



50
YEARS

Empowered lives. Resilient nations.

Contract for Professional Consulting Services
between UNDP and Anodilia SRL

22 June 2016

Dear Sir/Madam,

Ref.: _____/ _____/

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage Anodilia SRL duly incorporated under the Laws of Republic of Moldova (hereinafter referred to as the "Contractor") in order to provide event management services ***in organizing Eastern Europe, Caucasus and Central Asia (EECCA) Regional Training Workshop, 28-30 June, Chisinau***, (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) This letter;
 - b) Specifications of services required, attached hereto as Annex II;
 - c) The contractor's quotation, dated on 30/05/2016, attached hereto as Annex III.
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

| Name | Specialization | Nationality | Period of service |
|-----------------|--|---------------------|-------------------------------|
| Otilia Dragutan | Project coordinator | Republic of Moldova | Mid of June- Mid of July 2016 |
| Dorin Palade | Event manager (responsible for logistics) | Republic of Moldova | Mid of June- End of June 2016 |
| Fulga Boicu | Event manager (responsible for printing and coordination at the venue) | Republic of Moldova | Mid of June- End of June 2016 |

| | | | | | | |
|----|---|-----------------|----------------------------|-------|---------|--|
| 8 | Coffee breaks (2 per day) min. | 6 coffee-breaks | 100 persons | 6,00 | 3600,00 | |
| 9 | Still/sparkling water in 0.5l bottles (2 bottles per day, per person) | 6 bottles | 100 persons | 0,40 | 240,00 | |
| 10 | Airport transfer of participants (on arrival and at departure) 3 persons in one car, 2 trips | ≈ 30 cars | 3 pers./car | 3,90 | 234,00 | |
| 11 | Visit Milestii Mici Winery (dinner included) (June 29) | 1 visit | 100 persons | 37,85 | 3785,00 | |
| 12 | Transportation to the Winery (max. 20 pers. per bus) | 5 busses | 20 pers./bus | 54,50 | 272,50 | |
| 13 | Sets of stationary for participants (folder, notebook, pen, badge, memory stick) with logos | 1 set | 100 persons | 10,00 | 1000,00 | |
| 14 | Printing workshop materials (black and white) | 1 | 3000 pages | 0,02 | 60,00 | |
| 15 | Photo services (photos will be taken during the 3 days; all raw materials) | 3 days | 50 edited pictures/per day | 54,50 | 163,50 | |
| 16 | Booklet (schedule of the event, info about Chisinau, contact details of all the participants, etc.) (including the design of the booklet) | 1 booklet | 100 pieces | 1,50 | 150,00 | |
| 17 | Logistic assistant (2 persons per day will be responsible for meeting the guests, registration of participants) | 3 days | 2 persons | 13,70 | 82,20 | |
| 18 | Branding package (2 roll-ups, banner for the speakers' table) | 1 event | 1 package | 35,00 | 70,00 | |

2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by **MAIL** to the address specified in 9.1 below.

2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

3. Price and Payment

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed **49,826.65 (forty nine thousand eight hundred twenty six dollars and sixty five cents) USD**. The payment shall be made in MDL at UN Exchange Rate, on the date of payment.

3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex III contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.

- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of **Monica Moldovan**, Sustainable Development Cluster Adviser, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the services provided, by July 4, 2016.

4. Special conditions

- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.

4.1.1. Security

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

- 4.1.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

4.2 Audits and Investigations

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

- 4.2.1 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall

include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

4.3 Anti-terrorism

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

5. Submission of invoices

- 5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

131, 31 August str., MD-2012

Chisinau, Moldova

Tel.: (+373 22) 200 45

Fax: (+373 22) 22 00 41

- 5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

- 6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

- 6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

IDNO - 1002600014400,

BC "**Victoriabank**" S.A. Branch no.3, Chişinău

IBAN: **MD53VI000022519031150MDL**

Bank ID: VICBMD2X416

VAT: 0505274

7. Entry into force. Time limits.

- 7.1 The Contract shall enter into force upon its signature by both parties.

