**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 participant  on 25 June 2018:   * Folder with event sticker, including logos MoHLSP, NPHA + WHO/Europe * Notebook * Pen * Agenda | 1 | 37 sets |  |  |
| Stationary for each participant  on 26 June 2018   * Folder with event sticker, including logos MoHLSP, NPHA + WHO/Europe * Notebook * Pen | 1 | 87 sets |  |  |
| Stationary for each participant  on 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 sets  55 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 sets  55 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 room  please 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 pages  30 pages | 32 sets  32 sets |  |  |
|  | Printing b/w, A4 (26 June 2018):   * Workshop /background materials * Presentations (5 presentations\*10 pages (3 slides per page) ) | 10 pages  50 pages | 82 sets  82 sets |  |  |
|  | Printing b/w, A4 (27-29 June 2018):   * Workshop /background materials * Presentations (13 presentations\*10 pages (3 slides per page) ) | 10 pages  130 pages | 52 sets  52 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.