

**Request for Quotation (RFQ) for
Goods/*non-Complex Services or Works***

Reference No.: RfQ17/01449

**Logistic and organisational support during the
high-level consultation**

24 February 2017

Dear Sir/Madam,

Subject: Request for Quotation (RfQ17/01449) for the provision of Logistic and organisational support during the high-level consultation.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Logistic and organisational support during the high-level consultation as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Detailed Technical Specifications of the Goods (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
 - f. Model Form of Contract (Annex 5)
 - g. Terms of Reference (Annex 6)
 - h. Sample of room separators for venue (Annex 7)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : March 2, 2017 4:00 PM (for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: <i>Chisinau, Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ17/01449: Logistic and organisational support during the high-level consultation"</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Romanian, Russian
Quotation Currencies¹	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	<p>90 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<input checked="" type="checkbox"/> Permitted by LOTs
Payment Terms²	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods
Alternative Offer	<input checked="" type="checkbox"/> Not authorized

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

² UN Women preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UN Women shall require the vendor to submit a bank guarantee or bank cheque payable to UN Women, in the same amount as the advanced payment made by UN Women to the vendor.

Instructions to Suppliers	Specific Requirements
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 2 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: "RfQ17/01449 Request for Clarification from Vendor Name"</p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
Contact for requesting clarifications:	<p>E-mail address dedicated for this purpose: elena.ceropita@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<p><input checked="" type="checkbox"/> UNDP Moldova procurement website, where the bid is announced at: http://www.undp.md/tenders/index.shtml</p>
Expected Delivery Date and Time. <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<p><input checked="" type="checkbox"/> As per Delivery Schedule (Annex 1)</p>
Value Added Tax on Price Quotation	<p><input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Detailed description of the offered goods and services;</p> <p><input checked="" type="checkbox"/> Menu proposed for each coffee break (for LOT 3);</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Information on accessibility of premises and availability of facilities for people with disabilities (for LOT 1 and LOT 3);</p> <p><input checked="" type="checkbox"/> Copy of authorization or license in accommodation, food, beverage and tourism services in Moldova (for LOT 1 and LOT 3);</p> <p><input checked="" type="checkbox"/> CVs of personnel (for LOT 2 only);</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>

Instructions to Suppliers	Specific Requirements
Evaluation Criteria	<p>Companies:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price³; <input checked="" type="checkbox"/> Minimum 1 year experience in the field; <input checked="" type="checkbox"/> Availability of authorization or license in accommodation, food, beverage and tourism services in Moldova (for LOT 1 and LOT 3); <input checked="" type="checkbox"/> Information on accessibility of premises and availability of facilities for people with disabilities (for LOT 1 and LOT 3); <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract. <p>Personnel:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Minimum 3-5 years of work experience in providing photography and layout services (for LOT 2 only); <input checked="" type="checkbox"/> Minimum 3-5 years of experience in providing video services (for LOT 2 only).
Type of Contract to be Signed	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier per each LOT
Special conditions of Contract	N/A

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

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

13. This letter is not to be construed in any way as an offer to contract with your organization.



Yours sincerely,

Ulziisuren Jamsran
Representative,
UN Women Moldova Country Office

³ UN Women reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

ANNEX 1

SCHEDULE OF REQUIREMENTS OF GOODS

STATEMENT OF NEED:

Logistic and organisational support during the high-level consultation

- Venue:** Chisinau, with secure venue and good road access to the venue and parking area. The venue shall have heating/ air conditioning system.
- Tentative Date:** 20 March 2017
- Duration:** 5 hours, from 9:00 to 14:00
- Participants:** up to 250 persons. Women from various target groups, women from political parties where applicable at central and local level, Government & Parliament leadership, and Political Parties leaders.
- Accommodation:** for up to 50 persons (Twin rooms)

Special requirements to the venue and hotel:

Hotel for participants (LOT 1) and venue of the event (LOT 3) to be accessible to persons with disability (no steps or an elevator/ accessible ramp to be provided). The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15 degrees height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. In case of WC, the distance between the toilet and the door should be at least 1 m.

For more details related to the event please refer to Annex 6 "Terms of Reference".

