

Request for Quotation (RFQ) for Goods

Reference No.: RFQ17/01596

**Logistic support for a series of workshops,
retreats and public events organized by
UN Women in Moldova in the period
September – December 2017**

29 August 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ17/01596) for the provision of **Logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of **logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017**, 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. Terms of reference (Annex 1)
 - c. Detailed Technical Specifications of the Goods (Annex 2)
 - d. Quotation Submission Form and Quotation Format (Annex 3)
 - e. UN Women General Conditions of Contract (Annex 4)
 - f. Voluntary Agreement (Annex 5)
 - g. Model Form of Contract (Annex 6)
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	Date and Time: <i>September 13, 2017 1:00 PM</i> (for local time reference, see www.greenwichmeantime.com) City and Country: <i>Chisinau, Moldova</i> This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Quotation
Address for Quotation Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement <input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB <input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one) <input checked="" type="checkbox"/> Mandatory subject of email for Quotation: “RfQ17/01596: Logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017” <input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00) Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Romanian
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	90 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods

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.

Instructions to Suppliers	Specific Requirements
Alternative Offer	<input checked="" type="checkbox"/> Not authorized
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 3 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: “RFQ17.01596 - 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:	<input checked="" type="checkbox"/> UNDP Moldova procurement website
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>	<input checked="" type="checkbox"/> As per Delivery Schedule (Annex 2)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Documents to be submitted	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 2; <input checked="" type="checkbox"/> Company profile (short info about the bidder up to 1 page); <input checked="" type="checkbox"/> Copy of Company’s Registration Certificate; <input checked="" type="checkbox"/> Company’s list of key customers present and past; <input checked="" type="checkbox"/> Sample menu per each type of meal (breakfast, coffee breaks, lunch, dinner); <input checked="" type="checkbox"/> Name and description of proposed conference room for each event; <input checked="" type="checkbox"/> Name and description of proposed hotel for accommodation for each event; <input checked="" type="checkbox"/> Information on accessibility for persons with disability of proposed venues; <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.

Instructions to Suppliers	Specific Requirements
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² ; <input checked="" type="checkbox"/> Minimum 3 years of experience in the area of specialization (organizing events for government, international and non-government organizations, in providing catering and accommodation services, transportation services; <input checked="" type="checkbox"/> Previous experience in working with UN Women or other UN Agencies is an advantage; <input checked="" type="checkbox"/> Adequate human resource, material, vehicle and technical base and necessary equipment for accomplishment of this assignment; <input checked="" type="checkbox"/> Proposed conference room with adequate space and relevant IT equipment for the delivery of required services; <input checked="" type="checkbox"/> Accommodation in accessible 3* Hotel; <input checked="" type="checkbox"/> Information on accessibility for people with disability of proposed venues; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract.
Type of Contract to be Signed	<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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the services provided are of poor quality

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


Galina Corgoja
Operations Manager

² 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

Terms of Reference

Provision of logistical support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017

Project:	00098995, 00098990, 00098992, 00088996
Location:	Districts of Moldova and Chisinau
Period:	September – December 2017

Background

The United Nations Entity for Gender Equality and Empowerment of Women (UN Women) grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

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.

UN Women's country programmes and interventions are guided by its Strategic Note 2014-2017 elaborated through participation and open dialogue with the key stakeholders, and which is fully aligned with UN-Moldova Partnership Framework, National Strategy on Gender Equality, and other national strategies and plans. During 2017, the assistance and cooperation is planned in three strategic results areas, namely: 1. Women lead and participate in decision-making at all levels; 2. Women, especially the poorest and most excluded, are economically empowered and benefit from development; 3. Women and girls live a life free of violence. With the new global 2030 Agenda roadmap for Sustainable Development Goals (SDGs) we work closely with national partners for women to benefit and contribute as key agents of change towards a Planet 50-50.

