

# **Invitation to Bid**

**Reference No.: ITB18/01732**

**Provision of Event Management services for  
UN Women in Moldova**

20 April 2018

Dear Sir/Madam,

**Subject:** Invitation to Bid (ITB)#18/01732 - Provision of Event Management services for UN Women in Moldova

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure Event Management services as described in this Invitation to Bid and its related annexes. UN Women now invites sealed bids from qualified bidders for providing the requirements as defined in these documents.
2. In order to prepare and submit a responsive bid, please carefully review, and understand the contents of the following documents:
  - This letter and Bid Instruction Sheet (BIS)
  - Instructions Bidders (Annex 1)
  - Technical Specifications (Annex 2)
  - Returnable Documents (Annex 3):
    - i. [Bid Acknowledgement](#)
    - ii. [Bidder Information Form](#)
    - iii. [Bid Submission Form](#)
    - iv. [Financial offer](#)
    - v. [JV Partner Information Form](#)
    - vi. [Past Performance Statement Form](#)
    - vii. [No Adverse Judgement Confirmation Form](#)
  - Other Forms:
    - i. [Voluntary Agreement for Promoting Gender Equality in the Workplace \(Annex 4\)](#)
    - ii. [General Conditions of Contract \(Annex 5\)](#)
  - Proposed Model Form of Contract (Annex 6)
  - Submission Checklist (Annex 7)
  - Eligibility Criteria (Annex 8)
3. The Bid Instruction Sheet (BIS) -below- provides the requisite information (with cross reference numbers to the detailed [Instructions to Bidders \(Annex 1\)](#).

## Bid Instruction Sheet (BIS)

| BIS No. | Cross Ref. to Clause of Annex I | Instruction to Bidders  | Specific Requirements as referenced in Annex I  |
|---------|---------------------------------|---|---|
| 1.      | 4.3                             | <b>Deadline for Submission of Bids</b>  | Date and Time: <i>May 14, 2018 10:00 AM</i><br>City and Country: Chisinau, Republic of Moldova, GMT+2 (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> )<br>This is an absolute deadline, bids received after this date and time will be disqualified.   |
| 2.      | 4.1 – 4.4                       | <b>Manner of Submission</b>   | <input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail<br><input checked="" type="checkbox"/> Electronic submission of bid  |
| 3.      | 4.1                             | <b>Address for Bid Submission</b>   | <input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:<br><b>UN Women Moldova</b><br>131, 31 August 1989 Street<br>MD-2012 Chisinau<br>Republic of Moldova<br>Attention: <b>Registry Office/Procurement</b><br><input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a><br><input checked="" type="checkbox"/> Free from virus and corrupted files<br><input checked="" type="checkbox"/> Format: PDF files only<br><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB<br><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)<br><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: <b>“ITB18/01732: Provision of Event Management services for UN Women in Moldova”</b><br><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)<br>Bids should be submitted to the designated address by the date and time of the deadline given. |
| 4.      | 3.1                             | <b>Language of the bid</b>  | <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Other (Romanian or Russian)  |
| 5.      | 3.5                             | <b>Bid Currencies</b>   | <input checked="" type="checkbox"/> Moldovan Lei  |
| 6.      | 3.6                             | <b>Bid Validity Period</b>  | 90 days Commencing after the deadline for submission of bids.   |
| 7.      | 2.1                             | <b>Conditions for Submitting Bid for Parts or sub-parts of the Total requirements</b> | <input checked="" type="checkbox"/> Not permitted   |
| 8.      |                                 | <b>Payment Terms</b>  | <input checked="" type="checkbox"/> Other: Invoice based and satisfactory receipt of the services   |
| 9.      |                                 | <b>Value Added Tax on Price Quotation</b>   | <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes  |
| 10.     |                                 | <b>Alternative Offer</b>  | <input checked="" type="checkbox"/> Not authorized  |
| 11.     | 2.4                             | <b>Contact address for requesting clarifications</b>                                  | Requests for clarification may be submitted 7 days before the deadline for submission of bid.   |