LOT 1: Accommodation services and reimbursement of transportation costs for the participants

Item #	DESCRIPTION/SPECIFICATION OF GOODS	UNIT	QUANTITY	Expected Delivery Date	Location
1	Accommodation for participants , in a 3 star, overall accessible hotel in Chisinau, upon agreement with UN Women. - At least 5 rooms shall have accessibility for persons with special needs. - This shall include booking the rooms (Twin with separate beds) and all associated facilities. - Payment will be done on actual number of participants that required accommodation.	Provide price per person per night	Up to 50 persons	(1 night) 19-20 March 2017 or 20-21 March 2017	Chisinau
2	Reimbursement of transportation costs for participants round trip to Chisinau from localities of Moldova, as per agreed list and public transportation tariff. - Payment will be done on actual number of participants that required reimbursement.	Indicate: Yes/No	Up to 100 persons	20 March 2017	Chisinau

LOT 2: Provision of Photography, Layout, Design services, Video and Moderator

Item #	DESCRIPTION/SPECIFICATION OF GOODS	UNIT	QUANTITY	Expected Delivery Date	Location
1	Provision of photographer services: - Provision of one photographer to take pictures during the entire event. - The photographer shall provide at least 50 high quality and edited photos and provide the rest of the photos from the whole event.	Photo-grapher	1	20 March 2017	Chisinau
2	Layout and design of event photo album: - Layout, design of a photo album in close coordination and approval by UN Women. - The electronic album with photos from the event shall have up to 25 pages, Landscape format.	Electronic photo album	1	Latest 20 April 2017	Chisinau
3	Produce two high quality videos documentary on the event: - Provision of audio-video services during the whole event. - Provision of two audio-video production of high quality documentary summarizing video from the event with subtitles in three languages (English, Russian and Romania): - up to 2 minutes (short version) - up to 7 minutes (long version) - Script and flow of the documentary should be approved by UN Women before final production.	Indicate price for all services	1	20 April – 1 st video 1 May – 2 nd video	Chisinau
4	Contract a moderator for the entire event - Contracting 1 moderator for the event, after approval by UN Women. Previous experience with UN Women is an asset.	Indicate price per person	1	20 th March	Chisinau

LOT 3: Venue and Catering services for the high-level consultation

Item #	DESCRIPTION/SPECIFICATION OF GOODS	UNIT	QUANTITY	Expected Delivery Date	Location
1	Venue for participants of the event and required IT equipment: - Conference hall for up to 250 persons, equipped with air conditioner, and comfy chairs, suitable area for catering. - Venue shall have overall accessibility for persons with disabilities. - Venue shall have simultaneous translation equipment with up to 70 earphones. - Additional electronic and audio-visual equipment installed and fully functional, to include: 3 screens and projectors, LCD, pointers, 3 notebooks/laptops connected to screens, desktop, 1 printer, sound system with at least 5 wireless microphones, lightning, cable extension, etc.)	Indicate price per event	Up to 5 hours	20 March 2017	Chisinau

2	Catering services 1st Coffee break (up to 250 persons), min. incl.: <ul style="list-style-type: none"> - Croissants or muffins - Portioned cake or cookies - Fruits - Non-sweet pies/pastry or sandwiches - Coffee & tea - Sliced lemon - Cream - Juice 	Indicate price per person	250	20 March 2017	Chisinau
3	Catering services 2nd Coffee break (up to 250 persons), min incl.: <ul style="list-style-type: none"> - Croissants, muffins and mini-cakes - Non-sweet pies and sandwiches - 3 different types of canapés (both vegetarian and meat options) - cheese plate - Coffee & tea - Sliced lemon - Cream - Mineral water - Fresh fruit plates - Juice 	Indicate price per person	250	20 March 2017	Chisinau
4	Water during the event: <ul style="list-style-type: none"> - 100 bottles (70 still, 30 sparkling) – 1st coffee break - 100 bottles (70 still, 30 sparkling) – 2nd coffee break - 100 bottles (70 still, 30 sparkling) – in the conference room during the event 	Indicate price per bottle	300	20 March 2017	Chisinau
5	Decorating the venue and ensure logistical assistance during the event: Organize sitting arrangements as per provided format for the groups based on the number of participants and groups with detachable separators with name of the group in 3 languages (Ro, Ru and Eng.) Separators shall be approximately 2x4m, similar to sample provided in the Annex 7.	Indicate price for all services	Up to 10 separators	20 March 2017	Chisinau