UN-Women closely cooperates with the government, civil society, and private sector to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized groups. These include, but not limited to rural women, Romani women, women with disabilities, young women, women living with or affected by HIV, women survivors of violence and trafficking, women migrants, elderly women and women in Transnistria and Gagauzia. We work with them to challenge the stereotypical image of women. We apply new tools to ensure women's proactive engagement in designing, prototyping and implementing the state policies and plans.

Based on the innovation approach that UN Women has embarked on since 2015 to deliver higher and accelerated results, a strategic partnership was established with selected district authorities, local and national NGOs as well as women themselves to mobilize communities to stand up and speak up on issues related to violence against women and girls to break the silence and increase actions to eliminate domestic violence. In 2017, UN Women continues to apply innovation approach to end violence against women and girls particularly through testing new creative approaches to the work of the multi-disciplinary teams to prevent and combat VAW. This implies extensive community level meetings with a variety of stakeholders, including police officers, social assistants, probation councilors, mayors, medical workers, school directors and psychologists, etc. to undertake a human centered design review of the service provided and co-create a new model of multispectral response to violence.

This is being complemented with another innovative work on public services re-design as part of the Public Service Modernization Agenda. Government of the Republic of Moldova committed itself to continue streamlining the public administration, in order to provide citizens with quality services, which is reflected in the 2016-2020 Public Administration Reform Strategy which, as it is formulated, shall be more focused on people, and has an objective to offer services through Universal Service Provision Centers (USPC) to be developed on the existing experience of one stop shops model. UN Women established, therefore, a strategic partnership with State Chancellery, Center for Electronic Governance and UNDP through Moldova Social Innovation Lab (MiLab) to contribute to the improvement of public services delivery in a coordinated manner by applying such

innovative tools and techniques as user-centered design, co-creation, design thinking, positive deviance and other. This approach requires frequent community meetings, workshops and other types of meeting for the co-creation of the services and re-design of their provision.

Therefore, UN Women intends to organize a series of workshops, retreats and public events at community, district as well as central level with women, members of multidisciplinary teams and service providers from Drochia, Cahul, Hincesti, Calarasi, Rezina, Dubasari in the venues provided by the national partners as well as rented venues. Such activities require provision of catering services, accommodation and reimbursement of transportation costs for the participants of the events as well as rental of venue.

Scope of work

Under the overall supervision and guidance from UN Women Programme Specialist and in close coordination with UN Women Programme and Operations team, the selected entity is expected to provide the following services:

- Provision of catering services (coffee-breaks, lunches, dinners, and other refreshments/ beverages as requested at UN Women premises or other venues offered by UN Women partners and at venues offered by the selected entity;
- Rental of meeting/conference room in Chisinau and in districts of Moldova for workshops as requested by UN Women with full accessibility, internet connection, equipment: overhead project, computer, flipcharts (at least 3) & flipchart paper, screen; air-conditioning system in a secure with safe access to road;
- Accommodation services in Chisinau and in districts of Moldova as stated in the request;
- Provision of personnel to serve during events, to include both women and men;
- Reimbursement of travel costs to participants at workshops coming from remote areas (rural area) on need basis;
- Rental of simultaneous interpretation equipment;

Activities under this assignment shall be carried out in accordance with UN Women regulations, rules, directives and procedures.

Duration/Schedule of events

The duration of this assignment is for the period **September – December 2017**, with a tentative list of workshops/public events/retreats with partners provided below:

LOCATION1: CHISINAU	
I.	<p>Tentative period: 20 – 30 September (workshop with probation service on engaging men who are former aggressors in ERAW activities)</p> <p>Number of events: <u>1</u></p> <p>Duration: <u>one day</u></p> <p>Type of event: <u>workshop with up to 25 persons each</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 25 participants, - 2 coffee breaks - one lunch - transportation reimbursement per each participant distance to be calculated based on travel from Drochia, Causeni, Hincesti, Cahul, and Balti);
II.	<p>Tentative period: throughout September – December (workshops on simulation models)</p> <p>Number of events: <u>4</u></p> <p>Duration: <u>half days each</u></p> <p>Type of event: <u>workshop with up to 25 persons each</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - 1 coffee break, - one lunch - transportation reimbursement per each participant (distance to be calculated based on travel from Drochia, Causeni, Hincesti, Cahul, and Balti);
III.	<p>Tentative period 13 - 14 October (Partners Meeting of NGO's Network. Training on Positive deviance and the development of partnerships in the context of HIV, Gender and Domestic violence)</p> <p>Number of events: <u>1</u></p>