- 7.2 The Contractor shall commence the performance of the Services not later than *22 June 2016* and shall complete the Services no later than *10 July 2016 and in strictly accordance with p.2.5*

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and Ms. Narine Sahakyan, Deputy Resident Representative, UNDP Moldova UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

131, 31 August str., MD-2012
Chisinau, Moldova
Tel.: (+373 22) 200 45
Fax: (+373 22) 22 00 41

For the Contractor:

5B, A.Puskin, str.
Chisinau, Moldova
Tel.: (+373 22) 242 113
Tel.: (+373 22) 232 348

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated



Yours sincerely,

Mrs. Alla Skvortova
UNDP Officer in charge

For **Anodilia SRL**

Agreed and Accepted:

Signature

Name: **Otilia Dragutan**

Title: Director

Date:



The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond

normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees, officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances,

including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable

settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, 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.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

| Organization of NAP Regional Training, 28-30 June 2016, Chisinau | | | | | |
|--|--|-------------------------------|-------------------------|-----------------|---------------|
| Item | Generic Description | Units | Quantity | Unit price, USD | Subtotal, USD |
| 1 | Accommodation (85 single rooms), including breakfast, 4* Hotel standard, preferably close by the conference room: max.10 minutes walking distance ; *number of participants and may slightly vary | 4 nights (27 June- 1 July) | 85 single rooms | | |
| 2 | Conference room for 100 persons (no pillars in the room, air conditioner and high-speed wireless internet min speed 250 kbps, projector and screen) | 3 days | 1 conference room | | |
| 3 | Translation equipment (100 headphones, 2 channels, 1 booth for translators, 5 wireless microphones) | 3 days | 1 translation equipment | | |
| 4 | Smaller conference room for 15-20 persons, for June 27 | 1 day | 1 conference room | | |
| 5 | Smaller conference room for 15-20 persons, for June 28-30 | 3 days | 3 conference rooms | | |
| 6 | Flipcharts | 3 days | 4 flipcharts | | |
| 7 | Lunch minimum including: 1. First course (soup) 2. Second course (meat or fish and garnish) 3. Salad; 4. Fruit juice 5. Still/sparkling water | 3 days | 100 persons | | |
| 8 | Coffee breaks (2 per day) min. incl.: • croissants, muffins or cookies (3 types); • non-sweet pies or sandwiches (2 types) • natural coffee and tea • fresh & dry fruits (4 types) fruit juice | 6 coffee-breaks | 100 persons | | |
| 9 | Still/sparkling water in 0.5l bottles (2 bottles per day, per person) | 6 bottles | 100 persons | | |
| 10 | Airport transfer of participants (on arrival and at departure) 3 persons in one car, 2 trips | ≈ 30 cars | 3 pers./car | | |
| 11 | Visit Milestii Mici Winery (dinner included) (June 29) | 1 visit | 100 persons | | |
| 12 | Transportation to the Winery (max. 20 pers. per bus) | 5 busses | 20 pers./bus | | |

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ16/01265.

TABLE 1: Offer to Provide Services Compliant with Technical Specifications and Requirements

| Organization of NAP Regional Training, 28-30 June 2016, Chisinau | | | | | |
|--|---|------------------------------|-------------------------|-----------------|---------------|
| Item | Generic Description | Units | Quantity | Unit price, USD | Subtotal, USD |
| 1 | Accommodation (85 single rooms), including breakfast, 4* Hotel standard, preferably close by the conference room: max.10 minutes walking distance; *number of participants and may slightly vary | 4 nights (27 June-1 July) | 85 single rooms | 91,66 | 31164,40 |
| 2 | Conference room for 100 persons (no pillars in the room, air conditioner and high-speed wireless internet min speed 250 kbps, projector and screen) | 3 days | 1 conference room | 323,40 | 970,20 |
| 3 | Translation equipment (100 headphones, 2 channels, 1 booth for translators, 5 wireless microphones) | 3 days | 1 translation equipment | 100,00 | 300,00 |
| 4 | Smaller conference room for 15-20 persons, for June 27 | 1 day | 1 conference room | 161,59 | 161,59 |
| 5 | Smaller conference room for 15-20 persons, for June 28-30 | 3 days | 3 conference rooms | 192,50 | 1732,50 |
| 6 | Flipcharts | 3 days | 4 flipcharts | 9,23 | 110,76 |
| 7 | Lunch minimum including: 1. First course (soup) 2. Second course (meat or fish and garnish) 3. Salad; 4. Fruit juice 5. Still/sparkling water | 3 days | 100 persons | 19,10 | 5730,0 |
| 8 | Coffee breaks (2 per day) min. incl.: ▪ croissants, muffins or cookies (3 types); ▪ non-sweet pies or sandwiches (2 types) ▪ natural coffee and tea ▪ fresh & dry fruits (4 types) fruit juice | 6 coffee-breaks | 100 persons | 6,00 | 3600,00 |
| 9 | Still/sparkling water in 0.5l bottles (2 bottles per day, per | 6 bottles | 100 persons | 0,40 | 240,00 |

