

Request for Quotation (RFQ) for Services
Reference No.: RFQ17/01614
Design, Installation and Maintenance of Security
System for UN Women Moldova

09 Septembrie 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ17/01614) for Design, Installation and Maintenance of Security System for UN Women Moldova.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the **Design, Installation and Maintenance of Security System for UN Women Moldova**, as described in the annex 1 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. Statement of works for Design and Installation of Security System (Annex1)
 - c. Detailed Technical Specifications of the Services (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>October 16, 2017 4:00 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	☒ Personal Delivery/ Courier mail/ Registered Mail ☒ Electronic submission of Quotation
Address for Quotation Submission	☒ Personal Delivery/ Courier mail/ Registered Mail: UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement ☒ Official Address for e-submission: tenders-Moldova@undp.org ☒ Free from virus and corrupted files ☒ Format: PDF files only ☒ Max. File Size per transmission: 5 MB ☒ No. of copies to be transmitted: 1 (one) ☒ Mandatory subject of email for Quotation: "RfQ17/01614: Design, Installation and Maintenance of Security System for UN Women Moldova Office" ☒ 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	☒ English ☐ French ☐ Spanish ☒ Others Romanian, Russian
Quotation Currencies¹	☐ United States Dollars ☐ Euro ☒ Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	60 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	☒ Not permitted
Payment Terms	☒ 100% upon completion and satisfactory receipt of services.

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	☒ Not authorized
Clarifications of solicitation documents	Requests for clarification may be submitted 3 days before the deadline for submission. 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 Clarification requests of this RFQ shall include the following subject header format: <i>“RFQ-17/01614 Request for Clarification from Vendor Name”</i> Proposers shall not communicate with any other UN personnel regarding this RFQ. 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.
Contact for requesting clarifications:	E-mail address dedicated for this purpose: ghehadie.ciobanu@unwomen.org Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. 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.
Site visit:	12 October 2017, 15:00
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	☒ 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>	☒ 15 calendar days from the issuance of the Purchase Order
Delivery Terms [INCOTERMS 2010]	☐ FCA ☐ CPT ☐ CIP ☒ DAP
Customs clearance, if needed, shall be done by:	☐ UN Women ☒ Supplier/Offeror ☐ Freight Forwarder
Value Added Tax on Price Quotation	☒ Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	☒ Warranty on Parts and Labor for minimum period of 2 years ☒ Instructions on operations and maintenance

Instructions to Suppliers	Specific Requirements
Documents to be submitted	☒ Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 2; ☒ Company profile (short info up to 1 page); ☒ Copy of Company's Registration Certificate; ☒ Detailed technical description of the offered services and goods; ☒ Certificates of quality for the offered goods; ☒ Statement or certificate of origin for the offered goods; ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Evaluation Criteria	☒ Technical responsiveness/Full compliance to requirements and lowest price; ☒ Minimum 3 years of experience in the field; ☒ Full acceptance of the UN Women General Conditions of Contract ☒ Maximum delivery period not to exceed 15 calendar days upon signature of contract;
Type of Contract to be Signed	☒ Purchase Order ☒ Institutional Service Contract
UN Women will award to:	☒ One and only one supplier
Special conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 15 days

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

ANNEX 1

Statement of Works

Technical Requirements for Security Measures at new UN Women Moldova premises

Introduction

UN Women require installation of below listed system at new office. All bidders will be invited to visit office space jointly in order to conduct site visit and obtain required information.

Purpose of Statement of Work

In support of its mandate, UN Women Country Office will be re-located to new premises.

This Statement of Work (SOW) intends to specify the minimum requirements for implementing several security systems in the new premises with the installation, testing, training and commissioning of stated systems.

Reliance of Information Provided

All information provided by UN Women about this procurement process - including all information contained in this SOW, the Request for Quotations (RFQ) and any other information provided as such during the contract bidders conference, site visit and contract negotiations - are based on the best information available and to the best knowledge of UN Women at this point in time. All such information is provided solely as a guide to be used for bid-preparation and planning purposes. Additional changes may be minor or moderate.

UN Women does not guarantee and will not be responsible for the inclusiveness and accuracy of all such information. The obligation to carry out independent due-diligence and verification of any information provided by UN Women remain with any user of such information. UN Women is categorically not to be liable for any direct, indirect or consequential loss or injury to the Vendor (to employees or equipment) which may incur during the implementation of the project resulting from any reliance on the information provided.