	<p>Duration: <u>two days</u> Type of event: <u>training with up to 30 persons</u> Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 30 participants, - accommodation for up to 30 participants - 4 coffee breaks, - 2 lunches - one breakfast - one dinner - transportation reimbursement per each regional participant (distance to be calculated based on travel from their place to Chisinau and back);
IV.	<p>Tentative period: October - November – (Media clubs round tables) Number of events: <u>2</u> Duration: <u>0.5 day</u> Type of event: <u>workshop with up to 20 persons</u> Required services (per each event):</p> <ul style="list-style-type: none"> - Rental of conference room up to 20 participants, - 1 coffee break <p>one lunch</p>
V.	<p>Tentative period: 15 - 30 November (workshop with members of multidisciplinary teams, probation services and central authorities) Number of events: <u>1</u> Duration: <u>one day</u> Type of event: <u>training with up to 60 persons</u> Required services (per each event):</p> <ul style="list-style-type: none"> - Rental of conference room for up to 60 participants, - 2 coffee breaks, - 1 lunch
VI.	<p>Tentative period: 17 - 18 November (The Second Partner Meeting of NGO's Network – Initiativa Pozitiva) Number of events: <u>1</u> Duration: <u>two days</u> Type of event: <u>training with up to 30 persons</u> Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 30 participants, - accommodation up to 15 persons - 4 coffee breaks, - 2 lunches - one breakfast - one dinner
VII.	<p>Tentative period: 25 November – 10 December (16 days' campaign of activism against violence public event) Number of events: <u>1</u> Duration: <u>one day</u> Type of event: <u>workshop with up to 100 persons</u> Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 100 participants, - 2 coffee breaks - one lunch - transportation reimbursement per each of 40 participants (distance to be calculated based on travel from Drochia, Causnei, Hincesti, Cahul, Rezina, Straseni, and Dubasari); - Rental of simultaneous translations equipment (4 channels, 50 headphones and 4 wireless microphones)
LOCATION 2: VADUL LUI VODA	
VIII	<p>Tentative period: September- November (multidisciplinary team's workshops) Number of events: <u>4</u> Duration: <u>1.5 days</u> Type of event: workshop with up to 25 persons each Required services (per each event):</p>

	<ul style="list-style-type: none"> - rental of conference room for up to 25 participants - accommodation for up to 25 participants (min 3 stars' hotel) - 3 coffee breaks - one lunch - one breakfast - one dinner - transportation reimbursement per each participant (distance to be calculated based on travel from Drochia, Causeni, Hincesti and Cahul);
IX.	<p>Tentative period 22 - 23 September (workshop on User-Journey of HIV and EAVW Positive champions)</p> <p>Number of events: <u>1</u></p> <p>Duration: <u>two days</u></p> <p>Type of event: <u>workshop with up to 25 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 25 participants - accommodation for up to 25 participants - 4 coffee breaks, - 2 lunches - one breakfast - one dinner <p>transportation reimbursement per each regional participant (distance to be calculated based on travel from Vadul lui Voda); Group transportation for all participants from Chisinau to Vadul lui Voda and back has to be organized additionally.</p>
X.	<p>Tentative period: October - November (retreat with EAVW partners)</p> <p>Number of events: <u>1</u></p> <p>Duration: <u>two days</u></p> <p>Type of event: <u>workshop with up to 40 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 40 participants, - accommodation for up to 40 participants - 4 coffee breaks, - 2 lunches - one breakfast - one dinner <p>transportation reimbursement per each participant (distance to be calculated based on travel from Drochia, Causeni, Hincesti, Cahul, Balti);</p>
LOCATION 3: DROCHIA	
XI.	<p>Tentative period: 1 – 30 November (workshop on mapping economic relations with public authorities, local traders, self-employed and individuals)</p> <p>Number of events: <u>1</u></p> <p>Duration: <u>one day</u></p> <p>Type of event: <u>workshop with up to 40 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - one lunch - 2 coffee breaks - transportation reimbursement per each participant (distance to be calculated based on travel from Drochia villages);
LOCATION 4: BALTI	
XII.	<p>Tentative period - October – December (workshop engaging men from the probation system in EAVW)</p> <p>Number of events: 3</p> <p>Duration: <u>0.5 day</u></p> <p>Type of event: <u>workshop with up to 12 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee break
LOCATION 5: REZINA	
XIII.	<p>Tentative period: September-October (retreat with JISB service providers)</p> <p>Number of events: <u>1</u></p> <p>Duration: <u>two days</u></p>

