**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: UN Women Date: [insert date of Quotation Submission]

131, 31 August 1989,

Chisinau, Moldova

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the **RFQ17/01497 - Company to provide video production services for 10 informative video spots to increase awareness on ending violence against women in Moldova and on gender equality overall** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
4. We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **60** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| SIGNATURE AND CONFIRMATION OF THE RFQ | |
| PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL. | |
| *Exact name and address of company*  COMPANY NAME: \_\_\_\_\_\_\_\_\_\_  ADDRESS: \_\_\_    PHONE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT)  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Technical Information**

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| **Section A: Expertise and Capability of Supplier** |
| 1.1 The organization   * Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings. * Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in. |
| 1.2 Adverse judgments or awards   * The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment; * The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| 1.3 Subcontracting and partnerships   * Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal. * Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included. |
| 1.4 Relevance of Specialized Knowledge and Experience on Similar Projects   * Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations. |
| **Section B: Proposed Work Plan and Approach** |
| 2.1 Analysis approach, methodology   * Provide a description of the Supplier’s approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR. * Explain your organization’s understanding of UN Women’s needs for the services or works. * Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women |
| **Section C: Resource Plan, Key Personnel** |
| 3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)  Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each. |
| 3.2 Gender profile   * Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier’s organization, women in leadership positions, and percentage of women shareholders. * Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women’s core mandate. |
| Provide Curriculum vitae of the proposed team that will be involved either full time or part time Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.  ***No substitution*** of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UN Women. If substitution is unavoidable it will be with a person who, in the opinion of the UN Women, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution. |

**Sample CV template:**

CV’s may follow the below sample template and should include as a minimum biographical data, education/degree and relevant employment record.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | |  | |
| Position for this Assignment: | | |  | |
| Nationality: | | |  | |
| Language Skills: | | |  | |
| Educational and other Qualifications | | |  | |
|  | | | | |
| Employment Record: [Insert details of as many other appropriate records as necessary]  From [Year]: To [Year]:  Employer:  Positions held: | | | | |
|  | | | | |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] | | | | |
| Period: From - To | Name of project/organization: | | | Job Title, main project features, and Activities undertaken |
|  |  | | |  |
|  | | | | |
| References (minimum 3) | | (Name/Title/Organization/Contact Information – Phone; Email) | | |

**Financial Quotation**

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

1. **Cost Breakdown per Deliverables**

| **No** | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** | **Delivery time/time period (if applicable)** |
| --- | --- | --- | --- | --- |
| **1.0** | **Task 1 – Production of 1 video spot on Results - in 3 languages (up to 5 minutes each) and post production** | | | |
| 1.1 | **Presenting the draft scripts for 1 video** | 20% |  | Within 3 work days following the date of contract signing |
| 1.2 | **Presenting draft video for feedback** | 30% |  | By May 25, 2017 |
| 1.3 | **Presenting the final video spots, based on feedback received** | 50% |  | By June 1, 2017 |
| **2.0** | **Task 2 – Produce a short journalistic video report (up to 10 minutes) covering main meetings (including interviews) during 1 day and post production** | | | |
| 2.1 | **Presenting script for video-report** | 20% |  | June 3, 2017 |
| 2.2 | **Presenting draft video for feedback** | 30% |  | Within 48 hours from end of filming process |
| 2.3 | **Presenting the final video-report, based on feedback received** | 50% |  | Within 48 hours from end of filming process |
| **3.0** | **Task 3 – Production of 1 video animation on CEDAW in 3 languages (up to 3 minutes each) and post production** | | | |
| 3.1 | **Presenting the draft scripts for 1 video** | 20% |  | June 15, 2017 |
| 3.2 | **Presenting draft video for feedback** | 30% |  | By June 30, 2017 |
| 3.3 | **Presenting the final video spots, based on feedback received** | 50% |  | By July 5, 2017 |
| **4.0** | **Task 4 – Production of 7 videos in 3 languages each (up to 3 minutes each) for 16 Days Campaign and post production** | | | |
| 4.1 | **Presenting the draft scripts for 7 videos** | 20% |  | August 25, 2017 |
| 4.2 | **Presenting draft videos for feedback** | 30% |  | September 15, 2017 |
| 4.3 | **Presenting the final video spots, based on feedback received** | 50% |  | October 31, 2017 |

1. **Cost Breakdown by Resources**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

| **#** | **Description** | **Unit of measure** | **Number of units** | **Duration** | **Unit Cost (MDL)** | **Total Cost (MDL)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Personnel services** | | | | | |
| 1.1 | Team Leader | Per person |  |  |  |  |
| 1.2 | Cameraperson | Per person |  |  |  |  |
| 1.3 | Animator/graphic designer | Per person |  |  |  |  |
| 1.4 | Other (specify) |  |  |  |  |  |
| **2** | **Operational costs** | | | | | |
|  | Renting of necessary equipment and supplies for video shooting (specify) | Per day |  |  |  |  |
| Lease of necessary space and/ or venues for video shooting (specify) | Per day |  |  |  |  |
| Transportation costs (specify) | Per km |  |  |  |  |
| Communication costs |  |  |  |  |  |
|  | Management costs | % |  |  |  |  |
|  | Other costs (specify)\* |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |

*\* Additional budget details explaining the calculations are welcomed.*

*[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]*

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

**End of Annex 2**