**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 Moldova**  131, 31 August 1989 Street,  MD-2012 Chisinau,  Republic of Moldova  **Attention: Registry Office/Procurement** | Date: *[insert date of Proposal Submission]* |

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 IV) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the RFQ17/01605, provision of broadcasting services for 3 (three) video spots on main provisions of Law no. 71 (social ads), if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply 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.

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| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS 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 UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications 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.** | |

**Quotation Format**

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

**Purpose: Airing of 3 video spots, as following:**

* One 60 seconds video spot on equal representation of women and men in decision making
* One 60 seconds video spot on sexism
* One 60 seconds video spot on paternal leave

|  |  |
| --- | --- |
| Languages: | Romanian (with Russian subtitles); |
| Channels: | TV channels with nationwide and wide coverage: Moldova 1, Prime TV, Publika TV, Jurnal TV, Gagauz TV, TVR Moldova, PRO TV Chișinău, Canal Regional |
| Length of the spots: | 60 seconds each video |
| Time of airing: | Each video should be aired up to 30 times (once in two days) within the below indicated span during the following hours:  Prime time (6-9 am; 7-10 pm) |
| Period of spots airing: | 1 November – 31 December, 2017 |

***LOT I***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Moldova 1** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Moldova 1** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Moldova 1** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT II***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Prime TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Prime TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Prime TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT III***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Publika TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Publika TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Publika TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT IV***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Jurnal TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Jurnal TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Jurnal TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT V***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Gagauz TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Gagauz TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Gagauz TV** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT VI***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **TVR Moldova** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **TVR Moldova** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **TVR Moldova** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT VII***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **PRO TV Chișinău** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **PRO TV Chișinău** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **PRO TV Chișinău** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

***LOT VIII***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Period of broadcasting** | **Video spot duration** | **Number of broadcasts** | **Total broadcasting time** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| 1 | Broadcasting one video spot on equal representation of women and men in decision making on **Canal Regional** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 2 | Broadcasting one video spot on sexism on **Canal Regional** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| 3 | Broadcasting one video spot on paternal leave on **Canal Regional** | 1 November – 31 December, 2017 | *1(one) minute (60 seconds)* | Prime time/ once in two days | 30 minutes (30 appearances) |  |  |
| **Total price (MDL)** | | | | | | |  |

Note: Since these are social spots, suppliers are expected to offer preferential rates.

**TABLE 3: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Requirements :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms 30 days upon receipt of invoice |  |  |  |
| Validity Period of Quotation: ***60 days*** |  |  |  |
| All Provisions of the UN Women General Terms and Conditions |  |  |  |

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