Planning Assumptions

All information provided herein is based on the best information currently available, solely for bid-preparation and planning purposes. UN Women reserves the full right, at its sole discretion to modify the internal construction set-up, depending on UN Women and operational requirements over the Contract duration. The Vendor shall detail within their proposals the methodology and resources proposed for responding to such (or other unforeseen) changes in requirement or level of service.

Contract Approach

The Contract shall be awarded on an all-inclusive basis. The Vendor shall be responsible for providing all necessary labor, tools, materials, replacement parts, transportation, transportation permits and supervision, and for making all necessary arrangements, to ensure the fulfilment of its obligations under the Contract for its entire duration. The Vendor is fully responsible for the provision and duty of care of all of its personnel and shall ensure that its personnel, equipment, facilities, material and supplies are in place by the date of commencement specified in the Contract.

Requirements

General Requirements

- All systems must have Uninterrupted Power Supply (UPS) capable to power all components for the period of 24hrs.
- All electrically powered components must have protection from power surge.
- All systems are expected to be installed in accordance with safety and electric standards defined by Moldova law.
- All products supplied by the vendor shall be under 1 (one) year warranty after the date of acceptance. The warranty implies replacement or repair of any system component installed by the Vendor that becomes faulty during the 12-month period following the hand-over at no cost to UN Women. Repairs must be completed within a reasonable time frame and create no gaps in the provision of the security

protocols that the system is implemented to undertake. The warranty also includes update of any new firmware released during the warranty period for any system component at no cost to UN Women.

Installation of Intrusion Detection System

The purpose of the Intrusion Detection System (IDS) is to identify intrusion into the office space while in “armed” mode. System must be able to detect intrusion throughout the whole office space irrespective where and when intrusion occurs. For this requirement to be fulfilled, Vendor will determine type, number and location of sensors.

System will be armed through programmable keyboard placed near the main entrance.

IDS will provide option for up to 30 different users and will log all actions and occurrences for the period of 12 months.

IDS will operate under two (2) regimes;

- a) Armed, system is fully armed and will allow 30 seconds delay for users to enter a pass-code. It will trigger audible alarm, minimum loudness of 120db and visual alarm in form of strobe light, if one of the following conditions are met;
 - i. No valid authorization code is entered at entry are within 30 seconds or wrong code is entered 3 times, whichever condition is met first.
 - ii. Instantly if intrusion is detected in any other area except the main entrance where system panel will be located.
 - iii. Transmit notification system to the main reception where building security is located.
- b) Stand-by;
 - i. Ready to be armed;

Installation of Video Door Bell Intercom

Video Door Bell Intercom will be installed at two entrance points. Primary purpose of Video Door Bell Intercom is to notify office staff of visitors by discrete and adjustable door ring and to display remotely at two separate monitors live video stream from the entrance door once door bell is pressed. Secondary purpose of Video Door Bell system is to record video captured by cameras 30 seconds prior and after there is change in picture. Recording will be made on hard drive of a DVR or PC (which ever option is less expensive) for the period of minimum 90 days. Recording can be made in video compressions standard H.264/AVC/MPEG-4 Part 10 format, variable data rate 1.5 Mbit/s - 3.5 Mbit/s with min of 24fps in full HD 1080 format. Other video compression standards may be accepted if the compression does not create a higher data loss than H.264/AVC/MPEG-4 format. Cameras can be either physically integrated or separated from door bell, speaker and microphone.

Technical Requirements;

- a) Preferably Wi-Fi system to minimize cabling;
- b) Wide angle 1080 camera;
- c) Microphone and speaker at external Door Bell to enable two-way communication.

Installation of Access Control System

There are two main access doors that lead to the main office space. Programmable electronic access control system must be installed at both doors with readers placed inside and outside main entrance doors. Readers will be RFI cards compatible and integrated with programmable controller.

Lock will be “fail-safe”.

System will not be anti-pass-back.

Vendor is responsible to provide 50 RFI cards which will be labeled with UN Women logo and numbered with unique serial number.

Access Control System will log each entrance and exist recording time, date and card used and be able to keep this information for the minimum period of 12 months.

Emergency button will be installed close to the exit area and will deactivate both electric locks once activated. Locks will remain in deactivated mode until system is reset. Emergency button must be well marked and illuminated at all time.

