

# Request for Quotation (RFQ) for Services

Reference No: RfQ17/01590

*Company to develop 2 animated videos on ending  
violence against women in Moldova and  
on gender equality overall*

Dear Sir/Madam,

**Subject: Request for Quotation RfQ17/01590 for Company to develop 2 animated videos on ending violence against women in Moldova and on gender equality overall**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) from **company/ies to develop 2 animated videos on ending violence against women in Moldova and on gender equality overall**, as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
  - a. This Invitation letter and Quotation Instruction Sheet (QIS)
  - b. Detailed Terms of Reference (Annex 1)
  - c. Quotation Submission Form and Quotation Format (Annex 2)
  - d. UN Women General Conditions of Contract (Annex 3)
  - e. Voluntary Agreement (Annex 4)
  - f. Model Form of Contract (Annex 5)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

### QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
<b>Deadline for Submission of Quotation</b>	<p>Date and Time: <b>11 September 2017, 13:00</b></p> <p>(for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>City and Country: <i>Chisinau, Republic of Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
<b>Method of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
<b>Address for Quotation Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p><b>UN Women Moldova</b> 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: <b>Registry Office/Procurement</b></p> <p><input checked="" type="checkbox"/> Official Address for e-submission:</p> <p><a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: <b>"RfQ17/01590 for Company to develop 2 animated videos on ending violence against women in Moldova and on gender equality overall"</b></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
<b>Language of the Quotation</b>	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian</p>
<b>Quotation Currencies</b>	<p><input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei</p>
<b>Quotation Validity Period commencing after closing date of RFQ</b>	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods</p>
<b>Clarifications of solicitation documents</b>	<p>Requests for clarification may be submitted <b>3</b> days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p>

Instructions to Suppliers	Specific Requirements
	<p>Clarification requests of this RFQ shall include the following subject header format: <b><i>"RfQ# Request for Clarification from Vendor Name"</i></b></p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
<b>Contact for requesting clarifications:</b>	<p>E-mail address dedicated for this purpose: <a href="mailto:elena.ceropita@unwomen.org">elena.ceropita@unwomen.org</a></p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
<b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b>	<p><input type="checkbox"/> Paper Mail</p> <p><input type="checkbox"/> E-mail</p> <p><input checked="" type="checkbox"/> <a href="#">UNDP Website</a></p> <p><input type="checkbox"/> Other:</p>
<p><b>Expected Delivery Date and Time.</b></p> <p><i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i></p>	<p><input checked="" type="checkbox"/> As per Delivery Schedule described in the terms of reference (Annex 1)</p> <p>Time Zone of Reference: Chisinau, Republic of Moldova</p>
<b>Value Added Tax on Price Quotation</b>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
<b>Documents to be submitted</b>	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the Terms of Reference in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the provided services;</p> <p><input checked="" type="checkbox"/> Samples of up to 5 graphic animated videos, including indication of years produced and key customers and partners, web-links if available;</p> <p><input checked="" type="checkbox"/> CVs of key personnel: team leader and animation/graphic designer;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>
<b>Evaluation Criteria</b>	<p><input checked="" type="checkbox"/> Technical responsiveness/ Full compliance to minum requirements under Annex 1;</p> <p><input checked="" type="checkbox"/> Officially registered legal entity with full capacity to act;</p> <p><input checked="" type="checkbox"/> At least 3 years' experience in audiovisual media production including production of video-graphics including works similar to those under the current bid (samples of up to 5 graphic animated videos to be included in the submission package, including indication of years produced and key customers and partners, web-links if available);</p>

Instructions to Suppliers	Specific Requirements
	<input checked="" type="checkbox"/> Experience in working with/reflecting gender equality and/or human rights issues in media production (description of the work previously done in the area of human rights/gender equality/women's rights, if any) will be an asset; <input checked="" type="checkbox"/> Experience with donor/international and/or national governmental organisations (list of key customers and types of work done for them, list of key partners etc.) will be an asset; <input checked="" type="checkbox"/> Availability of technically qualified human resources for successful implementation of the assignment; <input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel as per Requirements stated in terms of reference in Annex 1; <input checked="" type="checkbox"/> Compliance with delivery time under Annex 1; <input checked="" type="checkbox"/> Full acceptance of UN Women conditions of payment and work; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract; <input checked="" type="checkbox"/> Lowest price.
<b>Type of Contract to be Signed</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
<b>UN Women will award to:</b>	<input checked="" type="checkbox"/> One and only one supplier
<b>Special conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

  
**Corneliu Eftodi,**  
**Programme Specialist**

## ANNEX 1

### TERMS OF REFERENCE

#### for company to develop animated videos on ending violence against women in Moldova and on gender equality overall (2 animated videos)

**Project:** 00098995;  
**Primary category:** Ending Violence against Women  
**Location:** Chisinau, Republic of Moldova  
**Period:** September – December 2017  
**Organizer:** UN Women

#### Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women in Moldova has prioritized VAW as one of the priority results area for its SN for 2014-2017. While implementation of the VAW related laws and policies is lagging behind, most significant challenge for eliminating and preventing violence, however, remains the persistence of attitudes and behaviours of men and women in society, including law enforcement and judiciary staff, politicians, decision-makers, service providers, community leaders etc. that perpetuate negative stereotypes, discrimination and gender inequality, including in the education sector as root causes of VAW. Despite some promising practices, prevention of violence against women and girls remains a relatively new area of work without a critical mass of data and clear evidence of "what works".

