of the Convention which, inter-alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

P. ANTI-PERSONNEL MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the Supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the Supplier.

Annex II

List of arrangements

UNICEF Moldova Request for Quotation

Support in organizing 2 events in Chisinau

List of services	Event 1 (NPHC)	Event 2 (MoH)
Laptop + projector + screen	1 kit x 8 hours	1 kit x 2 hours
Radio microphones (and sound system support)	2 pcs x 8 hours	Not required
Simultaneous translation equipment	for 30 participants x 8 hours	for 30 participants x 2 hours
Simultaneous translation (En-Ro)	8 hrs	2 hrs
Flipcharts + paper A1	1 pcs x 8 hours	1 pcs x 1 day
Badges, Folders, notebooks, pens	For 30 participants	For 30 participants
Printing and organizing in file materials (200 pages/pers.)	30 participants x 200 p.	30 participants x 200 p.
Lunch	30 participants x 1 day	Not required
Coffee-breaks	2 coffee breaks	Not required
Water	60 bottles	30 bottles
Event assistance	1 person x 8 hours	Not required
Report on the event activity including pictures	Final report	Final report