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) 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;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the **RfQ17/01449** the following **Logistic and organisational support during the high-level consultation** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of **90 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;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

E-MAIL ADDRESS: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

TABLE 1 :

LOT 1 – Accommodation services and reimbursement of transportation costs for the participants

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):	
				UNIT PRICE, MDL	TOTAL PRICE, MDL
1.	Accommodation for participants in a 3 star, overall accessible hotel in Chisinau, upon agreement with UN Women. - At least 5 rooms shall have accessibility for persons with special needs. - This shall include booking the rooms (Twin with separate beds) and all associated facilities. - Payment will be done on actual number of participants that required accommodation.	Up to 50 persons	Price per person per night		
2.	Reimbursement of transportation costs for participants round trip to Chisinau from localities of Moldova, as per agreed list and public transportation tariff. - Payment will be done on actual number of participants that required reimbursement.	Up to 100 persons	Indicate: Yes/No		

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL PRICE, MDL:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 2 :

LOT 2 – Provision of Photography, Layout, Design services, Video and Moderator

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):	
				UNIT PRICE, MDL	TOTAL PRICE, MDL
1.	Provision of photographer services: - Provision of one photographer to take pictures during the entire event. - The photographer shall provide at least 50 high quality and edited photos and provide the rest of the photos from the whole event.	1	Photographer		
2.	Layout and design of event photo album: - Layout, design of a photo album in close coordination and approval by UN Women. - The electronic album with photos from the event shall have up to 25 pages, Landscape format.	1	Electronic photo album		

3.	Produce two high quality videos documentary on the event: - Provision of audio-video services during the whole event. - Provision of two audio-video production of high quality documentary summarizing video from the event with subtitles in three languages (English, Russian and Romania): - up to 2 minutes (short version) - up to 7 minutes (long version) - Script and flow of the documentary should be approved by UN Women before final production.	1	Indicate price for all services		
4.	Contract a moderator for the entire event - Contracting 1 female moderator for the event, after approval by UN Women. Previous experience with UN Women is an asset.	1	Indicate price per person		

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL PRICE, MDL:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 3 :

LOT 3 – Venue and Catering services for the high-level consultation

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):	
				UNIT PRICE, MDL	TOTAL PRICE, MDL
1.	Venue for participants of the event and required IT equipment: - Conference hall for up to 250 persons, equipped with air conditioner, and comfy chairs, suitable area for catering. - Venue shall have overall accessibility for persons with disabilities. - Venue shall have simultaneous translation equipment with up to 70 earphones. - Additional electronic and audio-visual equipment installed and fully functional, to include: 3 screens and projectors, LCD, pointers, 3 notebooks/laptops connected to screens, desktop, 1 printer, sound system with at least 5 wireless microphones, lightning, cable extension, etc.)	Up to 5 hours	Indicate price per event		
2.	Catering services 1st Coffee break (up to 250 persons), min. incl.: - Croissants or muffins - Portioned cake or cookies - Fruits - Non-sweet pies/pastry or sandwiches - Coffee & tea - Sliced lemon - Cream - Juice	250	Indicate price per person		

3.	Catering services 2nd Coffee break (up to 250 persons), min incl.: <ul style="list-style-type: none"> - Croissants, muffins and mini-cakes - Non-sweet pies and sandwiches - 3 different types of canapés (both vegetarian and meat options) - cheese plate - Coffee & tea - Sliced lemon - Cream - Fresh fruit plates - Juice 	250	Indicate price per person		
4.	Water during the event: <ul style="list-style-type: none"> - 100 bottles (70 still, 30 sparkling) – 1st coffee break - 100 bottles (70 still, 30 sparkling) – 2nd coffee break - 100 bottles (70 still, 30 sparkling) – in the conference room during the event 	300	Indicate price per bottle		
5.	Decorating the venue and ensure logistical assistance during the event: Organize sitting arrangements as per provided format for the groups based on the number of participants and groups with detachable separators with name of the group in 3 languages (Ro, Ru and Eng.) Up to 10 separators shall be approximately 2x4m, similar to sample provided in the Annex 7.	1	Indicate price for all services		

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL PRICE, MDL:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 4: Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 5: Compliance Requirements

Compliance Requirements :	Your Responses		
	Yes, we will comply	No, we cannot comply	Provide reasons for non-compliance
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: as per Delivery Schedule (Annex 1)			
Validity Period of Quotation: 90 day			
All Provisions of the UN Women General Terms and Conditions			

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

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between _____ (Name of the Contractor)

And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: _____/_____/_____
 DD MM YYYY

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT ⁴

⁴ Advance payments should not be made using this template. Please use the Model Institutional Services Contract or Professional Services Contract for services valued at USD \$30,000 or above or for procurement actions for services valued below USD \$30,000, where the nature of services or terms and conditions are novel or complex.