| BIS No. | Cross Ref. to Clause of Annex I | Instruction to Bidders   | Specific Requirements as referenced in Annex I  |
|---------|---------------------------------|--|---|
|         |                                 | <b>on the solicitation documents</b>   | <p>Requests for clarification should be addressed to the e-mail address: <a href="mailto:vladimir.paraschiv@unwomen.org">vladimir.paraschiv@unwomen.org</a></p> <p><b><u>The e-mail address above is for clarifications ONLY.</u></b></p> <p>Do not send or copy your bid to this e-mail addresses, doing so will disqualify your bid.</p> <p>If the clarification email is different from the submission email address, do not submit any official bids to the clarification email address. Doing so may invalidate your bid and UN Women will not be able to consider it.</p> <p>Clarification requests of this ITB shall include the following subject header format: <b><i>"ITB#18/01732 Request for Clarification from Vendor Name"</i></b></p> <p>Bidders must not communicate with any other personnel of UN Women regarding this ITB.</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> <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> |
| 12.     |                                 | <b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b> | <p><input checked="" type="checkbox"/> Other: UN Moldova Tenders webpage available at: <a href="http://md.one.un.org/content/unct/moldova/en/home/tenders.html">http://md.one.un.org/content/unct/moldova/en/home/tenders.html</a></p> <p><input checked="" type="checkbox"/> Other: UNGM website available at: <a href="https://www.ungm.org/Public/Notice">https://www.ungm.org/Public/Notice</a></p>   |
| 13.     | 2.6                             | <b>Pre-bid Meeting</b>   | <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional</p> <p>Date and time: <i>May 8, 2018 11:00 AM</i></p> <p>Location: 3<sup>rd</sup> floor, 202, Stefan cel Mare Blvd, Chisinau, Moldova</p>  |
| 14.     | 5.8                             | <b>Post-Qualification Requirements</b>   | <p>REQUIRED:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Past Performance Statement Form</li> <li><input checked="" type="checkbox"/> No Adverse Action Confirmation Form</li> </ul>   |
| 15.     |                                 | <b>Evaluation method to be used in selecting the most responsive Bid</b>                                 | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and</li> <li><input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid</li> </ul>   |
| 16.     | 6.1; 5.6                        | <b>Criteria for the Evaluation of Bid</b>  | <p><b><u>Bid Evaluation Criteria</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Officially registered legal entity as per Republic of Moldova's regulations;</li> <li><input checked="" type="checkbox"/> 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 event management services);</li> <li><input checked="" type="checkbox"/> Previous experience in working with UN Women or other UN Agencies is an advantage;</li> <li><input checked="" type="checkbox"/> Financially capable of rendering all requested services, which is evidenced by the healthy financial statement/balance sheet;</li> <li><input checked="" type="checkbox"/> Adherence to UN/UN Women general terms and conditions of payment and work;</li> <li><input checked="" type="checkbox"/> Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.</li> </ul>  |

| BIS No. | Cross Ref. to Clause of Annex I | Instruction to Bidders  | Specific Requirements as referenced in Annex I   |
|---------|---------------------------------|---|--|
|         |                                 |   | <input checked="" type="checkbox"/> Qualification of the designated Manager to directly coordinate with UN Women [minimum of 5 years of relevant experience. Fluency in Romanian and English. Good knowledge of Russian is an asset];<br><input checked="" type="checkbox"/> Qualification of the Coordinator to directly manage the activities [minimum of 3 years of relevant experience. Fluency in Romanian and English. Good knowledge of Russian is an asset];   |
| 17.     | 3.2                             | <b>Required Documents that must be Submitted to Establish Qualification of Bidders (in "Certified True Copy" form only)</b> | <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed 15 (fifteen) pages, including printed brochures relevant to the services being procured;<br><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;<br><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country;<br><input checked="" type="checkbox"/> Information on valid agent agreements with Hotels/Conference Halls/Catering Companies/Stationary Providers, including guarantee statement to disclose copies of agreements in case of contract award prior to signing a contract;<br><input checked="" type="checkbox"/> Financial Statements (Income Statement and Balance Sheet) for the last two years;<br><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value;<br><input checked="" type="checkbox"/> CVs of managerial personnel and event experts highlighting experiences in servicing international organizations of similar size and nature as UN in Moldova (including UN Women)<br><input checked="" type="checkbox"/> Other relevant documents, as requested in the Terms of Reference. |
| 18.     | 5.8                             | <b>Post-qualification Actions</b>   | <input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;<br><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;<br><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;  |
| 19.     |                                 | <b>Eligibility Criteria</b>   | See Annex 8 for eligibility criteria   |

