

REQUEST FOR QUOTATION NO. RfQ23/02711:

Developing and Implementation of Two Promotional Campaigns (2 Lots)

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Multidimensional Response to Emerging Human Security Challenges in Moldova Project** kindly requests your quotation for the **Request for Quotation no. RfQ23/02711: Developing and implementation of two promotional campaigns (2 Lots)** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer (Lot 1, Lot 2)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation. Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00229** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afctrl-state=8godmwdd9_239&_afLoop=7321111756612874&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1920&_afMFH=880&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0 Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. - File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. - File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. - All files must be free of viruses and not corrupted.
Cost of preparation of quotation	UNDP shall not 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.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.

Conflict of Interest	UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. 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.

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.



SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: ☒ General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: ☒ be exclusive of VAT and other applicable indirect taxes
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Permitted per Lot
Alternative Quotes	☒ Not permitted
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum number of weeks of delay: 4, but maximum of 10% of the contract amount, after which UNDP may terminate the contract.
Conditions for Release of Payment	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. <u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u> Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ Company Profile, including detailed relevant high portfolio/compelling samples of complex online and offline communication and awareness raising campaigns (at least 3 examples per Lot) within the last 5 years ☒ Copy of registration documents ☒ List of completed and/or ongoing contracts for similar services undertaken within the past 5 years including the following information: • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken ☒ Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field within the last 5 years ☒ Completed and signed CVs for the Personnel proposed for this assignment
Evaluation method	☒ The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ At least 5 years of work experience in PR and Communications ☒ Relevant high portfolio/compelling samples of complex online and offline communication and awareness raising campaigns (at least 3 examples per each Lot) within the last 5 years
Type of Contract to be awarded	☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	17 August 2023

ANNEX 1: SCHEDULE OF REQUIREMENTS - TERMS OF REFERENCE (TOR)

Title: Support services in developing and implementation of two awareness campaigns:

Lot 1: Social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights

Lot 2: A national-wide awareness raising campaign to enhance understanding of the benefits of biomass energy use

A. Project Description

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The refugee crisis presents an additional challenge that requires sustained attention and support from the international community. Without urgent intervention, the deepening socio-economic, energy, food and human security crises has the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova, whether Ukrainian refugees, third country nationals, or Moldovan citizens (including those from minority ethnic groups). There are risks of massive outmigration and brain drain, as an immediate impact of the worsening of the socio-economic situation, depleting the country of its major asset: human capital.

The overall objective of the intervention is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. The three specific objectives are:

- To enhance people's energy security through access to affordable energy that supports livelihoods and energy-efficient production
- To enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crises
- To enhance community security by capacitating the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (Energy, Food, Community) to protect and maintain vital systems, structures and a capacity to support Moldova's resilience. Ultimately, the advancement of human security in Moldova will give rise to more tangible and sustainable results that comprehensively address root causes and drivers behind current and emerging challenges, identify priorities based on the actual needs, vulnerabilities and capacities of the governments, institutions and the target group of people, and advance solutions that strengthen the protection and empowerment of all peoples and communities.

B. SCOPE OF WORK

UNDP Moldova is seeking to contract a specialized and experienced company/ companies (hereinafter "the Company") to **provide support services in developing and implementation of two awareness campaigns under 2 Lots:**

Lot 1: Social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights

Lot 2: A national-wide awareness raising campaign to enhance understanding of the benefits of biomass energy use.

The required services to be provided are grouped in two distinct Lots, as follows:

Lot 1: Developing and implementation of a social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights

The key objective of Lot 1 is to develop and implement a social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights by promoting the human rights activists that stand up for human rights in Moldova, as well as showing stories on diversity of Moldova and need to protect everyone's rights for enhanced social cohesion.

The project team will support the campaign development and implementation.

Lot 2: Developing and implementation of a national-wide awareness raising campaign to enhance understanding of the benefits of biomass energy use

The key objective of Lot 2 is to develop and implement a national-wise awareness raising campaign on the benefits and advantages of using biomass, and as a result to boost the biomass use effectively and in a rational way from the point of view of consumption and environmental protection. At the same time, within the campaign, a grant call to support residents to install biomass boilers, that will be launched by UNDP Moldova, have to be promoted to the specific target audience.

The project team will support the campaign development and implementation.

