

**REQUEST FOR QUOTATION NO. RfQ25/02996**

**EVENT MANAGEMENT SERVICES FOR THE ORGANIZATION OF ASP'S  
(PUBLIC SERVICES AGENCY / PSA) LAUNCH EVENT FOR THE NEW ID CARDS**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP through the "**Strengthening Democratic Resilience in Moldova**" (EDMITE) Project, kindly requests your quotation for the **Request for Quotation no. RfQ25/02996: Event Management Services for the organization of PSA's launch event for the new ID cards** 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

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-00674** 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/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsd0qrAW4sy6L5xSAB033Q%3D%3D>

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](mailto: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

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link:  <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>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:  <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D">https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D</a></p> <p>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.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labor, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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</p>

	<a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in the currency indicated in the portal.
<b>Joint Venture, Consortium or Association</b>	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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.

<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Price variation</b>	<p>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.</p>
<b>Alternative Quotes</b>	<p>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.</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p><b>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.</b></p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>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.</p>
<b>Publication of Contract Award</b>	<p>UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>
<b>UNGM registration</b>	<p>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 <a href="http://www.ungm.org">www.ungm.org</a>. 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.</p>



### SECTION 3: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	<p>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</p> <p>Applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input checked="" type="checkbox"/> <b>Liquidates damages</b> shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.</p>
<b>Duties and taxes</b>	<p>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.</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Eligibility</b>	<p>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.</p> <p>It is 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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Language of quotation</b>	<p>English or Romanian</p> <p>Including supporting documentation as applicable.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 (ninety)</b> days from the deadline for the Submission of Quotation.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not Permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
<b>Liquidated damages</b>	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>

<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Clarifications</b>	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p><b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b></p> <p>Requests for clarification from bidders will not be accepted any later than <b>2 (two) days</b> before the submission deadline. Responses to request for clarification will be communicated directly on the portal.</p>
<b>Documents to be submitted</b>	<input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services and value undertaken within the past 3 (three) years including the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of services undertaken</li> </ul> <p><i>Evidence (contracts) may be requested from the supplier during the technical evaluation</i></p> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2022, 2023) <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available. <input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key personnel: <ul style="list-style-type: none"> <li>- 1 (one) Team Leader</li> </ul>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> Minimum 3 (three) years of relevant experience in event management, and other relevant fields; <input checked="" type="checkbox"/> Minimum 5 (five) finalized contracts of similar size and complexity (large scale and high level events that host high-ranking dignitaries) within the past 3 (three) years; <input checked="" type="checkbox"/> Maximum delivery period does not exceed terms specified in Annex 1 (Section 3) <input checked="" type="checkbox"/> Proposed Key personnel with the minimum required professional qualifications, proven by CV submitted: <ul style="list-style-type: none"> <li>1 (one) Team Leader: <ul style="list-style-type: none"> <li>- minimum 2 years of proven work experience in similar projects</li> </ul> </li> </ul>
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)

<b>Expected date for contract award.</b>	10 March 2025
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## **ANNEX 1: SCHEDULE OF REQUIREMENTS – TERMS OF REFERENCE**

### **Title: Event Management Services for the organization of ASP’s launch event for the new ID cards**

Task: Event Organisation

#### **1. GENERAL INFORMATION**

Electoral support and capacity development are part of UNDP’s democratic governance assistance worldwide. Through this support, UNDP helps nations build democratic frameworks which lead to improved representation, accountability, and transparency for the benefit of citizens.

In this context, UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Centre for Continuous Electoral Training (CICDE) aiming at advancing the electoral education and democratic electoral processes in Moldova. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System “Elections” (SAISE), the enhancement of the State Register of Voters’ accuracy and the design and implementation of effective long-term civic and voter and citizens education instruments.

Throughout the last electoral cycles, due to the continuous UNDP’s support CEC and CICDE have demonstrated strengthened capacities and, despite challenges and persistent financial limitations faced by the institutions, managed to successfully deliver “well-administered elections”, as attested by OSCE/ODIHR Observation Missions.

During 2024 – 2028, UNDP is implementing the Project “Strengthening Democratic Resilience in Moldova” (EDMITE III) (hereinafter “the Project”), funded by the Governments of Sweden, Norway, Denmark and Canada. The overarching objective of the Project is to contribute to improving oversight and transparency of political contestants, strengthening electoral institutions, and deepening civic engagement, which in turn will collectively foster a more resilient democratic framework in Moldova.