4. The bidder will be selected based on the Award Criteria section of the Instructions to Bidders and Eligibility Criteria as reflected in Annex 8.
5. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your bid.
6. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



**Asya Varbanova,**  
International Programme Coordinator, OIC

# INSTRUCTIONS TO BIDDERS

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## 1. INTRODUCTION

### 1.1. General

- a) Bidders are invited to submit a bid for the goods described in the Technical Specifications, in accordance with the solicitation documents in the form of an invitation letter to the Invitation to Bid (ITB). All correspondence in relation to the ITB shall be sent to the contact address set out in the Bid Instruction Sheet (BIS) found in the invitation letter.
- b) Bidders must strictly adhere to all the requirements of the ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in the ITB may be made or assumed unless it is instructed or approved in writing by UN Women.
- c) Submission of the Bid Acknowledgement Form and submission checklist by the bidder shall deem that all obligations stipulated by the ITB will be met and, unless specified otherwise, the bidder has read, understood and agreed to all the instructions in the ITB. The bidder also confirms that any due diligence regarding the legal review and ability to comply with the UN Women General Conditions of Contract has been undertaken prior to the submission of an offer. Submission of an offer will be confirmation of accepting to sign the UN Women model of contract included herein in the event that they are recommended for contract award.
- d) Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any bid by UN Women. No binding contract, including a process contract or other understanding or arrangement will exist between the bidder and UN Women and nothing in connection with this ITB shall give rise to any liability on the part of UN Women unless and until a contract is signed by UN Women and the successful bidder. UN Women is under no obligation to award a contract to any bidder as a result of the ITB.
- e) UN Women may, at its discretion, cancel the requirement in part or in whole.
- f) UN Women implements a policy of zero tolerance on proscribed practices, including fraud<sup>1</sup>, corruption<sup>2</sup>, collusion<sup>3</sup>, unethical practices<sup>4</sup>, and obstruction<sup>5</sup>. UN Women is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. UN Women therefore:
  - i. will not award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
  - ii. will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
  - iii. will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UN Women contract;
  - iv. will normally requires a UN Women vendor to allow UN Women, or any person that UN Women may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.
- g) All bidders must adhere to the United Nation's Code of Conduct, [United Nation's Code of Conduct](http://www.un.org/depts/ptd/pdf/conduct_english.pdf) which may be found at this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)
- h) Information relating to the examination, evaluation, and comparison of bids and the recommendation of contract award shall be treated with appropriate confidentiality. Except as otherwise set out herein, UN Women shall not disclose information to bidders or any other persons not officially concerned with such process, even after publication of the contract award.

### 1.2. Eligible Bidders

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<sup>1</sup>any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead thereby enabling a proposer to obtain a financial or other benefit or to avoid an obligation;

<sup>2</sup>offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of the Procuring UN Women Entity;

<sup>3</sup>an arrangement between two or more proposers designed to achieve an improper purpose, including to influence improperly the actions of the Procuring UN Women Entity;

<sup>4</sup>behavior that constitutes a conflict of interest, or that is contrary to the policies and requirements of doing business with UN Women, including but not limited to post-employment and gifts and hospitality provisions;

<sup>5</sup>deliberately destroying, falsifying, altering or concealing of evidence material to an investigation or making false statements to investigators in order to materially impede UN Women investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing an investigation

This ITB is open to all international and national organizations who are legally constituted, can provide the requested services, and have valid registration in their country.