| | | | | | |
|----|---|-----------|----------------------------|-------|-----------------|
| | bottles (2 bottles per day, per person) | | | | |
| 10 | Airport transfer of participants (on arrival and at departure) 3 persons in one car, 2 trips | ≈ 30 cars | 3 pers./car | 3,90 | 234,00 |
| 11 | Visit Milestii Mici Winery or Cricova (dinner included) (June 29) | 1 visit | 100 persons | 37,85 | 3785,00 |
| 12 | Transportation to the Winery (max. 20 pers. per bus) | 5 busses | 20 pers./bus | 54,50 | 272,50 |
| 13 | Sets of stationary for participants (folder, notebook, pen, badge, memory stick) with logos | 1 set | 100 persons | 10,0 | 1000,00 |
| 14 | Printing workshop materials (black and white) | 1 | 3000 pages | 0,02 | 60,00 |
| 15 | Photo services (photos will be taken during the 3 days; all raw materials) | 3 days | 50 edited pictures/per day | 54,50 | 163,50 |
| 16 | Booklet (schedule of the event, info about Chisinau, contact details of all the participants, etc.) (including the design of the booklet) | 1 booklet | 100 pieces | 1,50 | 150,00 |
| 17 | Logistic assistant (2 persons per day will be responsible for meeting the guests, registration of participants) | 3 days | 2 persons | 13,70 | 82,20 |
| 18 | Branding package (2 roll-ups, banner for the speakers' table) | 1 event | 1 package | 35,00 | 70,00 |
| | TOTAL | | | | 49826,65 |

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

| Other Information pertaining to our Quotation are as follows : | Your Responses | | |
|--|---------------------|----------------------|--|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time | ✓ | | |
| Validity of Quotation: 27 August 2016 | ✓ | | |
| All Provisions of the UNDP General Terms and Conditions: Please see the Annex 3 | ✓ | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

OTILIA DRAGUTANU
Director ANODILIA SRL
May, 30, 2016



| | | | | | |
|----|---|-----------|----------------------------|-------|-----------------|
| | bottles (2 bottles per day, per person) | | | | |
| 10 | Airport transfer of participants (on arrival and at departure) 3 persons in one car, 2 trips | ≈ 30 cars | 3 pers./car | 3,90 | 234,00 |
| 11 | Visit Milestii Mici Winery or Cricova (dinner included) (June 29) | 1 visit | 100 persons | 37,85 | 3785,00 |
| 12 | Transportation to the Winery (max. 20 pers. per bus) | 5 busses | 20 pers./bus | 54,50 | 272,50 |
| 13 | Sets of stationary for participants (folder, notebook, pen, badge, memory stick) with logos | 1 set | 100 persons | 10,0 | 1000,00 |
| 14 | Printing workshop materials (black and white) | 1 | 3000 pages | 0,02 | 60,00 |
| 15 | Photo services (photos will be taken during the 3 days; all raw materials) | 3 days | 50 edited pictures/per day | 54,50 | 163,50 |
| 16 | Booklet (schedule of the event, info about Chisinau, contact details of all the participants, etc.) (including the design of the booklet) | 1 booklet | 100 pieces | 1,50 | 150,00 |
| 17 | Logistic assistant (2 persons per day will be responsible for meeting the guests, registration of participants) | 3 days | 2 persons | 13,70 | 82,20 |
| 18 | Branding package (2 roll-ups, banner for the speakers' table) | 1 event | 1 package | 35,00 | 70,00 |
| | TOTAL | | | | 49826,65 |

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

| Other Information pertaining to our Quotation are as follows : | Your Responses | | |
|--|---------------------|----------------------|--|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time | ✓ | | |
| Validity of Quotation: 27 August 2016 | ✓ | | |
| All Provisions of the UNDP General Terms and Conditions: Please see the Annex 3 | ✓ | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

OTILIA DRAGUTANU
Director ANODILIA SRL
May, 30, 2016

