**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**INTENT TO RESPOND FORM**

**Solicitation no:** *[insert solicitation reference no.]*

**Title:** *[Insert Title]*

**Deadline Date/Local time:** *[insert date and time with time zone indicator of deadline]*

**Please complete (A), (B), or (C) and return to** *[insert email of procurement mailbox or practicioner and/or postal mailbox and/or fax number]* **by** *[insert deadline date/time/time zone].*

|  |  |
| --- | --- |
| **(A) We intend to submit our proposal by:\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(B) We may submit our proposal and will confirm our intent by:\_\_\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(C) We do not intend to submit a proposal for the following reason(s):** | * **Our current workload does not permit us to take on additional work at this time** * **We do not have the required expertise** * **There is insufficient time to prepare a proper submission in response to this solicitation** * **Our funds or other resources are insufficient to carry out the work required** * **We choose not to participate due to a conflict of interest involving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**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 Agusut 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 RFQ, the following services **related to provision support in organizing a national campaign around the International Women`s Day** 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 **[\_\_\_]** 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. * References and/or samples of work must be provided upon request |

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| **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: *(Adjust according to needs)***

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 unit price and 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. The unit price is mandatory.

1. **Cost Breakdown per Deliverables**

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| --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | **Deliverable 1: Carrying out a national campaign in the framework of International Women’s Day aimed at raising awareness on women’s leadership**   * 1. Final concept of the campaign and the written sketches of scenarios on remarkable women’s stories (up to 10) approved;   2. Up to 10 (up to two (2) minutes long) video stories and a final video compilation comprising of all stories (up to 5 minutes) approved; (*Note: Original video shall be in the language of interview, with either Russian or Romanian and English subtitles*)   3. Up to 10 written stories about remarkable women (same as video protagonists), in Romanian and English approved;   4. Up to 5 high-quality photos per each of the up to 10 stories with inspiring quotes (in RO and EN) approved (*Note: Photos to be printed on A2 format, mounted on foam board*). | 35% |  |
| 2 | **Deliverable 2: Provision of logistical and conceptual support in organizing the launch event of the campaign, to take place around March 8**   * 1. Finalized concept for the launching event around International Women`s Day 2018 to take place around March 8;   2. A detailed report on successfully organized launching event of the campaign (to take place around 8 March) to include major achievements, key challenges and barriers faced by the Contractor, recommendations to UN Women for other similar assignments, any other relevant information, including list of actual participants, menu for catering services, list of reimbursements made and accommodation services provided (*Note: Cost for launching event (subcontracted services) shall be reimbursed based on actual number of participants*). | 35% |  |
| 3 | **Deliverable 3: Provision of logistical and conceptual support in organizing up to two (5) public events with youth during March-June in Chisinau and in other districts of Moldova**   * 1. A detailed report on successfully organized discussions events (with up to 50 participants) in Chisinau and other districts; The report should include major achievements, key challenges and barriers faced by the Contractor, recommendations to UN Women for similar assignments, any other relevant information, including agenda for event, list of actual participants per specific event, menu for catering services etc (*Note: Cost of services shall be reimbursed based on actual number of events/participants/services rendered)*. | 30% |  |
|  | Total | 100% | MDL …… |

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** | **Quantity** | **Number of Unit** | **Unit Cost (MDL)** | **Total Cost (MDL)** |
| 1 | **Personnel services** |  |  |  |  |
| 1.1 | Task manager | x person | Day/week/month |  |  |
| 1.2 | Journalist/Copywriter | x person | Day/week/month |  |  |
| 1.3 | Cameraperson | x person | Day/week/month |  |  |
| 1.44 | Event moderator | x person | Day/week/month |  |  |
| 1.5 | Photographer | x person | Day/week/month |  |  |
| 1.6 | Animation/graphic designer | x person | Day/week/month |  |  |
| 1.7 | Team member (other) | X person | Day/week/month |  |  |
| 1.8 | Please specify | X person | Day/week/month |  |  |
| 2 | **Operational costs** (Note: Payments will be done based on actual number of participants and the number of actual events organized.) | | | | |
| 2.1 | Printing photos A2 size, mount on foam board |  | Per photo |  |  |
| 2.2 | Accomodation at 3 stars hotel, double room |  | Per person |  |  |
| 2.3 | Venue in Chisinau, up to 100 persons |  | Per hour |  |  |
| 2.4 | Venue in Chisinau, up to 50 persons |  | Per hour |  |  |
| 2.5 | Catering services |  | Per person |  |  |
| 2.6 | Translation services (RO/RU/ENG) |  | Per hour |  |  |
| 2.7 | Translation services |  | Per page |  |  |
| 2.8 | Translation equipment, up to 50 persons |  | Per hour |  |  |
| 2.9 | Printing, B/W |  | Per page |  |  |
| 2.10 | Printing color |  | Per page |  |  |
| 2.11 | Participant’s folder |  | Per folder |  |  |
| 2.12 | Transportation costs |  | Per km |  |  |
| 2.13 | Communication costs |  | Lump sum |  |  |
| 2.14 | Stands for photos for the exhibition |  | Lump sum |  |  |
| 2.15 | Other costs (please specify) |  |  |  |  |
|  | TOTAL |  |  |  |  |

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

**End of Annex 2**