To facilitate citizen’s access to elections and to make the process more transparent and resilient, the Project established a partnership with Public Services Agency (PSA) aiming to promote the new IDs. In the context of the launch of the new identification documents in Moldova, the EDMITE project seeks to contract a company to organize a large-scale event for the Public Service Agency. This event will serve as the kick-off for a nationwide communication campaign aimed at introducing and promoting the new IDs, while also educating citizens on their features and benefits.

The event will gather around 150 participants, including, first ID card recipients, representatives of international development organizations, and of central and local public authorities. The event will be also hosting high level dignitaries such as the Moldovan Prime Minister and/or the President of Moldova.

#### **2. OBJECTIVE**

The UNDP's "Strengthening Democratic Resilience in Moldova" Project (EDMITE III) intends to contract a National Company (hereafter “the Company”) to organize a large-scale event for the Public Service Agency as part of a communication campaign to promote and inform the general public about the launch of the new identity (ID) cards in Moldova.

The procurement process aims to ensure the comprehensive management of all aspects of event organization in a professional and timely manner. This includes handling all logistical preparations as

necessary to guarantee the smooth execution of the event, meeting the high standards and expectations of the beneficiary. The goal is to identify a capable team that can fulfill the outlined responsibilities and deliverables as specified in the technical requirements, delivering a well-organized and impactful event.

### 3. SCOPE OF WORK AND EXPECTED OUTPUTS

To achieve the objective, it is foreseen that the Company will have to complete the following:

1. Collaborate with the project team and beneficiary to clarify all logistical aspects and obtain necessary approvals;
2. Complete all pre-event arrangements, including the preparation and distribution of invitations, and the timely reservation of moderators, speakers, and the venue, as per the agreed list;
3. Oversee the smooth running of the event, covering all technical aspects such as welcoming participants, providing catering services, and ensuring the proper functioning of all equipment;
4. Submit all post-event materials to the project team, including photographs, the list of participants, and other relevant documentation

#### Technical Specifications:

Task	Description / Minimum technical requirements	Unit	Delivery Date	Q-ty
<b>Event management</b>	<p><b>Deliverable 1.1: Event organization</b></p> <p>The organization of a public event in April (to be later confirmed), to present the new identity document, with the participation of approximately 150 people, including the first recipients, ambassadors, and representatives of central and local public authorities (APC and APL).</p> <p>The proposed venue is <b>URBAN Business Center</b>, Chişinău, Moldova, bd. Ştefan cel Mare, 115/1 (<a href="https://urbanbusinesscenter.md/">https://urbanbusinesscenter.md/</a>). It should be equipped with modern furniture, including at least 200 chairs arranged in a theatre formation. Additionally, the setup must include a presidium area with a minimum of 6 armchairs.</p> <ul style="list-style-type: none"> <li>• <u>Duration</u>: minimum 1 (one) hour, Up to max. 2 (two) hours</li> <li>• <u>Event script development</u>: Creation of a detailed scenario for the event.</li> <li>• <u>Event moderator</u>: yes. (Diana Raileanu, Ecaterina Coval, if available)</li> <li>• <u>Location</u>: <b>URBAN Business Center</b>, Chişinău, Moldova, bd. Ştefan cel Mare, 115/1 (<a href="https://urbanbusinesscenter.md/">https://urbanbusinesscenter.md/</a>)</li> <li>• <u>Event venue facility</u>: High-speed internet, wireless microphones and audio system, projector, LED screen (5x3)</li> </ul>	<b>Event</b>	<b>April 2025 (exact date TBD)</b>	<b>1</b>

	<ul style="list-style-type: none"> <li>• <u>Audio/Visual equipment</u>: minimum 4 microphones, screen, projector, loudspeakers</li> <li>• <u>Technical support</u>: On-site technical staff available throughout the entire event.</li> <li>• <u>Logistical arrangements</u>: Full logistical support for the event. Including staff to manage participants and ongoing preparations.</li> <li>• <u>Participant confirmation</u>: Includes sending invitations, calling each participant, and confirming their attendance.</li> <li>• <u>Translation</u>: yes, simultaneous. from RO-ENG-RO</li> <li>• <u>Translation equipment</u>: Yes. 100 Simultaneous translation sets.</li> <li>• <u>Live Streaming</u>: Yes. Broadcast of the event via <i>privesc.eu</i>.</li> <li>• <u>Photo services</u>: Yes. Professional photography throughout the event. Photos delivered immediately after the event.</li> <li>• <u>Coffee Break</u>: Yes. Provision of 1 coffee break as welcome coffee or end of session coffee, for a total of 165 people. Sweet and savory snacks, fruit, coffee, tea and water in glass bottles. Final menu to be confirmed with the Project.</li> <li>• <u>Design services</u>: Yes. Event visuals (all visual materials for event: photo area design, event banner, graphic elements for LED screen, speaker-card, name badges, panel cards, invitation, gifts for participants (Keychain with the identity card on it), PowerPoint presentation for the new service launch, generate QR code for the event agenda.</li> <li>• <u>Print services</u>: Yes. 1 Event banner 5x3 m., 200 - gifts for participants (Keychain with the identity card on it), list of participants.</li> </ul> <p><b>Timeline:</b> March – April 2025.</p>			
<b>Total Price:</b>				

