|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Addendum 4** | **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 |  | **Kryvyi Rih** | | | |
| Dates of the event |  | **27-28.02.2020** | | | |
| Deadline for submitting quotations |  |  |  |  |  |
| Proposed venue (hotel) |  | **PARK HOUSE Hotel** | |  |  |
| 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 Ukraine Kyiv, Klovsky uzviz 1 tel: +380 44 253 9363 fax: +380 44 253 2607 000000000 acc-t 2600201285318 MFO: 322313 Ukreximbank, Kyiv** | | | |
|  |  |  |  |  |  |
| **List of required services** | **Comments/ additional notes** | **Unit Price (UAH)** | **Quantity, units/rooms** | **Quantity, units/days** | **Total (UAH)** |
|
| **Accommodation** |  |  |  |  |  |
| Standard single room for trainers |  |  | 2 | 2 | 0.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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 |
|  |  |  |  |  |  |
| **Rent of premises** |  |  |  |  |  |
| Conference room for 30 persons (U-shape, horse shoe seating arrangement) | 09-18:00 |  | 1 | 2 | 0.00 |
|  |  |  |  |  |  |
| **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 |
|  |  |  |  |  |  |
| **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 |
|  |  |  |  |  |  |
| **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 |
|  |  |  |  |  |  |
| **Trainers fee** |  |  |  |  |  |
| 2 trainers \*3 working days (including 1 day of preparation and reporting) |  | 2800.00 | 2 | 3 |  |
|  |  |  |  |  |  |
| **Travel costs reimbursement** |  |  |  |  |  |
| Tickets reimbursement for trainers |  | 1500.00 | 2 | 1 | 0.00 |
| Tickets reimbursement for participants |  | 2500.00 | 1 | 1 | 0.00 |
| **Conference manager support** |  |  | 1 | 2 | 0.00 |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | 0.00 |
| **Service fee** |  |  |  |  | **0.00** |
| ***Total net of VAT:*** |  |  |  |  | **0.00** |