Bidders should not have been engaged, directly or indirectly, in the preparation of any part of this ITB document or Annexes.

Bidder shall not be eligible to submit an offer when at the time of bid submission if:

- a) Bidder is suspended by UN Women, UNOPS, UN Global Market or the UN Procurement Division (UN/PD);
- b) Bidder has been declared ineligible by the World Bank;
- c) Bidder's name is mentioned on the lists maintained by the Security Council of individuals and entities subject to the sanctions measures by General Assembly resolutions 1267 (1999), 1333 (2000), 1390 (2002), as reiterated in resolutions 1455 (2003), 1526 (2004), 1617 (2005), 1735 (2006), 1822 (2008), 1904 (2009), 1989 (2011) and 2083 (2012). UN 1267 is the Terrorist list issued by the Security Council that establishes a sanction regime to cover individuals and entities associated with Al- Qaida and/or the Taliban;
- d) Bidder has any pending disputes or litigation with United Nations organizations or specialized agencies any of its member states;
- e) Bidder has engaged in any money-laundering activities i.e. taking the proceeds of criminal activity and making them appear legal. Includes, but is not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) from proceeds of criminal activity.
- f) Bidder is not legally constituted or registered under existing regulations of their country as required for doing business, and if requested by UN Women, bidder has not submitted copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the bidder; or
- g) Bidder has a conflict of interest. Bidder may be considered to have a conflict of interest with one or more parties in this solicitation process, if they are or have been engaged directly or indirectly, in preparation of any part of this ITB (including, but not limited to the design, specifications, and Annex documents)

In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders shall be considered for award of contract.

Bidders are subject to compliance with the UN Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption. A bidder may be a private, public or government-owned legal entity or any combination of them in the form of association(s) including joint ventures or consortiums with a formal intent to enter into an agreement.

UN Women encourages bid submissions from women led/owned organizations or companies with 51% or more employment of women and from developing countries/regions.

### **1.3. Cost of Bid**

The bidder shall bear all costs associated with the preparation and submission of the bid, attendance at any pre-bid conference meetings and any oral presentations. UN procuring entities will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the solicitation. The bidder shall not in any way include these as a direct cost of the assignment.

## **2. SOLICITATION DOCUMENTS**

### **2.1. Contents of Solicitation Documents**

Bidders must submit bids for the total requirement, as indicated in the BIS. Partial bids will be rejected unless otherwise expressly stated in the BIS.

### **2.2. Bidders' Responsibility to Inform Themselves**

Bidders shall be responsible to inform themselves in preparing their bids. In this regard, bidders shall ensure that they:

- a) Review the ITB to ensure they have a complete copy of all documents;
- b) Examine and fully inform themselves in relation to all aspects of the ITB, including the contract and all other documents included or referred to in the ITB;
- c) Obtain and examine all other information relevant to the project and the scope of the goods available on reasonable enquiry;
- d) Verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or any discussion with UN Women, its employees or agents;
- e) Attend any Pre-Bid Conference Meeting that is mandatory under this ITB;
- f) Fully inform and satisfy themselves as to the requirements of any relevant authorities and laws that apply or may in the future apply to the execution of the contract; and



- g) Form their own assessment of the nature and extent of the goods requested and properly account for all the goods in their bid.

Bidders acknowledge and agree that the ITB does not purport to contain all relevant information in relation to the services and is provided solely on the basis that bidders shall be responsible for making their own assessment of the matters referred to in the ITB, including the contract.

Bidders acknowledge that they have not relied upon any information not included in this ITB, and that UN Women, its employees, and agents made no representations or warranties (express or implied) as to the accuracy, recency or completeness of this ITB or any other information provided to the bidders.

Failure to comply with the solicitation documents will be at the bidder's risk and may affect the evaluation of the bid.