**4. ORGANIZATIONAL SETTING**

The timeframe for the work of the Company is planned for the period March – April 2025. The Company will be required to individually obtain the necessary information and materials for the fulfilment of the assignment, however it will be aided in interacting with the Public Services Agency (PSA), by a member of the project team, the Communication Officer. The Project Team will also offer any other facilitation support (should it become necessary).

The assignment shall be performed in coordination with the PSA and under the guidance and supervision of the Project Analyst, Project Manager, or other assigned members of the UNDP EDMITE Project. The Project will liaise with the PSA in organizing the necessary meetings and / or consultations. All communications and documentation related to the assignment will be in Romanian and English.

## **5. CONFIDENTIALITY**

All data and information received from UNDP for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. Violation of confidentiality requirements may result in immediate termination of contract.

## **6. QUALIFICATIONS REQUIRED**

**The Bidder should meet the following minimum qualifications criteria, which make the applicant technically eligible for this assignment:**

- The Company is a legally registered entity;
- The Company has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future;
- Minimum 3 (three) years of relevant experience in event management, and other relevant fields;
- Minimum 5 (five) finalized contracts of similar size and complexity (large scale and high level events that host high level officials such as the Prime Minister and the President) within the past 3 (three) years;
- Project Manager/Team Leader with minimum 2 years of proven work experience in similar projects

UNDP Moldova is committed to workforce diversity. Entities employing women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens, legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Applicants demonstrating equitable gender representation and diversity within the team will have an advantage.

During the assignment, the Service Provider's team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

## 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: Technical and 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:	<b>RfQ25/02996: Event Management Services for the organization of PSA's launch event for the new ID cards</b>	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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.			
<b>Previous relevant experience:</b> Minimum 5 (five) finalized contracts of similar size and complexity (large scale and high level events that host high level officials such as the Prime Minister and the President) within the past 3 (three) years;				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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: TECHNICAL AND FINANCIAL OFFER - SERVICES**

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:	<b>RfQ25/02996: Event Management Services for the organization of ASP’s launch event for the new ID cards</b>	Date: Click or tap to enter a date.

**Technical Offer**

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed under Section “Documents to be submitted”.

**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: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies**

Ref	Description of Deliverables	Qty	Unit Price, VAT 0% <i>(Please indicate currency)</i>	Total Price, VAT 0% <i>(Please indicate currency)</i>
1.	Task 1. Event management	1		
<b>Total Price</b> <i>(Please indicate currency)</i>				

**Breakdown of Fees (the table below is to be used as an example, in case of additional/different expenses please insert):**

Personnel / other elements	UOM	Qty	Unit Price <i>(Please indicate currency)</i>	Total Price <i>(Please indicate currency)</i>
Personnel				

e.g. Project Manager/Team Leader	day			
<b>Other expenses</b>				
1. Conferencing Services	set			
1.1. Rental of venue	set			
1.2. Moderator services	set			
1.3. Logistical conference support (logistical arrangements, participants confirmation etc)	set			
2. Audio/Visual equipment including microphones, screen, projector etc.)	set			
3. Technical support throughout the event, including preparatory and close of event	set			
4. Translation services (please specify number of interpreters and hourly fee per interpreter)				
5. Translation equipment				
5.1. Translation sets	100			
5.2. Booth				
6. Live streaming (price per hour)				
7. Photo services (price per hour)				
8. Catering Services (coffee break including Sweet and savory snacks, fruit, coffee, tea and water in glass bottles)	165			
9. Design Services	set			
10. Print Services (banners, roll ups etc)				
10.1 Event banner	1			
10.2 Gifts for participants (Keychain with the identity card on it)	200			
10.3 Other materials printed	set			
Other Costs: (please specify)				
<b>TOTAL</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Time, as indicated in Annex 1 / Section 3 / Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<input type="checkbox"/>	<input type="checkbox"/>	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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>