

## Questions Clarification

**LRQS-2023-9182875 Event Management support in organizing 2 LEGO training sessions (2,5 days per session, 7 groups total) to strengthen capacities of ECE staff in acquiring new skills in playful pedagogy**

1.

**Question:**

What type of room for accommodation is needed for trainers? SGL or TWIN rooms?

**Answer:**

SGL rooms.

2.

**Question:**

Do you have already contracted translators for these events, and we need only to pay them or do we need to find translators?

**Answer:**

The translators must be provided and contracted by the Agency, we could provide a list of translators and their contacts if it is needed. In case you will not find available translators in Chisinau, and will have to bring them from other localities, accommodation and transportation has to be provided as indicated in RFQS Terms of reference.

3.

**Question:**

Will both trainings take place in the same location?

**Answer:**

Yes.

4.

**Question:**

The certificates should be in frames or only colour printed certificate on paper?

**Answer:**

Only printed certificate on paper.

5.

**Question:**

How many LEGO sets we need to pick up from the warehouse and deliver to the training locations? Will all sets fit in a small car, or we need to calculate one minivan?

**Answer:**

10 - 14 boxes for each group, so please calculate the cost for a small van. All materials will be transported on the first training day and brought back to UNICEF warehouse on the last training day.

6.

**Question:**

What means a mobile screen?

**Answer:**

Screen for projector

**7.**

**Question:**

How many workshop sets are needed for each group?

**Answer:**

1 workshop set for each group, 7 sets in total

**8.**

**Question:**

In each workshop set how many of the following materials are needed: Flipchart paper, Markers, Cards, Post-it, Coloured paper?

**Answer:**

- Felt-tip pens / coloured pencils (6-12 colours in each box, 6 sets per 1 group)
- Post-its in 2 different colours (4 packs per 1 group)
- Paper format A4 (200 sheets of paper per 1 group)
- Coloured paper at least 6 basic colours (1 pack per 1 group)
- Flipchart (1 per 1 group)
- Flipchart paper (1 pack per 1 group)
- Flipchart marker (green, red, blue, black) – 4 per 1 group

**9.**

**Question:**

Printing and distribution of materials to the participants (agenda, feedback forms, learning materials- aprox 1000 pages total)- what is the format of the printing materials?

**Answer:**

A4 paper, black and white, one sided

**10.**

**Question:**

How will this paper registration look like?

**Answer:**

To register/make a list of all the participants on the paper

**11.**

**Question:**

Do we need to offer only transportation and installation or also production of roll-up banners?

**Answer:**

The roll-up banners are provided by UNICEF, the vendor will have to provide only transportation and installation.

**12.**

**Question:**

Where should we include dinners for trainers? At the hotel or in one restaurant from Chisinau?

**Answer:**

At the hotel restaurant

**13.**

**Question:**

For catering, do we need to include furniture, or will the educational institutions provide this?

**Answer:**

It is not necessary to provide furniture for catering services

**14.**

**Question:**

For trainings, is necessary simultaneous or consecutive translation?

**Answer:**

Consecutive translation

**15.**

**Question:**

Do we need to also include equipment for translation?

**Answer:**

It is not necessary to provide equipment for translation

**16.**

**Question:**

Tags for trainers: Do you need name tags or badges?

**Answer:**

Name tags

**17.**

**Question:**

Do you need lunch on 3rd and 6th half-day training or just 1-2 coffee breaks? (specify please)

**Answer:**

On 3rd and 6th half-day training only one coffee-break will be needed.

**18.**

**Question:**

Can you suggest us some of your contacts of Ukrainian - Romanian interpreters?

**Answer:**

We can share the contacts of some translators to the selected company. For now, please estimate and include in your offer the 6,000 MDL daily fee per each translator, plus Bucuresti-Chisinau- Bucuresti transportation costs.