Hence, UN Women Moldova, in partnership with the Government and local NGOs from Drochia, Causeni and Chisinau have launched a series of innovation prototypes to eliminate violence against women and girls. A new innovative approach (prototypes) on eliminating violence against women were launched in 2016 in communities of 3 districts of Moldova and the culmination of these efforts to end violence against women was the "16 days campaign" which witnessed over 100 events throughout the country and the engagement of over 44 positive champions (women who are survivors of violence and now are helping other women to take the first step) to advocate in their communities and in mainstream media for behavioral change.

The 16 Days of Activism Against Gender-Based Violence is an international campaign which takes place each year, and runs from 25 November, (International Day for the Elimination of Violence against Women), to 10 December (Human Rights Day), also encompassing other important key dates. The '16 Days Campaign' is used as an organizing strategy by individuals and groups around the world to call for the elimination of violence against women and girls. It originated from the first Women's Global Leadership Institute coordinated by the Center for Women's Global Leadership in 1991.

At the cornerstone of all the efforts in raising awareness on discrimination and gender-based violence is the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), adopted in 1979 by the UN General Assembly, often described as an international bill of rights for women. Consisting of a preamble and 30 articles, it defines what constitutes discrimination against women and sets up an agenda for national action to end such discrimination. To make this document more accessible and familiarize women from all the communities in Moldova about its existence, in 2017 UN Women Moldova developed together with its implementing partners and women survivors of violence an easy-read version of the CEDAW, highlighting key articles together with a brief description of them, examples and caricatures. As a result, women now have a pocket size brochure which contains all the crucial information about their rights, as well as where to find help when needed.

Therefore, as part of the innovative approach undertaken, UN Women looks forward to fostering the efforts of the society in ending gender-based violence and promoting women's rights generally by making use of artistic videos and animations to transmit relevant messages through social media and other mediatic channels and connect with the community at a deeper level.

In order to increase the visibility and the impact of the work in this field and the innovative prototypes carried out by UN Women, to increase awareness, to target the youth via social media and other mediatic channels about CEDAW and the simplified version done by UN Women, and to continue the efforts to end gender-based violence in Moldova, UN Women seeks a company which will produce the scenarios and videos for 2 (two) different animated videos (one on CEDAW and one on survivors user journey) in 3 languages (RO/RU/EN) throughout the period of September- December 2017.

## SCOPE of WORK

Under the overall guidance and direct supervision of the UN Women Programme Specialist and in close collaboration with Communications Associate, the selected company/organization will be responsible for production of 2 (two) animated informative videos in three languages each to be shared on the Internet and/or TV.

## Tasks

### Task 1

#### **Develop script and production of 1 video animation on CEDAW easy read in 3 languages (up to 2 minutes each)**

The company will be responsible for the development of an attractive video animation to explain the main points of The Convention on the Elimination of all Forms of Discrimination Against Women (**CEDAW**). UN Women will provide a simplified version of CEDAW in Romanian and a general concept of the video, as well as other relevant materials on the topic.

As part of this stage, the company will be responsible for:

1. Development of a script for the video spot. The company with the support of UN Women will identify the main ideas to be illustrated in the video covered in the video animation, as well as relevant facts and statistics. The company should be flexible to accept comments and address them in due time.
2. The company is responsible for ensuring the high quality of video. The video shall be provided in MP4 format and Full HD resolution, including other appropriate formats for broadcasting on the relevant communication gateways (social media, TV, website).
3. Presenting the draft video to UN Women Moldova.
4. Based on received feedback, the company will be responsible for further revision and adjusting of the video. Final video should be approved by UN Women Moldova.
5. The company should be responsible for the overall video production process: setting the necessary equipment, transportation, filming process.
6. Video should be playable on all major desktop and mobile platforms -> Windows, iOS, Android.

#### **Post production**

The company will be responsible to provide all post-production supports, editing, mixing, transitions, titles, disclaimer, credits and effects, including:

- All equipment should be provided and used by the company.
- Close coordination with UN Women Moldova to ensure proper oversight and supervision of all editorial decisions in production.
- Ensure subtitles in Romanian, Russian and English. Translation of subtitles should be ensured by the company and approved by UN Women Moldova.
- The company should provide all the appropriate formats and sizes of the videos for social media channels, websites and TV stations.

