



Bucharest August 22<sup>nd</sup>, 2016

**INVITATION TO QUOTE**

**Ref. no. NCS 3/3 – 4**

Dear Sirs,

1. You are invited to send your quotation for the following services:
  - Non consulting services for the *2<sup>nd</sup> Facilitators Training Session*

*The above mentioned services will be provided at The Black Sea's coast.*

2. The Government of Romania has received a Loan from the International Bank of Reconstruction and Development (IBRD) toward the **Romania Secondary Education Project** (hereinafter referred to as **the ROSE Project**) and intends to use part of this loan to contract the above mentioned services and for which the present request for quotation was issued.
3. All items of this request for quotation must be offered. The Bids will be evaluated taking into consideration the price for all items and the contract will be awarded to the Provider with the lowest total evaluated price.
4. Your Bid, will be sent to:  
Ministry of National Education and Research – Externally Financed Projects Management Unit  
For: Costel Birsan – Procurement Specialist  
Address: 12 Spiru Haret street, 2<sup>nd</sup> floor, sector 1, Bucharest, 010176, Romania  
Tel.: +40 21 305 59 98  
Fax: +40 21 305 59 90  
E-mail: [costel.birsan@pmu.ro](mailto:costel.birsan@pmu.ro)
5. Bid submission deadline at Purchaser's address mentioned above is **August 29<sup>th</sup>, 2016, 12:00 a.m.** local time.
6. Bids sent by mail, courier, email or fax are accepted.
7. Your Bid will be submitted according to the required services and the providing conditions.
8. Your Bid must be accompanied by a copy of the registration certificate issued by the Trade Register Office. The bids that meet the technical requirements will be evaluated by comparing their prices. The contract will be awarded to the firm with the lowest total evaluated price.
9. The total price must include all the required services. The VAT will be separately indicated. The Bid price may be expressed in the currency of any World Bank member country, including EURO, but not more than three currencies. Please specify in your Bid the price, with the VAT indicated separately. The bids that meet the technical requirements will be evaluate by comparing their prices, VAT excluded, converted into *Lei*, based on the currency exchange rate published by National Bank of Romania on the day established as bid submission deadline.
10. Your Bid must remain valid for 30 days from the bid submission deadline mentioned at paragraph 5.
11. **REQUIRED SERVICES**
  - Non consulting services, as follows:



- ⇒ Accommodation at 3-star structure, single rooms, for the period 1-3 of September 2016, for 80 persons, breakfast included.
- ⇒ Lunch organized at the workshop premises, as buffet with: Min. ten choices of starters of which three choices of salad, Main course (min. three choices), Side dish (min. three choices), Bread, Dessert (min. three choices), Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), Coffee including sugar and milk, Still and sparkling water, Napkins and glasses on September 2<sup>nd</sup> and 3<sup>rd</sup>, 2016 for 80 persons.
- ⇒ Dinner organized at the workshop premises, as buffet with: Min. ten choices of starters of which three choices of salad, Main course (min. three choices), Side dish (min. three choices), Bread, Dessert (min. three choices), Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), Coffee including sugar and milk, Still and sparkling water, Napkins and glasses on September 1<sup>st</sup> and 2<sup>nd</sup>, 2016 for 80 persons.
- ⇒ 4 coffee breaks organized at the workshop premises, consisting of coffee, water, sparkling water, tea, pastry products (sweet, salty), milk for coffee, sugar, napkins, glasses, on September 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, 2016 for 80 persons.
- ⇒ Rental of conference room with a capacity of 80 people on September 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, with the possibility to organize smaller groups (4 x 20 people), with video projector and projection screen included. Audio system with at least 3 fixed microphones and 1 mobile microphone included.
- ⇒ The Provider will present:
  - At least four persons for the entire workshop, of which one as project manager;
  - Tables for buffet and coffee station;
  - Cocktail type tall tables for coffee breaks;
  - Ceramic crockery and stainless steel cutlery.

12. Please insert the rate in the next table:

| Required services                                      | No. of persons | No. of pcs | Unit price, [currency] without VAT | Total price, [currency] without VAT |
|--|----------------|------------|------------------------------------|-------------------------------------|
| Accommodation at 3-star structure, single rooms.       | 80             | 2          |                                    |                                     |
| Lunch  | 80             | 2          |                                    |                                     |
| Dinner   | 80             | 2          |                                    |                                     |
| Coffee break   | 80             | 4          |                                    |                                     |
| Rental of conference room with a capacity of 80 people |                | 3          |                                    |                                     |
| <b>Total, [currency] without VAT</b>                   |                |            |                                    |                                     |
| <b>VAT, [currency]</b>                                 |                |            |                                    |                                     |
| <b>Total, [currency] with TVA</b>                      |                |            |                                    |                                     |

13. Payment will be made according to the presence list signed by the participants.

14. Please, acknowledge the receipt of this request for quotations and mention if you will submit a bid or not.