	<p>Type of event: <u>retreat with up to 40 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - rental of conference room for up to 40 participants - accommodation for up to 40 participants - 4 coffee breaks - 2 lunches - one breakfast - one dinner - transportation reimbursement per each participant (distance to be calculated based on travel from Dubasari, Calarasi, Rezina and Straseni);
LOCATION 6: HINCESTI	
XIV.	<p>Tentative period - October – December (workshop engaging men from the probation system in EVAW)</p> <p>Number of events: 3</p> <p>Duration: <u>0.5 day</u></p> <p>Type of event: <u>workshop with up to 12 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee break
LOCATION 7: CAHUL	
XV.	<p>Tentative period - October – December (workshop engaging men from the probation system in EVAW)</p> <p>Number of events: 3</p> <p>Duration: <u>0.5 day</u></p> <p>Type of event: <u>workshop with up to 12 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee break
LOCATION 8: COMRAT	
XVI.	<p>Tentative period - October – December (workshop engaging men from the probation system in EVAW)</p> <p>Number of events: 3</p> <p>Duration: <u>0.5 day</u></p> <p>Type of event: <u>workshop with up to 12 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee break
LOCATION 9: TARACLIA	
XVII.	<p>Tentative period - October – December (workshop engaging men from the probation system in EVAW)</p> <p>Number of events: 3</p> <p>Duration: <u>0.5 day</u></p> <p>Type of event: <u>workshop with up to 12 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee break
LOCATION 10: Hincesti, Cahul, Chisinau, Causeni	
XVIII.	<p>Tentative period: October - November (consultations with women)</p> <p>Number of events: 6</p> <p>Duration: <u>n/a</u></p> <p>Type of event: <u>workshop with up to 25 persons</u></p> <p>Required services (per each event):</p> <ul style="list-style-type: none"> - coffee breaks (only delivery to UN Women office in Chisinau)

Description of services

Coffee break type 1 (extensive) shall include: tea, coffee, milk, sugar, sandwich/bruschetta, assortment of pies sweet and salty ('placinte'), croissant/muffin or mini-cakes, seasonal fruit, water 0.5l

Note: To be delivered to UNW office or other venue in Chisinau. To be arranged on tables and removed after the end of event. Waiters' service is required during the event.

Coffee break type 2 (only delivery) shall include: Assortment of pies sweet and salty ('placinte'), muffins or croissants or cookies, bottled water 0.5l, packed tea bags, packed coffee (one-portion packets), cream (one-portion cups), packed sugar, single use paper cups and plates, spoons or wooden sticks, napkins.

Note: To be delivered to UNW office to be further taken by UNW staff to events organized outside of Chisinau.

Coffee break type 3 (light) shall include: tea, coffee, milk, sugar, biscuits, seasonal fruit, water 0.5l

Note: To be delivered to UNW office or other venue in Chisinau. To be arranged on tables and removed after the end of event. Waiters' service is not required during the event.

