# 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* Date: [insert date of Quotation Submission]

*202, Stefan cel Mare bvd.,*

*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 **an Organization to adjust the content and to integrate the e-course on gender equality on the locally available educational platform** 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 **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 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.
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| 1.3 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.
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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 moneyb) Fairness, integrity and transparencyc) Effective competitiond) 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.
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| 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  |
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**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.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

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 include VAT and all other indirect taxes.**

1. **Cost Breakdown per Deliverables**

| **No**  | **Activities and Deliverables** | **Tentative timeframe for accomplishment of task** | **Percentage of milestone/output and tentative schedule of payments** | **Price MDL****All prices must include VAT and all other indirect taxes.** |
| --- | --- | --- | --- | --- |
|  | **Revise script of Module “Gender Equality in the World of Work”** and provide feedback for improving instructional design and interactions; | One week after starting date | 10% | MDL |
|  | UN Women to provide feedback of script review, and final validation for beginning the production; | 3 days after receiving script |
|  | **Adjust the content** of the training module according to the national legal, policy and institutional framework.The contractor will be responsible in engaging an expert with experience in the field of labour rights and gender equality, in order to work on adjusting to course content according to the national legal, policy and institutional framework. | By end October 2019 | 15% | MDL |
|  | UN Women to provide feedback on the adjusted Module; | 5 days after receiving the content |
|  | **The alpha version of training module**: package an estimate of 30 content sections structured in a tutorial mode with Menu and Audio tabs, as well as Progress, Search and Mute functions. Progress through slides will be activated with Replay, Pause, and Next/Submit buttons. Slides will integrate text, audio, graphics and quizzes to get a certificate through the Moodle LMS; | 15 days after receiving final script adjusted and translated | 40% | MDL |
| 6. | UN Women to provide feedback of alpha version of module; | 10 days after receiving alpha version |
| 7 | **Beta version of training module**: Implement modifications requested. Select samples of narrators from different countries to bring variety of voices in English, record narration, synchronize with onscreen. They should be at least two voices (a Women and a Man). | 15 days after receiving feedback from alpha version |
| 8 | UN Women to provide feedback of audio and sign-off; | 5 days after receiving beta version |
| 9 | **Implement modifications requested.****Deliver package**, storyline file and all other relevant files for the course in Articulate storyline 3 and HTML5, SCORM compliant; | 5 days after receiving feedback from beta version | 20% | MDL |
| 10 | **Integrate and host** the course (in 2 languages, Romanian and Russian) on the educational platform. | By end- February 2020 |
| 11 | **Test the integrated training module with a group of users.**  |
| **Extend the access to the training module to a large group of users.** |
| **Statistic information** to be provided to UN Women regarding the users that will pass the course, mainly the following information: the number of completing the course and certificates issued, by sex, age, duty station, nationality other relevant information on participants;  | Monthly based after how the e-course will be launched.  |  |  |
| 13 | **Provide 2 sessions of training**/workshops on how to build info graphs and data visualization (for a number of 14 persons); | October – December 2019 | 15 % | MDL |
|  | 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.

|  |  |  |  |  |
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| **Description** | **Quantity** | **Number of Unit***(months, days, units)* | **Unit Cost MDL** | **Total Cost MDL** |
| Team Leader/ Project Manager |  |  |  |  |
| Team Member, [i.e motion designer, graphic designer, system administrator*, voice maker, sound engineer, tester, etc (as needed) – each team member in separate line*]  |  |  |  |  |
| Team Member |  |  |  |  |
| Team Member |  |  |  |  |
| Gender Equality expert on adjusting the module |  |  |  |  |
| Hosting services |  |  |  |  |
| Other costs [please specify in separate lines the costs for all needs to implement the TOR] |  |  |  |  |
| Administrative costs |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  |  |  |  |

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

Signature [ …]