



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: June 24, 2019
	REFERENCE: RfQ19/01930

Dear Sir / Madam:

We kindly request you to submit your quotation for **developing Media Needs Assessment Report**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **July 2, 2019, 15:00 (Moldova local time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000003923

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please Consult eTendering Resources for Bidders for additional information on bidding:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

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Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Exact Address of Delivery Location	as per Terms of Reference
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> no later than 31 working days from contract signature by both parties
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT (0%) and other applicable indirect taxes
After-sales services required	n/a
Deadline for the Submission of Quotation	<p>Date and Time: 02 July 2019, 15:00 (Moldova local time)</p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal https://etendering.partneragencies.org Username: event.guest Password: why2change</p> <p>Please note:</p> <ol style="list-style-type: none"> <u>1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u> <u>2. You can participate in the proposal event only if you have registered in the system.</u> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the Terms of Reference;</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Company profile, including a list and description of similar research projects undertaken, in media inclusive;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered services;</p> <p><input checked="" type="checkbox"/> The list of key personnel including their roles and responsibilities and their CVs. Relevant experience shall be duly stated in the CV.</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>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> upon submitted and accepted outputs
Liquidated Damages	1 % of contract for every calendar day of delay, based on the approved delivery schedule, up to a maximum duration of 30 calendar days. After which UNDP may terminate the contract.



Evaluation Criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price² <input checked="" type="checkbox"/> Legal entity with minimum 3 (three) years of experience in undertaking sociological studies/researches; <input checked="" type="checkbox"/> at least two (2) research projects in media undertaken in Moldova; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 31 working days from contract signature by both parties; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> Submission of the CVs of the key personnel, including records of relevant competencies and experience, but not limited to, demonstrating the following competences: <p style="margin-left: 40px;">a) 1 (one) Media expert</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bachelors in Media, Public Relations, Sociology, and other related fields <input checked="" type="checkbox"/> at least five (5) years of experience in working with the media, out of which at least three (3) years involving leading role in conducting media development projects <input checked="" type="checkbox"/> at least one (1) record of cooperation with media from the left bank of Nistru river <input checked="" type="checkbox"/> Fluency in Romanian and Russian is mandatory, knowledge of English is an asset <p style="margin-left: 40px;">b) 1 (one) Sociologist</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bachelors in Sociology, Media, Public Relations and other related fields <input checked="" type="checkbox"/> at least five (5) years of experience of working in sociological companies, out of which at least three (3) years having leading role in conducting surveys, researchers etc. <input checked="" type="checkbox"/> Previous experience (at least 2 researches) in conducting/participating media researches/studies would be an advantage <input checked="" type="checkbox"/> Excellent analytical skills (submit at least two (2) analytical papers/researches developed or co-authored) <input checked="" type="checkbox"/> at least one (1) record of cooperation with civil society from the left bank of Nistru river <input checked="" type="checkbox"/> Fluency in Romanian and Russian is mandatory, knowledge of English is an asset
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UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the completion of services is delayed by 30 (thirty) calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval and acceptance of the outputs by UNDP
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 – Terms of Reference (TOR) <input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 – General Terms and Conditions/ Special Conditions Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ³	<i>Liliana CATEROV</i> <i>Procurement & Contracts Associate</i> liliana.caterov@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services in the event that the transportation cost (freight

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract, UNDP reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

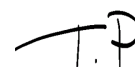
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Denis Suschevici

*Denis SUSCHEVICI
ARR Operations a.i.*



TERMS OF REFERENCE

Development of a Needs Assessment Report

1. GENERAL BACKGROUND

European Union - Confidence Building Measures (V) Programme (EU-CBM V) is a three-year Programme funded by the European Union and implemented by the UNDP. Its main objective is to increase confidence between people on both banks of the Nistru River by involving local public authorities, civil society members, entrepreneurs, and other stakeholders in joint activities in four key areas: 1) business and entrepreneurship development; 2) local development and increased cooperation between CSOs from both banks in the framework of thematic platforms; 3) cultural and historical heritage; 4) development of local media content.

Within **Media Component**, media organizations will be supported to develop local qualitative content for various mass media (TV, radio, newspapers, online, as well as blogs, vlogs, etc). The main activity will be to support the local production of audio-visual work focusing on TV production demonstrating high creative value, and to increase the co-production and circulation of high-profile audio-visual local production while developing cooperation between operators from both banks. The media need to be closer to the daily reality of people to be a vector of trust, confidence and a more democratic society. This component should be apolitical and focusing on achieving a common understanding between both banks of the Nistru.

2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The contractor will develop an overview of media organizations and production houses representatives from the left and the right banks of the Nistru River needs in the following areas: (1) capacity development needs, (2) technical endowment, (3) cross-river cooperation.

In close coordination with the EU-CBM V Media Support Officer and Programme Manager, the subcontractor will develop a questionnaire that will include multiple-choice questions; will manage the process of interviewing, and will provide an analysis and recommendations based on the assessment. The questionnaire will be developed both in Russian and Romanian languages. The final document – Needs Assessment Report should be provided in Romanian language.

The contractor will conduct the session within one on one meetings/in-depth interviews with up to 30 media organizations, including production houses, originated from both banks of Nistru.

To attain all the above-mentioned objectives, the contractor shall carry out the activities and provide the services/products outlined in Table 1 below.