Lunch type 1 Lunch (fourchette style) shall include: 7 types of finger food of which 5 salty and 2 sweet (e.g., meat skewers, grilled vegetables, meat/vegetables rolls, mini sandwich, tartlets, pie ('placinta'), mini-cakes, seasonal fruit, other)

Note: To be delivered to UNW office or other venue outside of Chisinau. To be arranged on tables and removed after the end of event. Waiters' service is required during the event.

Lunch type 2 (business lunch) portion per person shall include: first course (soup), second course (meat, garnish), fresh vegetables salad, bread, dessert, fruit, tea, coffee, mineral water or juice.

Note: To be delivered to UNW office or other venue in Chisinau. To be arranged on tables and removed after the end of event. Waiters' service is required during the event.

Dinner portion per person shall include: second course (meat or fish, garnish, salad, bread, dessert, fruit, tea, coffee, mineral water or juice.

Note: To be delivered to UNW office or other venue in Chisinau. To be arranged on tables and removed after the end of event. Waiters' service is required during the event.

Accommodation type 1 (single room) with separate bathroom equipped with heating, air-condition, and WiFi. Please mention if breakfast is included in accommodation price. Please provide price per room.

Accommodation type 2 (TWIN room - 2 separate beds) with separate bathroom equipped with heating, air-condition, and WiFi. Please mention if breakfast is included in accommodation price. Please provide price per room.

Rent of venue – (meeting/ conference room) with equipment: projector, screen, laptop, flipchart.

Reimbursement of travel costs to participants - Availability to reimburse travel costs to participants upon providing of receipt for *payment* for bus ticket.

Deliverables

The selected entity/ies, on the basis of consultation and approval by UN Women Country Office Management, will be responsible for ensuring appropriate organizational and logistical support for the organization of the events as requested in the **attached Annex 2**, which represent a detailed and structured information of the events.

Critical Conditions of Service:

- Delivery of equipment and setting up of food must be fully completed at least 30 minutes before food is served;
- Food tables and serving tables shall be accessible for persons with disabilities (to include, inter alia, adjustable height of the tables, and access of persons to extended locations of the venues (meeting room, wardrobe, bathroom, corridors, food serving, etc.)
- The service provider may not provide a duplicate menu when booked for consecutive days.

Payment

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

Requirements to the company/ies

- Officially registered legal entity as per Republic of Moldova's regulations;
- Proven record of previous positive experience of minimum 3 years in the area of specialization (organizing events for government, international and non-government organizations, in providing catering and accommodation services, transportation services);
- Adequate human resource, material, vehicle and technical base and necessary equipment for the organization of public events, provision of accommodation and catering services, reimbursement of transportation costs for required number of persons;
- Previous experience in working with UN Women or other UN Agencies is an advantage;
- Adherence to UN/UN Women general terms and conditions of payment and work.

ANNEX 2

SCHEDULE OF REQUIREMENTS OF GOODS

The Selected company will provide the following services:

CHISINAU				
I. Logistics services for the workshop (1 day) with probation services on engaging men who are former aggressors in EAW activities to be organized in Chisinau on tentative dates 20 – 30 September				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 3 (light)	2	Up to 25	1
2	Lunch type 2 (business lunch)	1	Up to 25	1
3	Rental of conference room	1 day	Up to 25	1
II. Logistics services for workshops (0.5 days) on simulation models and other organized in Chisinau in the period September - December				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 25	4
2	Lunch type 2 (business lunch)	1	Up to 25	4
3	Rental of conference room	1 day	Up to 25	4
III. Logistics services for the first partner meeting of NGO's Network, training on positive deviance and the development of partnerships (2 days) in the context of HIV, Gender, and Domestic violence to be organized in Chisinau in the period 13-14 October				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 30	1
2	Coffee break type 3 (light)	3	Up to 30	1
3	Lunch type 2 (business lunch)	2	Up to 30	1
4	Breakfast	1	Up to 30	1
5	Dinner portion	1	Up to 30	1
6	Rental of conference room	2 days	Up to 30	1
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	1
IV. Logistics services for media clubs round tables (0.5 day) to be organized in Chisinau in the period October - November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break	2	Up to 20	1
2	Lunch type 1 Lunch (fourchette style)	1	Up to 20	1
3	Rental of conference room	1	Up to 20	1
V. Logistics services for the joint workshop (1 day) with members of multidisciplinary teams and probation services to be organized in Chisinau in the period 15 – 30 November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 60	1
2	Coffee break type 3 (light)	1	Up to 60	1
3	Lunch type 2 (business lunch)	1	Up to 60	1
4	Rental of conference room	1 day	Up to 60	1
VI. Logistics services for the Second Partner Meeting (2 days) of NGO's Network to be organized in Chisinau in the period 17 - 18 November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 30	1
2	Coffee break type 3 (light)	3	Up to 30	1