(Select one option and delete the other)

OPTION 1 (FIXED FEE) ⁵

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [*insert currency & amount in figures and words*]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon...../../...
...../../...

OR

OPTION 2 (TIME-BASED CONTRACTS) ⁶

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [*insert currency & amount in figures and words*] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [*insert annex number*] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [*insert period of time or milestones*].

5. INVOICES

The Contractor shall submit to UN Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

[*Insert address and contact details for submission of invoices*].

Please note that advance payments should be granted only in exceptional cases, and that they must comply with UN Women policies and procedures.

⁵ This option is to be used for fixed fee contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract. Compensation for services is usually referred to as the fee. In a fixed fee contract, there are no “rates”; the amount of the fee is fixed.

⁶ This option should be used for time and materials contracts. Normally, such contracts should be used where the compensation of the contractor is based on time spent in performing the services, and possibly with reimbursement of expenses incurred by the contractor. Cost reimbursable contracts are not normally used for the provision of services. Instead, where the contractor’s compensation is based on time spent in performing the services (and possibly reimbursement of expenses for materials), a time and materials contract should be used; see POM, sec. 11.2.

6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

UN Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN Women in connection with a dispute.

7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

For UN Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature

Name

Title

Date

ANNEX 6

TERMS OF REFERENCE

for provision of logistic and organisational support during the high-level consultation between women and decision makers

Project: 00098995, 0098996
Location: Chisinau
Participants: Women from various target groups, women from political parties where applicable at central and local level, Government & Parliament leadership, and Political Parties leaders;

Background:

UN Women is operational in Moldova since 2010 on the basis of former UNIFEM projects, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

During the period 2007-2013 UN Women provided extensive support to the State in reviewing and accelerating its actions towards meeting the MDGs, specifically the Goal 3. Namely, under the initiation and support of UN Women with the support of the Government of Sweden, the initial set of MDG 3 Goal and Indicators were fully reviewed through a participatory process, which were adopted by the State in 2008. This served as a solid base for acceleration of the State's efforts on promoting women in both elected and appointed bodies.

As a full-fledge Country Office, UN Women is supporting UN concerted efforts on promoting gender equality and women's empowerment, coordinating the work on GE and WHR, leading Civil Society Advisory Group, advancing introduction of temporary special measures and increasing women's leadership and participation in decision making in public and private sectors, securing women's access, especially from rural areas to productive resources and services, providing social protection to the most excluded groups of women such as Roma and disabled; leading UN agencies efforts for ending violence against women and girls, promoting and protecting rights of migrant women.

Moreover, UN Women serves as the substantive Secretariat of the Commission on the Status of Women (CSW) - a global policy-making body dedicated exclusively to promoting gender equality and the empowerment of women and UN Women Moldova is a member state of the Commission. In that capacity, UN Women supports all aspects of the Commission's work.

The 61st session of the Commission on the Status of Women (CSW61) will take place in March 2017 and its priority theme is 'Women's economic empowerment in the changing world of work.' The priority theme is forward looking and deals with a topic that has not been considered by the Commission before and it focuses on the challenges women face in exercising their rights to and at work and suggests how these may be rectified.

On a national level, economic empowerment is one of the priority areas of the national programme on gender equality and UN Women Moldova. UN Women works with the Government and multilateral partners to promote women's economic empowerment and increase their access to economic opportunities, especially for those who are most excluded. Empowering women to participate fully in economic life across all sectors is essential to build stronger economies, achieve internationally agreed goals for development and sustainability, and improve the quality of life for women, men, families and communities.

The national High Level dialogue between women from various backgrounds from Moldova organized with the support of UN Women Moldova "Partnership for an Inclusive and Prosper Moldova: Women Matter!" in 2017 will be at its fourth edition and aligning to this year's CSW main priority theme, the event will focus on showcasing the successes of women and girls from excluded backgrounds in the world of work and employment.

