**Financial Proposal**

**Purpose: International Expert Mission and training on Implementation of the National Guidelines for Surveillance of Adverse Events Following Immunization (AEFI),**

**25-29 June 2018, Chisinau, Republic of Moldova**

**Period:**

|  |  |
| --- | --- |
| * **25 June 2018**
 | **Participants:** - 37 participants |
| * **26 June 2018**
 | **Participants:** - 87 participants |
| * **27-29 June2018**
 | **Participants:** - 57 participants |

**Venue location:**

|  |  |
| --- | --- |
| **25 June 2018** | Ministry of Health Labour and Social Protection, Vasile Alecsandri Street, 2 , Conference Hall , II-nd floor, Chisinau, Republic of Moldova |
| **26 June 2018** | Ministry of Health Labour and Social Protection, Vasile Alecsandri Street, 2 , Conference Hall , II-nd floor, Chisinau, Republic of Moldova |
| **27-29 June2018** | National Agency for Public Health, Gh.Asachi Street, 67 A, Conference Hall , I-st floor, Chisinau, Republic of Moldova |

| **Item** | **Generic Description** | **No.days/ units** | **Quantity** | **Unit price USD** | **Subtotal USD** |
| --- | --- | --- | --- | --- | --- |
|  | Conference room for 30 participants on 25 June 2018,* Conference Hall , II-nd floor Ministry of Health Labour and Social Protection,
* Set of equipment for projection of PowerPoint presentations
	+ Laptop w/connection to internet
	+ Projector
	+ White screen
 | 0.5 day | 1 room | No cost | - |
|  | Conference room for 80 participants on 26 June 2018,* Conference Hall , II-nd floor Ministry of Health Labour and Social Protection,
* Set of equipment for projection of PowerPoint presentations
	+ Laptop w/connection to internet
	+ Projector
	+ White screen
 | 1 day | 1 room | No cost | - |
|  | Conference room for 50 persons on 27-29 June 2018* National Agency for Public Health, Str. Gh. Asachi 67A, Conference room , et I
* Set of equipment for projection of PowerPoint presentations
	+ Laptop w/connection to internet
	+ Projector
	+ White screen
 | 2.5 days | 1 room | No need |  |
|  | Set of equipment for projection of PowerPoint presentations on 27-29 June 2018 (for Engl presentations)* Laptop w/connection to internet
* Projector
* White screen
 | 2.5 days | 1 set |  |  |
|  | Stationary for each participanton 25 June 2018:* Folder with event sticker, including logos MoHLSP, NPHA + WHO/Europe
* Notebook
* Pen
* Agenda
 | 1  | 37 sets  |  |  |
| Stationary for each participanton 26 June 2018* Folder with event sticker, including logos MoHLSP, NPHA + WHO/Europe
* Notebook
* Pen
 | 1 | 87 sets |  |  |
| Stationary for each participanton 27-29 June2018* Folder with event sticker, including logos MoHLSP, NPHA + WHO/Europe
* Notebook
* Pen
 | 1 | 57 sets |  |  |
|  | Printing of certificates, A4, coloured - (26, 27-29 June 2018) |  | 130 sets |  |  |
|  | Printing of badges for participants and table name tags for speakers, agenda (A4, b/w)* on 25 June2018
* on 26 June2018
* on 27-29 June2018
 |  | 35 sets 85 sets55 sets |  |  |
|  | Preparation and dissemination of background materials for the event, including, agenda* on 25 June2018
* on 26 June2018
* on 27-29 June2018
 |  | 35 sets 85 sets55 sets |  |  |
|  | Wireless hand free equipment and headphones for simultaneous interpretation on 27-29 June 2018 - for 55 persons  | 2.5 days | 55 sets |  |  |
|  | Booth for interpretation on 27-29 June 2018 ENG-RUS and RUS-ENG | 2.5 days | 1 |  |  |
|  | Radio microphones for the auditoria for 27-29 June 2018 | 2.5 days | 5 |  |  |
|  | Memory sticks (16 GB) for participants on 27-29 June 2018 |  | 50 sticks |  |  |
|  | Coffee breaks (1 per day) on 25 June 2018 to be served near the meeting room (please provide detailed description of the menu for coffee breaks) | 1 coffee breaks | 37 participants |  |  |
| Coffee breaks (2 per day) on 26 June 2018 to be served near the meeting room (please provide detailed description of the menu for coffee breaks) | 2 coffee breaks | 87 participants |  |  |
| Coffee breaks (2 per day) on 27-29 June 2018 to be served near the meeting room (please provide detailed description of the menu for coffee breaks) | 5 coffee breaks |  57 participants |  |  |
|  | Lunch (1 per day) on 26 June 2018, to be served near the meeting room of the Ministry of Health Labour and Social Protection, Health, Vasile Alecsandri Street, 2  (5-7 min walking distance)please provide detailed description of the menu  | 1 lunch | 87 participants |  |  |
|  | Lunch (1 per day) on 27-29 June 2018, to be served near the meeting roomplease provide detailed description of the menu | 3 lunches | 57 participants |  |  |
|  | Dinner, please provide detailed description of the menu* on 27, 28 June 2018
 | 2 dinners | 30 participants |  |  |
|  | Still/sparkling water in 0,5 l bottles (1 bottles/day/person) * 25 June 2018
 | 0.5 days | 37 bottles  |  |  |
| Still/sparkling water in 0,5 l bottles (2 bottles/day/person) * 26 June2018
 | 1 day | 174 bottles  |  |  |
| Still/sparkling water in 0,5 l bottles (2 bottles/day/person) - 27-29 June2018  | 2.5 days | 285 bottles |  |  |
|  | Printing b/w, A4 (25 June 2018):* Workshop /background materials
* Presentations (3 presentations\*10 pages (3 slides per page) )
 | 10 pages30 pages  | 32 sets32 sets |  |  |
|  | Printing b/w, A4 (26 June 2018):* Workshop /background materials
* Presentations (5 presentations\*10 pages (3 slides per page) )
 | 10 pages50 pages  | 82 sets82 sets |  |  |
|  | Printing b/w, A4 (27-29 June 2018):* Workshop /background materials
* Presentations (13 presentations\*10 pages (3 slides per page) )
 | 10 pages130 pages  | 52 sets52 sets |  |  |
|  | Documenting the event by taking pictures (original & resized pictures) on 25-27 June 2018 and 29 June 2018 | 4 days /  2 hours per day | 1 photographer |  |  |
|  | Accommodation in single standard rooms for: 30 participants (on 27-29 June 2018), two nights  | 2 nights | 30 single standard rooms |  |  |
|  | Accommodation in single standard rooms for 1 participant during 24-30 June 2018  | 6 nights | 1 single standard room |  |  |
|  | ***TOTAL*** |  |  |  |  |

\*All price(s) quoted do not include VAT.