**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**INTENT TO RESPOND FORM**

**Solicitation no: RfQ-18/01708**

**Title:** Company to provide capacity building support to Civil Society Organizations to prepare Gender Budget Watchdog reports in pilot municipalities and towns of the Republic of Moldova.

**Deadline Date/Local time:** 18 March 2018, 23:59 (Chisinau, Republic of Moldova).

**Please complete (A), (B), or (C) and return to** [tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org) or by curier to UN Women Moldova,131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova, **by** 18 March 2018, 23:59 (Chisinau, Republic of Moldova).

|  |  |
| --- | --- |
| **(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: *[insert UN Women* Date: *[insert date of Quotation Submission]*

*Address, City, Country]*

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 **(RfQ18/01708)** **for the provision of capacity building support to Civil Society Organizations to prepare Gender Budget Watchdog reports in pilot municipalities and towns of the Republic of Moldova** and undertake, 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.** | |

**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 |
|  |  | |  |

**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.

The company shall accept to reimburse travel costs to participants upon provision by the participant of receipt for payment of bus ticket or payment per km as per official tariffs in MDL. The expenses will be reimbused to the company based on the compiled lists of participants with travel information and separately to the financial qoutation below.

**All prices/rates quoted must be inclusive of all taxes.**

1. **Cost Breakdown per Deliverables**

| **No.** | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| **1** | Work plan for the assignment with specified timeline. | 15 % |  |
| **2** | The list of CSOs selected based on the proposed selection criteria. |
| **3** | Set of capacity and training needs assessment tools, dully completed by the participating CSOs, and submitted to the international consultant. | 10 % |
| **4** | Report on the 3-day training, including participants selection process, results and observations. | 10 % |  |
| **5** | Monthly reports on the post-training support provided to 20 CSOs, describing the process and the progress achieved by the targeted CSOs. | 15 % |
| **6** | Report on the 3-day workshop, including results, observations and proposals for future advocacy activities. | 15 % |
| **7** | Organize 10 local dialog events between the selected municipalities and CSOs. | 20 % |  |
| **8** | Final report with overview of activities undertaken, results, challenges and recommendations for future actions. | 15 % |
|  | **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** | **Unit of measure** | **Number of units** | **Duration** | **Unit Cost (MDL)** | **Total Cost (MDL)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Personnel services** | | | | | |
| 1.1 | Team Leader | Per person |  |  |  |  |
| 1.2 | Team Member 1 (specify) | Per person |  |  |  |  |
| 1.3 | Team Member 2 (specify) | Per person |  |  |  |  |
| 1.4 | Other (specify) |  |  |  |  |  |
| **2** | **Operational costs** | | | | | |
| 2.1 | ***Venue & Logistics support for training and workshop***  *[in case of various locations, please specify the costst in two different tables]* |  |  |  |  |  |
| Conference room (up to 40 participants) for 3-days training/workshop  Requirements to venue:   * Accessible for people with disabilities; * Located within Chisinau | Event/day |  |  |  |  |
| Training handouts for participants [agenda, training materials, support materials, other specify] | Per person |  |  |  |  |
| Technical equipment for presenations [such as: laptop, overhead projector, screen, wireless microphones, etc.] | Per day |  |  |  |  |
| Catering services:   * Continental breakfast (if any) * Coffee breaks (to include freshly brewed coffee, herbal and leaf teas, full cream, salty and sweet pastry, seasonal fresh fruit) * business lunch, including juice and water * Dinner (meat or fish and side dish (pasta or potatoes with vegetables or other side dish); salad bar or assorted vegetables, fruit juice, mineral water) | Per person |  |  |  |  |
| Accomodation:   * in standard double rooms (two beds), minimum 3 stars or equivalent); * accessible for people with disabilities; | Room/Person/Night |  |  |  |  |
| Transportation costs (specify) | Per km |  |  |  |  |
| Communication costs |  |  |  |  |  |
| 2.2 | 10 Dialog Events costs  [please specify in separate lines the costs for all needs to organize the dialog events] |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 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**