3	Lunch type 2 (business lunch)	2	Up to 30	1
4	Breakfast	1	Up to 30	1
5	Dinner portion	1	Up to 30	1
6	Rental of conference room	2 days	Up to 30	1
7	Accommodation type 1 (single room)	5 rooms	Up to 5	1
8	Accommodation type 2 (TWIN room - 2 separate beds)	5 rooms	Up to 10	1
VII. Logistics services for the 16 days' campaign of activism against violence event (0.5 day) to be organized in Chisinau in the period 25 November - 10 December				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 100	1
2	Lunch type 1 Lunch (fourchette style)	1	Up to 100	1
3	Rental of simultaneous translations equipment (4 channels) with up to 50 headphones and 4 wireless microphones	1 set	Up to 50	1

VADUL LUI VODA				
VIII. Logistics services for multidisciplinary team's workshops (1.5 days) to be organized in Vadul lui Voda in the period September - November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 25	4
2	Coffee break type 3 (light)	2	Up to 25	4
3	Lunch type 2 (business lunch)	1	Up to 25	4
4	Breakfast	1	Up to 25	4
5	Dinner portion	1	Up to 25	4
6	Rental of conference room	1.5 days	Up to 25	4
7	Accommodation type 1 (single room)	Up to 5 rooms	Up to 5	4
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	4
IX. Logistics services for workshops on workshop (2 days) on User - Journey of HIV Positive champions to be organized in Vadul lui Voda on tentative dates 22-23 September				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 25	1
2	Coffee break type 3 (light)	3	Up to 25	1
3	Lunch type 2 (business lunch)	2	Up to 25	1
4	Breakfast	1	Up to 25	1
5	Dinner portion	1	Up to 25	1
6	Rental of conference room	2 days	Up to 25	1
7	Accommodation type 1 (single room)	Up to 5 rooms	Up to 5	1
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	1
X. Logistics services for the retreat (2 days) with EVAW partners to be organized in Vadul lui Voda in the period October - November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 40	1
2	Coffee break type 3 (light)	3	Up to 40	1
3	Lunch type 2 (business lunch)	2	Up to 40	1
4	Breakfast	1	Up to 40	1
5	Dinner portion	1	Up to 40	1
6	Rental of conference room	2 days	Up to 40	1
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 15 rooms	Up to 30	1

DROCHIA				
XI. Logistics services for the workshop on economic relationships with public authorities, local traders, self-employed and individuals (1 day) to be organized in Drochia in the period 1-30 November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 40	1
2	Coffee break type 3 (light)	1	Up to 40	1
3	Lunch type 2 (business lunch)	1	Up to 40	1

BALTI				
XII. Logistics services for consultation (0.5 days) with probation services organized in Balti in the period October – December				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 12	3

REZINA				
XIII. Logistics services for workshops retreat (2 days) with JISB service providers to be organized in Rezina districts in the period October				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	1	Up to 40	1
2	Coffee break type 3 (light)	3	Up to 40	1
3	Lunch type 2 (business lunch)	2	Up to 40	1
4	Breakfast	1	Up to 40	1
5	Dinner portion	1	Up to 40	1
6	Rental of conference room	2 days	Up to 40	1
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 15 rooms	Up to 30	1