C. TECHNICAL SPECIFICATIONS OF REQUESTED PRODUCTS

Lot 1: Developing and implementation of a social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights

No.	Products	Timeframe
1	Adapted slogan in Romanian, tailoring English global messages	October 2023
2	Cover page Facebook for in Romanian and for Twitter in English	October 2023
3	Packshot bumper/generic (in English and Romanian, as separate versions): motion short video segment to include key visual of the campaign, slogan and branding	October 2023
4	15 video testimonials with ambiance + photos from personal archive. People to be either suggested by UNDP, or inquired by the selected company. Transportation and translation costs to be covered by the selected company. Persons to be interviewed (draft questions to be provided by UNDP): 1. GBV survivor: <i>deadline 25 November (International Day for the Elimination of Violence against Women)</i> 2. Returned migrant 3. Person living with HIV: <i>deadline 1 December (World AIDS Day)</i> 4. Person with disability: <i>deadline 3 December (International Day of People with Disabilities)</i> 5. Caregiver of people with disability 6. Refugee 7. LGBTQI 8. Ex-prisoner 9. Civic activist Romanian-speaking 10. Civic activist Russian speaking, left bank Nistru 11. Person with intellectual or psycho-social disability 12. Representative of Roma community 13. Investigative journalist 14. Lawyer 15. Teacher	November-December 2023 For some testimonials there is strict deadline (<i>check column 2</i>)

	Specifications for video testimonials: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds • Vertical for Instagram story & Tik Tok (original language)	
5	Video collage with some quotes from interviewed people: 10 December (Human Rights Day) Specifications for video collage: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds	10 December 2023
6	Clean video collage for undp.org/moldova homepage: 30-40 seconds Samples here: https://vimeo.com/undpmoldova	December 2023
7	15 quote cards (professional photos of interviewed persons + extracted quotes) Specifications for quote cards: • Square in Romanian • Landscape in English	November-December 2023
8	Social media sponsoring of all assets	November-December 2023

Lot 2: Developing and implementation of a national-wide awareness raising campaign to enhance understanding of the benefits of biomass energy use

No.	Products	Timeframe
1	3 videos stories of the people that uses biomass for heating, including former UNDP's projects beneficiaries. Specifications for video stories: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds • Vertical for Instagram story & Tik Tok (original language)	1 video by November 2023 1 video by December 2023 1 video by January 2024
2	3 animated graphic videos: how to safely use a solid biomass thermal plant; benefits of biomass, tips; and to promote the grant programme launched by UNDP. Specifications for video graphics: • 2D, custom made • Professional voice over • In Romanian 2-3 minutes • In English with subtitles 2 minutes 20 seconds	1 video by September 2023 2 videos by October 2023
3	5 video reportages: grants awarding ceremony, summer camps on energy efficiency, workshops on energy efficiency for pupils, and 2 field visits. Specifications for video testimonials: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds • Vertical for Instagram story & Tik Tok (original language)	1 video by August 2023 2 videos by September 2023 1 video by October 2023 1 video by November 2023
4	2 written interviews (1 on technical aspects and 1 with representatives of UNDP o/and donor) to talk about biomass as a source of heating. Questions to be provided by UNDP. The company to make up to 10 photos to illustrate each interview.	1 interview by September 2023 1 interview by October 2023
5	Social media graphic designs • 2 infographics on biomass advantages • 2 infographics with results of grants competition • 10 illustrations for social media for each infographic (slides of the infographic, separately) Specifications:	2 infographics by September 2023 2 infographics by October 2023

	• Landscape Romanian for Facebook • Landscape English for Twitter • Square for Instagram.	
6	5 quote cards of beneficiaries (professional photos of beneficiaries + extracted quotes) Specifications for quote cards: • Square in Romanian • Landscape in English	December 2023
7	12 sets of photos: grants awarding ceremony, summer camps on energy efficiency, workshops on energy efficiency for pupils, workshops on energy efficiency for local authorities, field visits, and UNDP's beneficiaries of programmes on biomass using.	1 photo set by August 2023 2 photo sets by September 2023 3 photo sets by October 2023 3 photo set by November 2023 3 photo set by December 2023
8	Social media sponsoring of all assets	August-December 2023

The posts on social media of all assets within both Lots to be paid/promoted.

The concept/idea of each of the product, including the video script to be agreed with UNDP Moldova before production starts.

D. DURATION OF THE WORK

- The estimated duration of services is a maximum of 7 months. The expected time of commencement of contract is August 2023.
- The exact delivery date for each of the products will be established together with the project team.
- UNDP will require a maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

E. ELIGIBILITY CRITERIA FOR THE APPLICANTS

- Officially registered legal entity with full capacity to act;
- At least 5 years of work experience in PR and communications, including experience with complex online and offline communication and awareness raising campaigns;
- Relevant high portfolio/compelling samples of complex online and offline communication and awareness raising campaigns (at least 3 examples) within the last 5 years.

F. SCHEDULE OF PAYMENTS

The payments to the Company/ companies shall be made upon approval and acceptance of the deliverables by the UNDP project team. Contract will be signed in USD, while the payments will be done in Moldovan lei at UN Operational Rates of Exchange <https://treasury.un.org/operationalrates/OperationalRates.php> on the date of payment (for national companies only).