The dialogue provides a platform for women in Moldova to amplify their successes and gain recognition for their work. The leadership of the Parliamentary Political Parties, Members of the Parliament, Representatives of the Government and employers will co-host different thematic groups with women thus offering women the opportunity to showcase their success stories and share their views on the current and future development economic priorities of the country.

As a result of these initiatives, uncommon, but successful experiences of women from the economic world of work and employment from various backgrounds will be proposed to be taken into account for policy and legislation review/elaboration as well as their implementation at central and local levels through pro-active and innovative cooperation among women themselves as well as with the public authorities, parliament, political parties, CSOs and development partners at various levels.

As a result, political parties leaders, MPs and Government representatives are expected to inform about their achievements in promoting women's economic empowerment and gender equality, as well as share their plans and visions in this direction and make proposals to women for cooperation, including promotion of successful experiences of women in solving various challenges through their platforms.

In order for this high dialogue between decision makers, employers, development partners and women from various backgrounds with successful stories to occur, UN Women in Moldova is looking for a company/ies to provide: Venue and Catering Services and/or Accommodation and Transportation reimbursement costs; Photography, Designer and Video Services for the High Level Dialogue "Partnership for an Inclusive and Prosperous Moldova: Women Matter!".

Scope of work

The scope of this assignment is to logistically organize and provide technical support for the organization of the High-Level Event with the Leadership of Political Parties and Parliament as/if required and described below in the Tasks section.

Tasks

Under the overall supervision and guidance from UN Women National Programme Officer and in close coordination with UN Women Moldova team, the selected organisation(s) will be responsible for implementation of following tasks:

For Transportation and Accommodation Services (Technical Specifications, Lot 1)

- Ensuring of accommodation for participants from the regions, if applicable;
- Ensuring of reimbursement of transportation costs for participants to/from the venue of the events, if applicable.

For Photography, Layout, Design services, Video and Moderator (Technical Specifications, Lot 2)

- Provision of photographer services for official pictures of the event;
- Layout of an electronic album of photos from the event;
- Provision of audio-video production of two summarising videos from the event;
- Provision of a moderator for the entire event.

For Venue and Catering Services (Technical Specifications, Lot 3)

- Ensuring of adequate and overall accessible venue for up to 250 participants of the event and required IT equipment;
- Ensuring of catering services during formal/informal events (standard coffee break and/or buffet lunch), if applicable.

Input

UN Women will provide the company/ies with all the necessary information on the activities and materials for a better understanding of the context and for the successful fulfillment to above mentioned events.

Deliverables

Lot 1.

1. Effective and timely arrangement of accommodation in a 3-star hotel in Chisinau for up to 50 persons and reimbursement of transportation costs for up to 100 participants from different regions of Moldova to the venue of the event.

Lot 2.

1. Provision of 50 high quality photos from the event and the rest of them unedited.
2. High quality and timely delivery of the layout of an electronic photo-album from the event.
3. Two high quality videos of the event: one short (up to 2 minutes) and a longer version (up to 7 minutes).
4. Moderation of the entire event.

Lot 3.

1. Provision of an overall accessible and spacious venue for 250 persons equipped with air conditioner, comfortable chairs, suitable area for catering, simultaneous translation equipment for up to 70 persons and separators.
2. Successful provision of IT equipment including: 3 screens and projectors, LCD, pointers, 3 laptops, 1 printer, 5 microphones, lightening, cable extensions, separators etc.
3. Timely provision of two coffee breaks.

Duration of work

The duration of this assignment is for the period of March – June 2017.

Payment

UN Women shall effect payments after acceptance by UN Women of the **original invoice with breakdown of rendered services and deed of conveyance-receipt** submitted by the organisation/s.

Requirements to the company/ies

The successful Contractor shall have the following minimum qualifications:

Company/ies:

1. Proven experience with the UN or other international organizations.
2. Preferable have nationwide networks or branches/offices for hotel accommodation.
3. Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.

Personnel:

1. Minimum 3-5 years of work experience in providing photography and layout services (for LOT 2 only);
2. Minimum 3-5 years of experience in providing video services (for LOT 2 only).

ANNEX 7

Sample of room separators for venue

1.



2.



3.