ANNEX 2

DETAILED TECHNICAL SPECIFICATION OF SERVICE

Brief Description

In support of its mandate, UN Women Moldova Country Office will be re-located to new premises.

Current location - 29 Sfatul Tarii str, Le Roi International Business, 2nd floor office 205;

New location - 202 Stefan cel Mare blv, Chisinau, Kentford building, 3rd floor.

This Statement of Work (SOW) intends to specify the minimum requirements for implementing several security systems in the new premises with the installation, testing, training and commissioning of stated systems.

Technical details of the building:

- Building skeleton, columns, ceilings and crossbars are made of reinforced concrete;
- Partitioning of the office space (walls) and the entrance doors will be made out glass;

The interested companies are asked to provide the following:

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	Quantity	Delivery	
				Expected delivery date	Location
1	Design and setup of the security system	pcs	1	10 Days after contract signature	Kentford Business Center
2	Installation Intrusion Detection System The purpose of the Intrusion Detection System (IDS) is to identify intrusion into the office space while in "armed" mode. System must be able to detect intrusion throughout the whole office space irrespective where and when intrusion occurs. For this requirement to be fulfilled, Vendor will determine type, number and location of sensors. System will be armed through programmable keyboard placed near the main entrance. IDS will provide option for up to 30 different users and will log all actions and occurrences for the period of 12 months. IDS will operate under two (2) regimes; c) Armed, system is fully armed and will allow 30 seconds delay for users to enter a pass-code. It will trigger audible alarm, minimum loudness of 120db and visual alarm in form of strobe light, if one of the following conditions are met; - No valid authorization code is entered at entry are within 30 seconds or wrong code is entered 3 times, whichever condition is met first. - Instantly if intrusion is detected in any other area except the main entrance where system panel will be located. - Send notification to the main reception where building security is located once alarm is activated and designated staff at UN Women. d) Stand-by; - Ready to be armed;	pcs	1	15 days after contract signature	Kentford Business Center
3	Installation Video Door Bell Intercom Video Door Bell Intercom will be installed at two entrance points. Primary purpose of Video Door Bell Intercom is to notify office staff of visitors by discrete and adjustable door ring and to display remotely at two separate monitors live video stream from the entrance door once door bell is pressed. Secondary purpose of Video Door Bell system is to record video captured by intercom cameras 30 seconds prior and after there is change in picture. Recording will be made on hard drive of a DVR or PC (which ever option is less expensive) for the period of minimum 90 days. Recording can be made in video compressions standard H.264/AVC/MPEG-4 Part 10 format, variable data rate 1.5 Mbit/s - 3.5 Mbit/s with min of 24fps in full HD 1080 format. Other video	pcs	2	15 days after contract signature	Kentford Business Center

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	Quantity	Delivery	
				Expected delivery date	Location
	compression standards may be accepted if the compression does not create a higher data loss than H.264/AVC/MPEG-4 format. Cameras can be either physically integrated or separated from door bell, speaker and microphone. Technical Requirements; d) Preferably Wi-Fi system to minimize cabling; e) Wide angle 1080 camera; f) Microphone and speaker at external Door Bell to enable two-way communication.				
4	Installation Access Control System There are two main access doors made from glass that lead to the main office space. Programmable electronic access control system must be installed at both glass doors with readers placed inside and outside main entrance doors. Readers will be RFI cards compatible and integrated with programmable controller. Lock will be "fail-safe". System will not be anti-pass-back. Access Control System will log each entrance and exist recording time, date and card used and be able to keep this information for the minimum period of 12 months. Emergency button will be installed close to the exit area and will deactivate both electric locks once activated. Locks will remain in deactivated mode until system is reset. Emergency button must be well marked and illuminated.	pcs	2	15 days after contract signature	Kentford Business Center
5	RFI Access cards Vendor will be responsible to provide 50 RFI cards which will be labeled with UN Women logo and numbered with unique serial number.	pcs	50	15 days after contract signature	Kentford Business Center
6	Training of the personnel on the management and the use of the system. (provision of the user guide/manual)	Session	1	30 days after contract signature	Kentford Business Center
7	Maintenance of the security system Annual testing and preventative maintenance that includes; i. Testing of all system components to ensure functional performance; ii. Update of all software components including firmware for hardware (Fee per annum)	pcs			Kentford Business Center
8	Accessories (Cables, connectors, etc.)	pcs		15 days after contract signature	Kentford Business Center