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ23/02711	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	☐ Yes ☐ No

Is your company a member of the UN Global Compact	☐ Yes ☐ No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience				
At least 3 contracts in the field of communication and awareness raising campaigns				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (please indicate currency)	Period of activity (month/ year)	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
☐	☐	Bankruptcy: I/We have 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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: FINANCIAL OFFER – SERVICES

LOT 1: Developing and implementation of a social media campaign to mark the 75th Anniversary of the Universal Declaration of Human Rights

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ23/02711	Date: Click or tap to enter a date.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

Ref	Description of Deliverables	Price, USD (VAT 0%)
1.	Adapted slogan in Romanian, tailoring English global messages	
2.	Cover page Facebook for in Romanian and for Twitter in English	
3.	Packshot bumper/generic (in English and Romanian, as separate versions): motion short video segment to include key visual of the campaign, slogan and branding	
4.	15 video testimonials with ambiance + photos from personal archive. People to be either suggested by UNDP, or inquired by the selected company. Transportation and translation costs to be covered by the selected company. Persons to be interviewed (draft questions to be provided by UNDP): 16. GBV survivor: <i>deadline 25 November (International Day for the Elimination of Violence against Women)</i> 17. Returned migrant 18. Person living with HIV: <i>deadline 1 December (World AIDS Day)</i> 19. Person with disability: <i>deadline 3 December (International Day of People with Disabilities)</i> 20. Caregiver of people with disability 21. Refugee 22. LGBTQI 23. Ex-prisoner 24. Civic activist Romanian-speaking 25. Civic activist Russian speaking, left bank Nistru 26. Person with intellectual or psycho-social disability 27. Representative of Roma community 28. Investigative journalist 29. Lawyer 30. Teacher Specifications for video testimonials: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds	

	Vertical for Instagram story & Tik Tok (original language)	
5.	Video collage with some quotes from interviewed people: 10 December (Human Rights Day) Specifications for video collage: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds	
6.	Clean video collage for undp.org/moldova homepage: 30-40 seconds Samples here: https://vimeo.com/undpmoldova	
7.	15 quote cards (professional photos of interviewed persons + extracted quotes) Specifications for quote cards: • Square in Romanian • Landscape in English	
8.	Social media sponsoring of all assets	
TOTAL PRICE		

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Validity of Quotation (90 days)	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Samples of complex online and offline communication and awareness raising campaigns (at least 3 examples)	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 3: FINANCIAL OFFER – SERVICES

LOT 2: Developing and implementation of a national-wide awareness raising campaign to enhance understanding of the benefits of biomass energy use

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ23/02711	Date: Click or tap to enter a date.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

Ref	Description of Deliverables	Price, USD (VAT 0%)
1.	3 videos stories of the people that uses biomass for heating, including former UNDP's projects beneficiaries. Specifications for video stories: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds • Vertical for Instagram story & Tik Tok (original language)	
2.	3 animated graphic videos: how to safely use a solid biomass thermal plant; benefits of biomass, tips; and to promote the grant programme launched by UNDP. Specifications for video graphics: • 2D, custom made • Professional voice over • In Romanian 2-3 minutes • In English with subtitles 2 minutes 20 seconds	
3.	5 video reportages: grants awarding ceremony, summer camps on energy efficiency, workshops on energy efficiency for pupils, and 2 field visits. Specifications for video testimonials: • In Romanian 2-3 minutes • In English 2 minutes 20 seconds • Vertical for Instagram story & Tik Tok (original language)	
4.	2 written interviews (1 on technical aspects and 1 with representatives of UNDP o/and donor) to talk about biomass as a source of heating. Questions to be provided by UNDP. The company to make up to 10 photos to illustrate each interview.	
5.	Social media graphic designs • 2 infographics on biomass advantages • 2 infographics with results of grants competition • 10 illustrations for social media for each infographic (slides of the infographic, separately) Specifications:	

	• Landscape Romanian for Facebook • Landscape English for Twitter • Square for Instagram.	
6.	5 quote cards of beneficiaries (professional photos of beneficiaries + extracted quotes) Specifications for quote cards: • Square in Romanian • Landscape in English	
7.	12 sets of photos: grants awarding ceremony, summer camps on energy efficiency, workshops on energy efficiency for pupils, workshops on energy efficiency for local authorities, field visits, and UNDP's beneficiaries of programmes on biomass using.	
8.	Social media sponsoring of all assets	
TOTAL PRICE		

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Validity of Quotation (90 days)	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Samples of complex online and offline communication and awareness raising campaigns (at least 3 examples)	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.