#### **Deliverables and Timeframe**

During the implementation of this assignment, the company shall be responsible for delivering of the following outputs, comprising of the main milestones:



No	Deliverables	Tentative timeframe for accomplishment of task	Percentage of milestone/output
1.	Presenting the draft scripts for 1 video	Within 10 days after the contract signing	10%
2.	Presenting final script, based on the feedback provided by UN Women	Within 15 days after the contract signing	30%
3.	Presenting draft video for feedback	Within 25 days after the contract signing	20%
4.	Presenting the final video spots, based on feedback received	Within 40 days after the contract signing	40%

## Task 2

### Develop script and production of 1 animated video in 3 languages each (up to 2 minutes) showcasing the user journey of a survivor of violence in Moldova

The company will be responsible for the development of an attractive video animation showing the journey of women suffering from violence accessing essential public services. UN Women will provide the necessary conceptual information and a general concept of the video based on the studies carried out on the topic of costing of violence.

The company will be responsible for:

1. Development of a script for the video spot. The company with the support of UN Women will identify the main ideas to be illustrated in the video covered in the video animation, as well as relevant facts and statistics. The company should be flexible to accept comments and address them in due time.
2. The company is responsible for ensuring the high quality of video. The video shall be provided in MP4 format and Full HD resolution, including other appropriate formats for broadcasting on the relevant communication gateways (social media, TV, website).
3. Presenting the draft video to UN Women Moldova.
4. Based on received feedback, the company will be responsible for further revision and adjusting of the video. Final video should be approved by UN Women Moldova.
5. The company should be responsible for the overall video production process.
6. Video should be playable on all major desktop and mobile platforms -> Windows, iOS, Android.

### Postproduction

Provide all post-production supports, editing, mixing, transitions, titles, disclaimer, credits and effects, including:

- All equipment should be provided and used by the company.
- Close coordination with UN Women Moldova to ensure proper oversight and supervision of all editorial decisions in production.
- Ensure translation in Russian and English. Translation and subtitles should be ensured by the company and approved by UN Women Moldova.
- The company should provide all the appropriate formats and sizes of the videos for social media channels, websites and TV stations.

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### Deliverables and Timeframe

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No	Deliverables	Tentative timeframe for accomplishment of task	Percentage of milestone/output
1.	Presenting the draft scripts for 1 video	Within 15 days after the contract signing	10%
2.	Presenting final script, based on the feedback provided by UN Women	Within 20 days after the contract signing	30%
3.	Presenting draft video for feedback	Within 30 days after the contract signing	20%
4.	Presenting the final video spot, based on feedback received	Within 45 days after the contract signing	40%

All the deliverables should be agreed with the UN Women Programme Specialist and be provided in Romanian, English and Russian in electronic copy.

**Note:** The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Programme Specialist shall be the only criteria for Company's work being completed and eligible for payment/s.

#### Intellectual Property:

All information pertaining to this assignment (documentary, audio, digital, cyber, project documents, etc.) belonging to UN Women, which the Company may come into contact with in the performance of its duties under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. The product will be used by UN Women for a non-commercial purpose and will aim at raising awareness and changing existing perceptions and behaviours in the area of violence against women and gender equality overall. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable. Still, the credit for the production of the video will be given to the company.

#### Use of Logos and Disclaimers

The spots should give recognition to the Government, UN Women and Government of Sweden and provide respective logos for the video spots. Along with the logos the following statement should be used "Produced with the financial support of the Government of Sweden at the initiative of the United Nation's Entity for Gender Equality and the Empowerment of Women (UN Women). Respective organizations' Graphic Standard to be followed.

#### Management arrangements

##### Organizational Setting

The Company will work under the overall guidance and direct supervision of UN Women Programme Specialist and in close collaboration with Communications Associate. UN Women will provide the selected organization/company all the necessary materials for a better understanding of the context and for the successful fulfilment of the task.

##### Location of work:

The Company/organization will not be located in the UN Women Office for the implementation of the assignment.

##### Duration of the Work:

It is expected that the company/organisation begins work by Mid-September and completes the work before end November. The submission of all specified deliverables is due by end November.

##### Travel and other logistic arrangements

In case of transportation costs, the company should envisage them in the submitted financial offer. The company/organisation will also be responsible for all administrative issues associated with undertaking this assignment.

## Performance evaluation

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, creativity, accuracy and quality of the products delivered.

## Financial arrangements

Payment will be disbursed in one final installment upon submission and approval of all deliverables, certified by UN Women Programme Specialist, indicating that the services have been satisfactorily performed.

