

**Clarifications for RFQ17/01596**

**Logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017**

**1. Question/ Întrebare:**

**(RO)** Pretul pentru fiecare unitate de alimentare, prinz si pauza de cafea trebuie de inclus per bucata? Intrebam deoarece el ar putea fi diferit in cele 2 sau 4 zile, in dependenta cit dureaza atelierele?

**(ENG)** Does the price per meal unit, lunch, and coffee break should be included per piece? We ask, because it could be different for 2 or 4 days, depending on how long the workshops last?

**Answer/ Răspuns:**

**(RO)** Pretul urmeaza sa fie indicat per persoana, si ulterior per total. Pentru fiecare eveniment, plata se va efectua in conformitate cu numarul participantilor confirmat inainte de eveniment.

Mai jos este un exemplu de calcul (pentru un eveniment indicat in Cererea de Oferta):

CHISINAU						
Logistics services for the workshop (1 day) with probation services on engaging men who are former aggressors in EVAW activities to be organized in Chisinau on tentative dates 20 – 30 September						
Item	Type of service	Unit (A)	No. of participants (B)	No. of events (C)	Unit price per person (D)	Total
1	Coffee break type 3 (light)	2	Up to 25	1	(pretul per persoana pentru o pauza de cafea)	2*25*1*(pret per persoana) (A)*(B)*(C)*(D)
2	Lunch type 2 (business lunch)	1	Up to 25	1	(pretul per persoana pentru un pranz)	1*25*1*(pret per persoana) (A)*(B)*(C)*(D)
3	Rental of conference room	1 day	Up to 25	1	(pretul pentru аренда per zi)	(pretul total penru аренда salii) * 1 (o zi) (A)*(C)*(D)

**(ENG)** The price has to be indicated per person, and then the total one. For each event, the payment will be made according to the number of participants confirmed before the event.

Please find below an example of the calculations (for an event specified in Request for Quotation):

CHISINAU						
Logistics services for the workshop (1 day) with probation services on engaging men who are former aggressors in EVAW activities to be organized in Chisinau on tentative dates 20 – 30 September						
Item	Type of service	Unit (A)	No. of participants (B)	No. of events (C)	Unit price per person (D)	Total
1	Coffee break type 3 (light)	2	Up to 25	1	(price per person for one coffee break)	2*25*1*(price per person) (A)*(B)*(C)*(D)
2	Lunch type 2 (business lunch)	1	Up to 25	1	(price per person for one lunch)	1*25*1*(price per person) (A)*(B)*(C)*(D)
3	Rental of conference room	1 day	Up to 25	1	(price for the rent per day)	1* (price for the rent)*1 (A)*(C)*(D)

**2. Question/ Întrebare:**

**(RO)** Cine este responsabil de invitarea participantilor la evenimente?

**(ENG)** Who is responsible for inviting participants to events?

**Answer/ Răspuns:**

**(RO)** UN Women este partea responsabila de invitarea participantilor la evenimente.

**(ENG)** UN Women is responsible for inviting participants to events.

**3. Question/ Întrebare:**

**(RO)** Autorizatiile si certificatele de calitate a produselor se prezinta din fiecare local /punct geografic indicat, sau doar unde au loc mai mult de 2-3 evenimente?

**(ENG)** The products quality authorizations and certificates should be presented from each local / geographical point indicated, or from the locations where will be held more than 2-3 events?

**Answer/ Răspuns:**

**(RO)** Autorizatiile si certificatele de calitate a produselor trebuie sa existe si sa fie disponibile (la solicitare) la fiecare eveniment/locatie.

**(ENG)** Authorizations and product quality certificates should exist and be available (on request) at any event / location.

**4. Question/ Întrebare:**

**(RO)** Autorizatiile si certificatele de calitate a produselor trebuie sa fie prezentate acum sau dupa anuntare rezultatelor concursului?

**(ENG)** Authorizations and product quality certificates should be presented now or after the results of the competition?

**Answer/ Răspuns:**

**(RO)** Autorizatiile si certificatele de calitate a produselor nu sunt solicitate la depunerea ofertei. La depunerea ofertei urmeaza sa fie prezentat setul de acte indicat in rubrica "Documents to be submitted" din RFQ (Cererea de Oferta).

**(ENG)** Authorizations and product quality certificates are not required when submitting the offer. When submitting, the offer should be presented the set of documents indicated in the "Documents to be submitted" section of the RFQ (Request for Quotation).

**5. Question/ Întrebare:**

**(RO)** Cine este responsabil pentru pregatirea materialelor, mapelor etc., pentru participanti?

**(ENG)** Who is responsible for preparing materials, folders, for participants?

**Answer/ Răspuns:**

**(RO)** UN Women este partea responsabila de pregatirea materialelor, mapelor pentru participanti.

**(ENG)** UN Women is responsible for preparing materials, folders for participants.

**6. Question/ Întrebare:**

**(RO)** Este posibil de contractat servicii "outsourcing" daca nu avem echipament conform cerintei: "necessary equipment for the organization of public events, provision of accommodation and catering services"?

**(ENG)** Is it possible to subcontract another company (for outsourcing services) if we do not have equipment according to the requirement: "necessary equipment for the organization of public events, provision of accommodation and catering services"?

**Answer/ Răspuns:**

**(RO)** Este decizia si responsabilitatea ofertantului daca va subcontracta alte companii/servicii pentru a presta integral serviciile indicate in Cererea de Oferta.

**(ENG)** It is the decision and responsibility of the bidder if it subcontracts other companies / services to fully provide the services indicated in the Request for Quotation.

**7. Question/ Întrebare:**

**(RO)** Pentru locatia propusa in Chisinau, aveti orientativ, o sala care ar putea fi sau daca s-o propunem noi: ce conditii ar trebui sa indeplineasca amplasarea acesteia: conteaza sectorul unde sa fie amplasata, accesibilitatea etc.?

**(ENG)** For the location you proposed in Chisinau, do you have any options for it? If we propose the location: what conditions should be fulfilled: in what district, accessibility, etc.?

**Answer/ Răspuns:**

**(RO)** Accesibilitatea este o conditie primordiala. Nu avem o locatie orientativa sau careva alte preferinte decit cele cerintele mentionate in Cererea de Oferta.

**(ENG)** Accessibility is a prime condition. We do not have an option for the location or any other preferences besides requirements indicated in the Request for Quotation.

**8. Question/ Întrebare:**

**(RO)** Poate fi una si aceeasi locatie pentru toate evenimentele planificate in Chisinau?

**(ENG)** Can it be the same location for all planned events in Chisinau?

**Answer/ Răspuns:**

**(RO)** Da, poate fi aceasi locatie.

**(ENG)** Yes, it may be the same location.

**9. Question/ Întrebare:**

**(RO)** Referitor la cazare, daca evenimentul dureaza doua zile, cite nopti pentru cazare se cere in acest caz?

**(ENG)** Regarding accommodation, if the event lasts for two days, how many nights are required in this case?

**Answer/ Răspuns:**

**(RO)** 1 noapte

**(ENG)** 1 night

**10. Question/ Întrebare:**

**(RO)** In unele orase din tara, unde nu este indicata chiria salii, trebuie sa cautam noi sala sau aveti dvs o locatie déjà selectata ?

**(ENG)** In some cities in the country, where no rental of conference room is indicated, should we look for the location or you already have a selected one?

**Answer/ Răspuns:**

**(RO)** Pentru evenimentele la care arenda salii de conferinta nu este solicitata, UN Women – este responsabila de locatie.

**(ENG)** For events where the rent of the conference room is not requested, UN Women - is responsible for the location.