



Bucharest June 3rd, 2016

INVITATION TO QUOTE
Ref. no. NCS 3/3 – 2

Dear Sirs,

1. You are invited to send your quotation for the following services:
➤ Non consulting services for the *Curricular Approach in Secondary Education workshop*

The above mentioned services will be provided in [Bucharest](#).
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, 2nd floor, sector 1, Bucharest, 010176, Romania
Tel.: +40 21 305 59 98
Fax: +40 21 305 59 90
E-mail: costel.birsan@pmu.ro
5. Bid submission deadline at Purchaser's address mentioned above is **June 10th, 2016, 10:00 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 before](#) the date 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:

- ⇒ Lunch organized at the workshop premises, as buffet with appetizer (min. ten choices of which three choices of salad), main course (min. three choices), side dish (min. three choices), bread, dessert (min. three choices) and non alcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), water, still and sparkling water, napkins, glasses, coffee, milk for coffee, sugar on June 14th, 2016 for 75 persons.
- ⇒ 1 coffee break organized at the workshop premises, consisting of coffee, water, sparkling water, tea, pastry products (sweet, salty), milk for coffee, sugar, napkins, glasses, on June 14th, 2016 for 75 persons.
- ⇒ The Provider will present:
 - At least four persons for the entire workshop, of which one as project manager and one as translator (Romanian to English and English to Romanian);
 - Tables for buffet and coffee station;
 - Cocktail type tall tables;
 - Ceramic crockery and stainless steel cutlery;
 - Simultaneous interpretation system including transmitter, receiver and headphones for 75 participants.

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
Lunch	75	1		
Coffee break	75	1		
Simultaneous interpretation and system		1		
Total, [currency] without VAT				
VAT, [currency]				
Total, [currency] with TVA				

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.