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

ANNEX 3

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 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to **design and installation** in conformity with the **RFQ17/01614**, the following **security system for UN Women Moldova**, and undertake, if our offer is accepted, to commence and complete delivery of all services 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 **60 days** from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (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 to design, install and maintain security system for UN Women Moldova Compliant with Technical Specifications and Requirements

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	UNIT OF MEASURE	QTY.	CURRENCY, MDL:	
				UNIT PRICE, (including shipping installation)	TOTAL PRICE, (including shipping installation)
1	Design and setup of the security system	pcs	1		
2	Installation of Intrusion Detection System The purpose of the Intrusion Detection System (IDS) is to identify intrusion into the office space while in "armed" mode. System must be able to detect intrusion throughout the whole office space irrespective where and when intrusion occurs. For this requirement to be fulfilled, Vendor will determine type, number and location of sensors. System will be armed through programmable keyboard placed near the main entrance. IDS will provide option for up to 30 different users and will log all actions and occurrences for the period of 12 months. IDS will operate under two (2) regimes; e) Armed, system is fully armed and will allow 30 seconds delay for users to enter a pass-code. It will trigger audible alarm, minimum loudness of 120db and visual alarm in form of strobe light, if one of the following conditions are met; - No valid authorization code is entered at entry are within 30 seconds or wrong code is entered 3 times, whichever condition is met first. - Instantly if intrusion is detected in any other area except the main entrance where system panel will be located. - Transmit notification system to the main reception where building security is located. f) Stand-by; Ready to be armed;	pcs	1		
3	Installation Video Door Bell Intercom Video Door Bell Intercom will be installed at two entrance points. Primary purpose of Video Door Bell Intercom is to notify office staff of visitors by discrete and adjustable door ring and to display remotely at two separate monitors live video stream from the entrance door once door bell is pressed. Secondary purpose of Video Door Bell system is to record video captured by intercom cameras 30 seconds prior and after there is change in picture. Recording will be made on hard drive of a DVR or PC (which ever option is less expensive) for the period of minimum 90 days. Recording can be made in video compressions standard H.264/AVC/MPEG-4 Part 10 format, variable data rate 1.5 Mbit/s - 3.5 Mbit/s with min of 24fps in full HD 1080 format. Other video compression standards may be accepted if the compression does not create a higher data loss than H.264/AVC/MPEG-4 format. Cameras can be either physically integrated or separated from door bell, speaker and microphone. Technical Requirements; g) Preferably Wi-Fi system to minimize cabling; h) Wide angle 1080 camera; Microphone and speaker at external Door Bell to enable two-way communication.	pcs	2		

4	Installation of Access Control System There are two main access doors made from glass that lead to the main office space. Programable electronic access control system must be installed at both glass doors with readers placed inside and outside main entrance doors. Readers will be RFI cards compatible and integrated with programable controller. Lock will be "fail-safe". System will not be anti-pass-back. Access Control System will log each entrance and exist recording time, date and card used and be able to keep this information for the minimum period of 12 months. Emergency button will be installed close to the exit area and will deactivate both electric locks once activated. Locks will remain in deactivated mode until system is reset. Emergency button must be well marked and illuminated.	pcs	2		
5	Provision of RFI Access cards Vendor is responsible to provide 50 RFI cards which will be labeled with UN Women logo and numbered with unique serial number.	pcs	50		
6	Training of the personnel on the management and the use of the system.	Session	1		
7	Maintenance of the security system Annual testing and preventative maintenance that includes; i. Testing of all system components to ensure functional perofrmance; ii. Update of all software components incldiung firmwire for hardware (Fee per annum)				
9	Accessories (cables, connectors, etc.)	pcs			

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>
Offer submitted in accordance with the Statement of Work (Annex 1)			
Payment terms: as per provisions of Request for Quotations			
Delivery Lead Time: <i>15 calendar days upon signature of contract</i>			
Validity Period of Quotation: <i>60 days</i>			
Warranty and After-Sales Requirements			
a) Instructions on operations and maintenance;			
b) Minimum two (2) year warranty on both parts and labor			
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 4

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 5

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

ANNEX 6

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organizational 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 _____