HINCESTI, CAHUL, COMRAT, TARACLIA				
XIV. Logistics services for consultations (0.5 days) with probation services organized during October – December				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break type 1 (extensive)	4	Up to 12	12

Hincesti, Cahul, Causeni, Chisinau				
XV. Logistics services for consultation (0.5) with women organized in Hincesti, Cahul, Causeni, Chisinau in the period October - November				
Item	Type of service	Unit	No. of participants	No. of events
1	Coffee break (only delivery)	1	Up to 25	6

XVI. Reimbursement of transportation expenses				
Item	Type of service	Maximum amount for all events (MDL)		
1	Reimbursement of transportation expenses to participants according to tariffs for interurban public transportation	Up to 10,000 MDL		

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

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

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

To: UN Women,
131, 31 August 1989,
Chisinau, Moldova

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 **RFQ17/01596**, the following **logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017**, 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

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

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: Offer Compliant with Technical Specifications and Requirements

UNIT PRICES (Indicate the Price & Currency of Quotation):

CHISINAU						
I. Logistics services for the workshop (1 day) with probation services on engaging men who are former aggressors in EAW activities to be organized in Chisinau on tentative dates 20 – 30 September						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 3 (light)	2	Up to 25	1		
2	Lunch type 2 (business lunch)	1	Up to 25	1		
3	Rental of conference room	1 day	Up to 25	1		
II. Logistics services for workshops (0.5 days) on simulation models and other organized in Chisinau in the period September - December						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 25	4		
2	Lunch type 2 (business lunch)	1	Up to 25	4		
3	Rental of conference room	1 day	Up to 25	4		
III. Logistics services for the first partner meeting of NGO's Network, training on positive deviance and the development of partnerships (2 days) in the context of HIV, Gender, and Domestic violence to be organized in Chisinau in the period 13-14 October						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 30	1		
2	Coffee break type 3 (light)	3	Up to 30	1		
3	Lunch type 2 (business lunch)	2	Up to 30	1		
4	Breakfast	1	Up to 30	1		
5	Dinner portion	1	Up to 30	1		
6	Rental of conference room	2 days	Up to 30	1		
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1		
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	1		
IV. Logistics services for media clubs round tables (0.5 day) to be organized in Chisinau in the period October - November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break	2	Up to 20	1		
2	Lunch type 1 Lunch (fourchette style)	1	Up to 20	1		
3	Rental of conference room	1	Up to 20	1		
V. Logistics services for the joint workshop (1 day) with members of multidisciplinary teams and probation services to be organized in Chisinau in the period 15 – 30 November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 60	1		
2	Coffee break type 3 (light)	1	Up to 60	1		
3	Lunch type 2 (business lunch)	1	Up to 60	1		
4	Rental of conference room	1 day	Up to 60	1		
VI. Logistics services for the Second Partner Meeting (2 days) of NGO's Network to be organized in Chisinau in the period 17 - 18 November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 30	1		
2	Coffee break type 3 (light)	3	Up to 30	1		
3	Lunch type 2 (business lunch)	2	Up to 30	1		
4	Breakfast	1	Up to 30	1		
5	Dinner portion	1	Up to 30	1		
6	Rental of conference room	2 days	Up to 30	1		

7	Accommodation type 1 (single room)	5 rooms	Up to 5	1		
8	Accommodation type 2 (TWIN room - 2 separate beds)	5 rooms	Up to 10	1		
VII. Logistics services for the 16 days' campaign of activism against violence event (0.5 day) to be organized in Chisinau in the period 25 November - 10 December						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 100	1		
2	Lunch type 1 Lunch (fourchette style)	1	Up to 100	1		
3	Rental of simultaneous translations equipment (4 channels) with up to 50 headphones and 4 wireless microphones	1 set	Up to 50	1	price per set	

