



MINISTERUL EDUCAȚIEI
UNITATEA DE MANAGEMENT
AL PROIECTELOR
CU FINANȚARE EXTERNĂ

Bucharest **November 15th, 2024**

INVITATION TO QUOTE

Ref. no. NCS 3/3 – 16

Dear Sirs,

1. You are invited to send your quotation for the following services:
 - **Non consulting services for the ROSE Project - closing conference**
 - The above mentioned services will be provided in **Sibiu**.
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 Education – Unit for the Management of Externally Financed Projects
For: Bogdan DUMITRU – Project Assistant
Address: 12 Spiru Haret street, 2nd floor, sector 1, Bucharest, 010176, Romania
Tel.: +40 21 305 60 79
Fax: +40 21 305 59 90
E-mail: bogdan.dumitru@pmu.ro
5. Bid submission deadline at Purchaser's address mentioned above is **November 19th, 2024, 14:00** 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:



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- ⇒ Accommodation at hotel a hotel situated no more that 2 km from the center of Sibiu, min 4 stars, single rooms, for the [period 27-29 of November 2024](#), for 100 persons, and for the [period 29-30 of November 2024](#), for 50 persons, breakfast included (maximum 265 lei, VAT included, according to the legislation in force).
- ⇒ Lunch organized at the conference premises, as buffet with: min. five choices of starters, min four choices of salad, min three choices of soup, main course (min. three choices), side dish (min. two choices), bread (min three choices), dessert (min. five choices), non-alcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), natural drinks, fruits, still and sparkling water, napkins and glasses between [November 28-29th, 2024](#) for **100** persons.
- ⇒ 4 coffee breaks organized at the conference premises, consisting of coffee, water, sparkling water, tea, pastry products (sweet, salty), milk for coffee, sugar, non-alcoholic drinks (soda drinks), natural drinks, napkins, glasses, on between [November 28 and 29th, 2024](#) for **100** persons.
- ⇒ Dinner organized at the Accommodation premises, as buffet with: Min. five choices of starters, min four choices of salad, Main course (min. four choices), Side dish (min. three choices), Bread (min three choices), Dessert (min. five choices), Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), natural drinks, Coffee including sugar and milk, Still and sparkling water, Napkins and glasses for the [period 27-28 of November 2024](#), for 100 persons and for [29 of November 2024](#), for 50 persons.
- ⇒ Professional photographer services for 1 day (28.11.2024) to deliver editable photos for website, social networks, 4 short movies of 20-30 seconds
- ⇒ Rental of conference room with a capacity of 100 people, 28 and 29 November, including equipment's as follows: general sound system with at least 7 fixed and 7 mobile microphones, at least 2 at the speaker's desk, 2 headset/ lavalieri; video projection desk with screen; system for livestream transmission on Facebook platform. ROOM ARRANGEMENT: theater arrangement with 7-person presidium panel, including floral arrangements.
- ⇒ Rental of minibuses for transportation for the transportation of participants as follows
 - 27 of November, from Bucharest to Sibiu (accommodation) for maximum 100 persons
 - 29 of November, from Sibiu (accommodation) to Bucharest for maximum 50 persons as follows: 1 transportation from Sibiu to Bucharest, and 1 transportation from Sibiu to Bucharest with stop visits in: Calimanesti, Rm. Valcea
 - 30 of November, from Sibiu (accommodation) to Bucharest for maximum 50 persons
- ⇒ The Provider will present:
 - Staff of at least two persons for the entire conference;
 - 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:



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Required services	No. of persons	No. of pcs	Unit price, [currency] without VAT	Total price, [currency] without VAT
Accommodation 27-29.11	100	2		
Accommodation 29-30.11	50	1		
Lunch 28-29.11	100	2		
Dinner 27-28.11	100	2		
Dinner 29.11	50	1		
Coffee break 28 and 29.11	100	4		
Rental of conference room with a capacity of 100 people, 28 and 29.11	100	2		
Photographer services	1	1		
Rental of minibuses for transportation	100	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, within 30 days from services acceptance.

14. The reception of all services must take place on November 30, 2024

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

Best regards,
Liliana PREOTEASA – UMEFP Director