### **2.3. Errors or Omissions**

Bidders shall immediately notify UN Women in writing with full detail of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other fault in any part of the ITB.

Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

### **2.4. Clarification of Solicitation Documents**

Any request for clarification of the ITB documents must be sent in writing at the email address indicated in the BIS. UN Women will respond in writing (including an explanation of the query but without identifying the source of inquiry) to all prospective bidders via the method indicated in the BIS. Responses will be made to clarification questions received by the deadline for questions indicated in the BIS. Responses to clarification requests will be binding on all bidders.

### **2.5. Amendments of Solicitation Documents**

At any time prior to the deadline for submission of bids, the UN Women procuring entity may, for any reason, modify the solicitation documents by amendment.

Prospective bidders will be notified in writing of all amendments to the solicitation documents. In cases where the ITB is posted on the UN Women website, all prospective bidders are requested to frequently check the UN Women procurement notices website at <http://www.unwomen.org/en/about-us/procurement>.

In order to afford prospective bidders reasonable time, the UN Women procuring entity may, at its discretion, extend the deadline for the submission of bids, in accordance with Clause 4.3, Deadline for Submission of Bids/Late Bids.

### **2.6. Pre-Bid Meeting**

Unless otherwise instructed in writing by UN Women in the BIS, a pre-bid meeting will only be, at the time and place and in accordance with any instructions indicated in the BIS.

If the BIS states that a pre-bid meeting shall be mandatory, a bidder who does not attend the pre-bid meeting shall be ineligible to submit a bid under this ITB.

Information about each bidder's representatives who will attend the pre-bid meeting shall be submitted in writing to the UN Women contact as listed in the BIS, including the full name and position of each representative at least 48 hours before the pre-bid meeting is to be held.

UN Women will not issue any formal answers to questions from bidders regarding the ITB or bidding process during the pre-bid meeting. All questions shall be submitted in accordance with Article 2.4, Clarification of Solicitation Documents.

The pre-bid meeting shall be conducted for the purpose of providing background information only. Without limiting this clause, bidders shall not rely upon any information, statement or representation made at the pre-bid meeting unless that information, statement or representation is confirmed by UN Women in writing.

UN Women shall prepare minutes of the pre-bid meeting and shall communicate them in writing (in the form indicated on the BIS) to all bidders who received the solicitation documents from UN Women shortly after the pre-bid meeting.

### **2.7. Site Inspection**

If required in the BIS, bidders participating in a site inspection shall be responsible for:

- Arranging for and wearing any necessary personal protective equipment, including at a minimum: safety helmets, boots and reflective vests; and
- Making, and obtaining, any visa arrangements that may be required for the bidders to attend the site inspection.

Prior to attending a site inspection, bidders shall execute an indemnity and a waiver form releasing UN Women from any liability that may arise from:

- loss of or damage to any real or personal property;

- personal injury, disease or illness to, or death of, any person; or
- financial loss or expense, arising out of the carrying out of that site inspection; and
- transportation by UN Women to the site (if provided), as a result of any accidents or malicious acts by third parties.

### 3. PREPARATION OF BIDS

#### 3.1. Language of the Bid

The bids and all correspondence and documents relating to the bids shall be written in the **English language**, or as otherwise indicated in the Bid Instruction Sheet (BIS). Any printed literature furnished by the bidder may be written in another language so long as it is accompanied by an English translation of its pertinent passages. In this case, for purposes of interpretation of the bid, the English Translation shall govern.

#### 3.2. Documents Comprising the Bid

The bid must comprise of the following documents:

- See Annex 8, Submission Checklist. Bids that are missing significant required documents may be rejected.
- In case of a Joint Venture (JV):
  - A duly filled form under Annex 3 for Joint Venture Partner Information shall be included in the bid,
  - All parties to the JV shall be jointly and severally liable, and
  - The JV shall nominate a representative who shall have the authority to conduct all businesses on behalf of any and all the parties of the JV during the bidding process; and in the event the JV is awarded the contract, during the contract execution.