VADUL LUI VODA						
VIII. Logistics services for multidisciplinary team's workshops (1.5 days) to be organized in Vadul lui Voda in the period September - November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 25	4		
2	Coffee break type 3 (light)	2	Up to 25	4		
3	Lunch type 2 (business lunch)	1	Up to 25	4		
4	Breakfast	1	Up to 25	4		
5	Dinner portion	1	Up to 25	4		
6	Rental of conference room	1.5 days	Up to 25	4		
7	Accommodation type 1 (single room)	Up to 5 rooms	Up to 5	4		
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	4		
IX. Logistics services for workshops on workshop (2 days) on User - Journey of HIV Positive champions to be organized in Vadul lui Voda on tentative dates 22-23 September						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 25	1		
2	Coffee break type 3 (light)	3	Up to 25	1		
3	Lunch type 2 (business lunch)	2	Up to 25	1		
4	Breakfast	1	Up to 25	1		
5	Dinner portion	1	Up to 25	1		
6	Rental of conference room	2 days	Up to 25	1		
7	Accommodation type 1 (single room)	Up to 5 rooms	Up to 5	1		
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 10 rooms	Up to 20	1		
X. Logistics services for the retreat (2 days) with EAW partners to be organized in Vadul lui Voda in the period October - November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 40	1		
2	Coffee break type 3 (light)	3	Up to 40	1		
3	Lunch type 2 (business lunch)	2	Up to 40	1		
4	Breakfast	1	Up to 40	1		
5	Dinner portion	1	Up to 40	1		
6	Rental of conference room	2 days	Up to 40	1		
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1		
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 15 rooms	Up to 30	1		

DROCHIA						
XI. Logistics services for the workshop on economic relationships with public authorities, local traders, self-employed and individuals (1 day) to be organized in Drochia in the period 1-30 November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 40	1		
2	Coffee break type 3 (light)	1	Up to 40	1		
3	Lunch type 2 (business lunch)	1	Up to 40	1		

BALTI						
XII. Logistics services for consultation (0.5 days) with probation services organized in Balti in the period October – December						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 12	3		

REZINA						
XIII. Logistics services for workshops retreat (2 days) with JISB service providers to be organized in Rezina districts in the period October						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	1	Up to 40	1		
2	Coffee break type 3 (light)	3	Up to 40	1		
3	Lunch type 2 (business lunch)	2	Up to 40	1		
4	Breakfast	1	Up to 40	1		
5	Dinner portion	1	Up to 40	1		
6	Rental of conference room	2 days	Up to 40	1		
7	Accommodation type 1 (single room)	Up to 10 rooms	Up to 10	1		
8	Accommodation type 2 (TWIN room - 2 separate beds)	Up to 15 rooms	Up to 30	1		

HINCESTI, CAHUL, COMRAT, TARACLIA						
XIV. Logistics services for consultations (0.5 days) with probation services organized in Hincesti, Cahul, Comrat and Taraclia during October – December						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break type 1 (extensive)	4	Up to 12	12		

Hincesti, Cahul, Causeni, Chisinau						
XV. Logistics services for consultation (0.5) with women organized in Hincesti, Cahul, Causeni, Chisinau in the period October - November						
Item	Type of service	Unit	No. of participants	No. of events	Unit price per person, MDL	Total, MDL
1	Coffee break (only delivery)	1	Up to 25	6		

Item	Type of service	Maximum amount for all events (MDL)	Availability to provide reimbursement (Yes/No)
1	Reimbursement of transportation expenses to participants according to tariffs for interurban public transportation	Up to 10,000 MDL	

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

TABLE 2: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms: <i>30 days upon receipt of invoice</i>			
Delivery Lead Time: <i>as per tentative schedule provided</i>			
Validity Period of Quotation: <i>90 days</i>			
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.

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>

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) Statement of Works, annexed hereto as Annex B (“SOW”);
- (d) The “*Fee List*” annexed hereto as Annex C

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

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].

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:

All payments will be done by the United Nations Development Programme (UNDP) Moldova on behalf of UN Women Moldova Office.

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	_____	_____