

Technical Specifications

Purpose:	Coordination meeting for the staff of the Ministry of Foreign Affairs and European Integration of the Republic of Moldova			
Location:	Outside of Chisinau (not more than 40 km distance from Chisinau)			
Period:	27-29 June, 2014 or 4-6 July 2014			
Participants:	up to 80 persons			
Duration	09.00-17.00 (starting 27 June at 16.00 and ending 29 June at 14.00) 09.00-17.00 (starting 4 July at 16.00 and ending 6 July at 14.00)			
Item	Generic Description	Unit	Quantity	Delivery Timeframe
1.	Training room in U-shape for up to 80 persons, equipped with air-condition system and wireless internet minimum speed 250 Kbps, sonorous equipment (microphones)	1 room	2 days	27 June / 4 July 16.00-18.00 28 June / 5 July 09.00-17.00 29 June / 6 July 09.00-12.00
2.	Small conference room apart from the training room for up to 30 persons	1 room	1 day	28 June / 5 July 11.00-15.00
3.	Flipchart with a stock of 200 sheets of blank flipchart paper	units	2 in total	27 June / 4 July 16.00-18.00 28 June / 5 July 09.00-17.00 29 June / 6 July 09.00-12.00
4.	Video screen with projector	units	1 unit for 2 days	27 June / 4 July 16.00-18.00 28 June / 5 July 09.00-17.00 29 June / 6 July 09.00-12.00
5.	Coffee breaks and adequate space to comfortably serving coffee breaks (min. incl. croissants, muffins, cake or cookies, non-sweet pie or sandwiches, tea, coffee, cream), up to 80 persons	Breaks per person	3 in total	28 June / 5 July 10.30-11.00 16.00-16.30 29 June / 6 July 10.30-11.00
6.	Lunch (min. incl. first course, second course, salad, water/juice, desert), up to 80 persons	Lunch per person	2 in total	28 June / 5 July 12.30-14.00 29 June / 6 July 12.30-14.00
7.	Still/sparkling water in 0,5l bottles, up to 80 persons	Bottles per person	240 in total	27 June / 4 July 16.00-18.00 28 June / 5 July 09.00-17.00 29 June / 6 July 09.00-12.00

8.	Breakfast up to 80 persons	Breakfast per person	2 in total	28 June / 5 July 07.00 - 08.30 29 June / 6 July 07.00 – 08.30
9.	Dinner (min. incl. second course, salad, water/juice, desert), up to 80 persons, with possibility of organizing a fourchette/barbeque	Dinner per person	2 in total	28 June / 5 July 18.00-19.00 (with possibility of organizing fourchette/ barbeque) 29 June / 6 July 18.00 – 19.00
10.	Hotel rooms	2 nights	35 Double 10 Single	27 June - 28 June / 4-5 July 28 June – 29 June / 5- 6 July