|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Addendum 1** | **to the RFQ No.UNFPA/UKR/RFQ/20/05 dd. 04/02/2020** |
|  |  |  |  |  |  |  |
|  | Name of the event |  | **2-days MSR workshop for multisectoral team**  |
|  | Сity of the event |  | **Kyiv** |
|  | Dates of the event |  | **24-25.02.2020** |
|  | Deadline for submitting quotations |  |  |  |  |  |
|  | Proposed venue (hotel) |  | **Alfavito hotel; President hotel; Premier Hotel Rus** |
|  | Requester |  | **UNFPA Ukraine CO** |
|  | Requester contact details |  | **Olena Hliebova, Administrative / Finance Associate**  |
|  | Billing address |  | **42-44, Shovkovychna street, Kyiv, 01004** |
|  | Payer (organization, bank details, phone, address) |  | **UN Office in UkraineKyiv, Klovsky uzviz 1tel: +380 44 253 9363fax: +380 44 253 2607000000000acc-t 2600201285318MFO: 322313Ukreximbank, Kyiv** |
|  |  |  |  |  |  |  |
| **#** | **List of required services** | **Comments/ additional notes** | **Unit Price (UAH)** | **Quantity, units/rooms** | **Quantity, units/days** | **Total (UAH)** |
|
| **1** | **Accommodation** |  |   |   |   |   |
|  | Standard single room for trainers |   |   | 2 | 2 | 0.00 |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
| **2** | **Meals**  |   |   |   |   |   |
|  | Mineral water |   |   | 25 | 2 | 0.00 |
|  | Coffee-breaks for 25 persons,  | 2 per day |   | 25 | 4 | 0.00 |
|  | Lunch for 25 persons |   |   | 25 | 2 | 0.00 |
|  |   |   |   |   |   |   |
| **3** | **Rent of premises** |  |   |   |   |   |
|  | Conference room for 30 persons (U-shape, horse shoe seating arrangement) | 09-18:00 |   | 1 | 2 | 0.00 |
|  |   |  |   |   |   |   |
| **4** | **Rent of equipment** |   |   |   |   |   |
|  | Projector  |   |   | 1 | 2 | 0.00 |
|  | Screen  |   |   | 1 | 2 | 0.00 |
|  | Flip-chart  |   |   | 2 | 2 | 0.00 |
|  | Markers for flip-chart  |   |   | 2 | 1 | 0.00 |
|  | Notepad for flip-chart  |   |   | 2 | 1 | 0.00 |
|  | Laptop |   |   | 2 | 2 | 0.00 |
|  | Internet access  | WI-FI |   | 1 | 2 | 0.00 |
|  |   |   |   |   |   |   |
| **5** | **Stationery** |   |   |   |   |   |
|  | Flash drives with logo (4GB) |   |   | 25 | 1 | 0.00 |
|  | Folders with logo |   |   | 25 | 1 | 0.00 |
|  | Notepads with logo |   |   | 25 | 1 | 0.00 |
|  | Pens |   |   | 25 | 1 | 0.00 |
|  |   |   |   |   |   |   |
| **6** | **Printing** |   |   |   |   |   |
|  | Black and white A4 | 100 pages per participant (book format) |   | 25 | 100 | 0.00 |
|  | Colour A4 | 10 pages per participant |   | 25 | 10 | 0.00 |
|  | Certificates |   |   | 25 | 1 | 0.00 |
|  |   |   |   |   |   |   |
| **7** | **Trainers fee** |   |   |   |   |   |
|  | 2 trainers \*3 working days (including 1 day of preparation and reporting) |   | 2800.00 | 2 | 3 |   |
|  |  |   |   |   |   |   |
| **8** | **Travel costs reimbursement** |   |   |   |   |   |
|  | Tickets reimbursement for trainers |   | 1500.00 | 2 | 1 | 0.00 |
|  | Tickets reimbursement for participants  |   | 3000.00 | 1 | 1 | 0.00 |
|  |   |   |   |   |   |   |
| **9** | **Conference manager support**  |   |   | 1 | 2 | 0.00 |
|  |  |   |   |   |   |   |
|  | **Total** |  |   |   |   | 0.00 |
|  | **Service fee** |  |   |   |   | **0.00** |
|  | ***Total net of VAT:*** |  |  |  |  | **0.00** |