Table 1. Requested activities and services/products

ACTIVITIES	Tentative timeframe
Activity 1. Mapping of production houses (verifying and updating provided list) and approval of the list by UNDP.	Up to 3 working days
Activity 2. Develop the draft questionnaire (up to 2 pages) in both Russian and Romanian languages. Develop a plan to ensure a high and time-efficient participation of the respondents in the assessment. Coordinate and approve questionnaire and plan with UNDP.	Up to 3 days
Activity 3. Conduct the one on one meetings/in-depth interviews. In case of non-responses update the list in close coordination with UNDP.	Up to 15 working days
Activity 4. Develop and submit the final version of the Needs Assessment Report to UNDP. Acceptance of the Needs Assessment Report by UNDP.	Up to 10 working days

3. STRUCTURE OF THE NEEDS ASSESSMENT REPORT

The recommended structure for the document shall include, but is not limited to the following:

- Introduction
- 1st Chapter. Mapping of production houses from the right bank of the Nistru River.
- 2nd Chapter. Capacity development.
- Needs assessment of mass-media representatives in the field of capacity development: TV, Radio, Newspapers, Online media.
- Needs assessment of production houses in the field of capacity development.
- 3rd Chapter. Endowment with equipment.
- Needs assessment of mass-media representatives - endowment with equipment: TV, Radio, Newspapers, Online media.
- Needs assessment of production houses - endowment with equipment.
- 4th Chapter. Cross-river cooperation.

- Mass-media representatives cross-river cooperation.
- Production houses cross-river cooperation.
- **Conclusions and recommendations.**

Mapping of production houses (the Programme will share a list that should be verified and updated if needed) should provide a clear understanding of the existing production houses on the right bank of the Nistru River, what kind of content they produce (ex: documentaries, advertising, etc), team members, sources of income. Other information will be received based on the questionnaire.

The **questionnaire** will be up to 2 pages length, including mainly closed-ended questions, and response options. Both the questionnaire and the response options will be prepared by the media expert in close coordination with the Media Support Officer of the EU-CBM Programme. The questionnaire should provide a clear understanding on trainings and equipment need editorships and production houses. The document should provide a description of the cross-river cooperation between audio-visual content producers from both banks (mass-media and production houses): if it exists, how do they cooperate, what are the barriers, what are the opportunities, and expectations.

Conclusions and recommendations of the Needs Assessment will serve as a guideline to design the capacity building part of the EU-CBM Programme media component.

INSTITUTIONAL ARRANGEMENTS

The envisaged contract will be awarded by UNDP for the delivery of above-mentioned services and will work under the direct supervision of the Media Support Officer and of the EU-CBM Programme Manager. The Contractor will be responsible for establishing and maintaining good relationships with the selected mass-media representatives and production houses. UNDP may facilitate interaction with the media/interviewees from the left bank of Nistru. The submitted offer should cover all transportation, logistical and translation costs associated with the contract implementation.

All the discussions with the EU-CBM V Programme will be held in Romanian and Russian languages. The questionnaires will be designed in Romanian and Russian languages. The Needs Assessment Report will be developed in Romanian language.

DURATION OF WORK

The estimated duration of services is up to 31 working days.

QUALIFICATION REQUIREMENTS

- Legal entity with minimum three (3) years of experience in undertaking sociological studies/researches;
- at least two (2) research projects in media undertaken in Moldova.

The interested legal entities shall submit their offers containing:

- company profile (experience, human resources, field-related managerial and technical capacities, etc.);
- a list and description of similar research projects undertaken, including in media;
- detailed technical offer, including list of key personnel and their roles and responsibilities;
- CVs of key personnel involved in the project;
- at least two (2) analytical papers/researches developed or co-authored by the proposed Sociologist.

The engagement of qualified staff having work experience in media development and in conducting sociological researchers is welcome.

Minimum Requirements for the following key staff is required:

1. Media expert:

- Bachelors in Media, Public Relations, Sociology, and other related fields;
- at least five (5) years of experience in working with the media, out of which at least three (3) years involving leading role in conducting media development projects;
- Fluency in Romanian and Russian is mandatory, knowledge of English is an asset;
- At least one (1) record of cooperation with media from the left bank of Nistru river would be an advantage.

2. Sociologist:

- Bachelors in Sociology, Media, Public Relations and other related fields;
- At least five (5) years of experience of working in sociological companies, out of which at least three (3) years having leading role in conducting surveys, researchers etc.;
- Previous work on media studies would be an advantage;
- Excellent analytical skills (submit at least two (2) analytical papers/researches developed or co-authored);

- Fluency in Romanian and Russian is mandatory, knowledge of English is an asset;
 - At least one (1) record of cooperation with civil society from the left bank of Nistru river
- financial offer.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RfQ19/01930:

Item No.	Specification of Products	Q-ty	Latest Delivery Date	Unit Price USD	Total Price per Item USD
1.	Deliverable: Media Needs Assessment Report	1	31 w.d. after signing the contract		
	Total Prices of Deliverable				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation (VAT 0%)				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Maximum Delivery period not to exceed 31 <i>working days</i> upon signature of Contract by both parties			
Validity of Quotation 60 <i>calendar days</i>			
All Provisions of the UNDP 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.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Annex 3

General Terms and Conditions

[ATTACHED TO THE ANNOUNCEMENT]