## REQUIREMENTS to ORGANIZATIONS

1. Officially registered legal entity as per Republic of Moldova's regulations with full capacity to act;
2. At least 3 years' experience in audiovisual media production including production of video-graphics including works similar to those under the current bid (samples of up to 5 graphic animated videos to be included in the submission package, including indication of years produced and key customers and partners, web-links if available);
3. Experience in working with/reflecting gender equality and/or human rights issues in media production (description of the work previously done in the area of human rights/gender equality/women's rights, if any) will be an asset;
4. Experience with donor/international and/or national governmental organisations (list of key customers and types of work done for them, list of key partners etc.) will be an asset;
5. Availability of technically qualified human resources for successful implementation of the assignment;
6. Adherence to UN/UN Women general terms and conditions of payment and work.

The organization of the task team is of ultimate importance. The required experience of the project team shall be explicitly described in their CVs. The team must include:

### a) Team Leader

- Degree in IT, communications, journalism, management, business or any other related field relevant to the assignment;
- At least 3 years as a team/group leader/manager in undertaking similar assignments;
- At least 3 years of experience in writing scripts, producing audio/visual materials like, spots/jingles, documentaries, radio programs both for radio and TV channels;
- Previous work experience in human rights, women's empowerment and/ or gender equality will be considered an asset;
- Fluency in Romanian and English; working knowledge of Russian will be considered an asset;

### b) Animation/graphic designer:

The Animation/graphic designers shall work to make the video spots lively, catchy, easy to understand, and memorable through video-graphics.

- Degree in IT, cinematography, journalism and communication sciences and photography or any other related field relevant to the assignment
- At least 3 years of previous work experience in professional videography, graphic design of various types of spots
- Fluency in Romanian; working knowledge of Russian and English will be considered an asset;

Team Leader will oversee the overall tasks of content finalization, designing, and production of above mentioned tasks.

The Team Leader will be in charge of the coordination and administrative tasks of the assignment, as well as being responsible for contacting and informing UN Women Program Specialist and Communications Associate with regard to all aspects related to the execution of the contract. The Team Leader shall provide UN Women with frequent updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables, and making sure that they are in line with objectives set for this contract.

## 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  
131, 31 August 1989,  
Chisinau, Moldova

Date: [insert date of Quotation Submission]

We, the undersigned, declare that:

- (a) 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;
- (b) 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;
- (c) We offer to supply in conformity with the **RFQ17/01590 - Company to develop 2 animated videos 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.
- (d) 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;
- (e) 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;
- (f) 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

### 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.

### A. Cost Breakdown per Deliverables

No	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)
<b>Task 1.</b>				
<b>Develop script and production of 1 video animation on CEDAW easy read in 3 languages (up to 2 minutes each)</b>				
1.	Presenting the draft scripts for 1 video	10%		
2.	Presenting final script, based on the feedback provided by UN Women	30%		
3.	Presenting draft video for feedback	20%		
4.	Presenting the final video spots, based on feedback received	40%		
<b>Task 2.</b>				
<b>Develop script and production of 1 animated video in 3 languages each (up to 2 minutes) showcasing the user journey of a survivor of violence in Moldova</b>				
1	Presenting the draft scripts for 1 video	10%		
2	Presenting final script, based on the feedback provided by UN Women	30%		
3	Presenting draft video for feedback	20%		
4	Presenting the final video spot, based on feedback received	40%		

### B. 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)
<b>1</b>	<b>Personnel services</b>					
1.1	Team Leader	Per person				
1.2	Animation/graphic designer	Per person				
1.3	Other (specify)					
<b>2</b>	<b>Operational costs</b>					
	Renting of necessary equipment and supplies for video shooting (specify)	Per day				
	Transportation costs (specify)	Per km				
	Communication costs					
	Management costs	%				
	Other costs (specify)*					
	<b>TOTAL</b>					

\* 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.

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Name of Organization

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Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax/Email:

**End of Annex 2**



## UN WOMEN GENERAL CONDITIONS OF CONTRACT

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The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

## ANNEX 4

### VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

#### Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between \_\_\_\_\_ (Name of the Contractor)

#### And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (\_\_\_\_\_) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: \_\_\_\_\_

Name, Title: \_\_\_\_\_,

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DD

MM

YYYY

# MODEL FORM OF CONTRACT

## CONTRACT – INSTITUTIONAL SERVICES

Contract No.  
Business Unit:  
Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

### 1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

### 2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

### 3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

### 4. PRICE & PAYMENT

#### FIXED FEE

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [insert currency & amount in figures and words]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	.././....
.....	.....	.././....

### 5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

*[Insert address and contact details for submission of invoices].*

## 6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:  
Bank Address:  
Bank ID:  
Account No:  
Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

## 7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

**For UN Women:**

*[Insert Name, Address, Phone and Email]*

**For the Contractor:**

*[Insert Name, Address, Phone and Email]*

**IN WITNESS WHEREOF**, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____