|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Addendum 1 to the RFQ No.UNFPA/UKR/RFQ/20/09** | | | | | | |
|  | Venue of the event |  | **Zaporizhzhia, venue TBC** | | | |
|  | Dates of the event |  | **19-21.03.2020** | | | |
|  | Deadline for submitting quotations |  |  |  |  |  |
|  | Requester (complete name of organization/project) |  | **UNFPA** | | | |
|  | Requester contact details |  | **Anastasiia Shcherbakova** | | | |
|  | Billing address |  |  | | | |
|  | Payer (organization, bank details, phone, address) |  | **UN Office in Ukraine Kyiv, Klovsky uzviz 1 tel: +380 44 253 9363 fax: +380 44 253 2607 000000000 acc-t 2600201285318 MFO: 322313 Ukreximbank, Kyiv** | | | |
|  | Agency: |  |  | | | |
| **#** | **List of required services** | **Comments / additional notes** | **Unit Price (UAH)** | **Quantity, units/rooms** | **Quantity, units, days…** | **Total (UAH)** |
|
|
| **1** | **Accommodation** |  |  |  |  |  |
|  | Standard Single Room | 19-21.03.2020 |  | 40 | 2 | 0.00 |
|  |  |  |  |  |  |  |
| 2 | **Meals\*** |  |  |  |  |  |
|  | Bottled mineral water (0.5) sparkling/still (50/50) | 19-21.03.2020 |  | 120 | 3 | 0.00 |
|  | Coffee-breaks | 19-21.03.2020 Reinforced. Less pastry more healthy food (fruits, granola, yogurt etc.) |  | 40 | 4 | 0.00 |
|  | Lunch | 19-21.03.2020 "Swedish line" format, Vegetarian dishes must be incl. |  | 40 | 3 | 0.00 |
|  | Dinned | 19-20.03.2020 "Swedish line" format, Vegetarian dishes must be incl. |  | 40 | 2 | 0.00 |
|  | Dinner-boxes | 21.03.2020 |  | 40 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 3 | Rent of premise | a nearby premise to the proposed hotel or the same |  |  |  |  |
|  | Conference room | - availability to organize nearby outdoor activity is a must; - good Wi-Fi connection; - seating arrangement: First day - horse shoe, Second day – in groups |  | 1 | 3 | 0.00 |
|  |  |  |  |  |  |  |
| 4 | Equipment |  |  |  |  |  |
|  | Projector |  |  | 1 | 3 | 0.00 |
|  | Screen |  |  | 1 | 3 | 0.00 |
|  | Laptop |  |  | 1 | 3 | 0.00 |
|  | Flipchart |  |  | 4 | 3 | 0.00 |
|  | Flipchart paper |  |  | 4 | 1 | 0.00 |
|  | Markers for flipchart | set of color markers |  | 4 | 1 | 0.00 |
|  | Sound system |  |  | 1 | 3 | 0.00 |
|  | Microphone |  |  | 2 | 3 | 0.00 |
|  |  |  |  |  |  |  |
| 5 | Printing materials |  |  |  |  |  |
|  | Folder A4 with color logos |  |  | 40 | 1 | 0.00 |
|  | Notebook A5 with color logos on every page |  |  | 40 | 1 | 0.00 |
|  | Pen with color logos |  |  | 40 | 1 | 0.00 |
|  | Printing materials A4, color, 2-sided, 160 g/m2 |  |  | 40 | 100 | 0.00 |
|  | Certificates, color, A4 | design services must be included |  | 40 | 1 | 0.00 |
|  | Badges with logos (cardboard on a lace, approx 12\*8 cm) |  |  | 40 | 1 | 0.00 |
|  | Flash drives, 8 GB, with color logos on both sides |  |  | 40 | 1 | 0.00 |
|  | Power-bank with a charging indicator, min 8000 mAh, with color logos on both sides and motivating quote |  |  | 40 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 6 | **Services** |  |  |  |  |  |
|  | Animator for activities for children with parents | 21.03.2020 2 hours |  | 1 | 1 | 0.00 |
|  | Aqua make up | 21.03.2020 2 hours |  | 1 | 1 | 0.00 |
|  | Photographer | 4 hours (2 hours on Friday, 2 hours on Saturday) |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 7 | **Tickets reimbursement** |  |  |  |  |  |
|  | Reimbursement of tickets costs for participants (incl. possibility to organize a transfer) | estimated costs for roundtrip per 1 person - 1 000 UAH |  | 40 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 8 | **Event manager support** |  |  | 1 | 2 | 0.00 |
|  |  |  |  |  |  |  |
| 9 | **Involved experts** | remuneration - UAH 5000 each |  | 2 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 10 | **Outdoor activity** | estimated costs - 30 000 UAH |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
| 11 | **Services on delivery of a banner and printing materials** | Kyiv-Zaporizhzhia-Kyiv |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  | 0.00 |
|  | **Service fee** |  |  |  |  |  |
|  | **Total net of VAT:** |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |
|  | \* Service providers are strongly encouraged to provide detailed menu in advance. |  |  |  |  |  |