#### 3.3. Export License

Goods are for the benefit of the government under UN Women's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UN Women's policies and procedures.

The bidder/vendor shall include in their bid:

- A statement whether any import or export licenses are required with respect to the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods, including distribution to end users;
- Confirmation that he has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

#### 3.4. Documents Establishing Goods' Conformity to Solicitation Documents

The bidder shall furnish any necessary supplemental documents that establish the conformity of all goods which the bidder proposes to supply under the contract, as specified in the requirements and technical specifications of the solicitation.

The documentary evidence of conformity to the solicitation documents may be in the form of literature, drawings, and data, and shall consist of:

- A detailed description of the essential technical and performance characteristics of the goods;
- A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Instruction Sheet (BIS), following commencement of the use of the goods.

Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by UN Women in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to UN Women's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

#### 3.5. Bid Currencies/Bid Prices

All prices shall be quoted in US dollars or any other convertible currency. The bidder shall indicate the unit prices on the appropriate financial bid (where applicable) and total bid price of the goods it proposes to supply under the contract.

The terms FCA, CPT and other similar terms shall be governed by the rules prescribed in the Incoterms 2010, published by The International Chamber of Commerce. <http://www.icwbo.org/products-and-services/trade-facilitation/incoterms-2010/>.

#### 3.6. Period of Validity of Bids

Bids shall remain valid for either sixty (60), ninety (90), or one hundred twenty (120) days, as indicated in the solicitation documents, after the date of bid submission prescribed by the UN Women procuring entity. A bid valid for a shorter period may be rejected by the UN Women procuring entity on the grounds that it is non-responsive.

In exceptional circumstances, the UN Women procuring entity may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify its bid.

### 3.7. Bid Security

- a) The bidder shall furnish a bid security to the UN Women procuring entity in the amount indicated in the BIS.
- b) The bid security is to protect the UN Women procuring entity against the risk of the bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 3.7(g) below.
- c) The bid security shall be denominated in the currency of the purchase order or in a freely convertible currency and shall be in one of the following forms:
  - i. Bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the UN Women procuring entity's country or abroad, and in the form provided in these solicitation documents, or,
  - ii. Cashier's cheque, or certified cheque.
- d) Any bid not secured in accordance with Clauses 3.7 a) and 3.7 c) above will be rejected by the UN Women procuring entity as non-responsive pursuant to clause 5.4.
- e) An unsuccessful bidder's bid security will be discharged or returned. Unsuccessful bidders shall organize with UN Women to collect their bidder security.
- f) The successful bidder's bid security will be discharged or returned upon the bidder signing the purchase order, pursuant to clause 4.1 of Instructions to bidders, and furnishing the Performance Security, pursuant to clause 6.4 of Instructions to Bidders.
- g) The bid security may be forfeited:
  - 1) If a bidder withdraws its offer during the period of the bid validity specified by the bidder on the Bid Submission Form, or,
  - 2) In the case of a successful bidder, if the bidder fails:
    - i. to sign the purchase order in accordance with Clause 6.3 of Instructions to Bidders, or,
    - ii. to furnish Performance Security in accordance with Clause 6.4 of Instructions to Bidders.

## 4. SUBMISSION OF BIDS

### 4.1. Format and Signing of Bid

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract.

A bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

### 4.2. Sealing and Marking of Bids

The bidder shall submit bids via paper mail or email option as detailed below:

A) **Mail/courier/personal delivery:**

- The bidder shall seal the original copy of the bid in an envelop and address and mark it as below:

UN Women Moldova  
131, 31 August 1989 Street,  
MD-2012 Chisinau, Republic of Moldova

**Attn: Bid Opening Committee**

**ITB 18/01732 – Event Management Services for UN Women in Moldova**  
**NOT TO BE OPENED BEFORE 14 May 2018, 10:00 am (GMT +2)**

B) **Proposals by e-mail:**

In order to facilitate the submission, your bid (in PDF format, free from any form of virus or corrupted contents) must be signed and stamped in all relevant places and submitted to UN Women secure bid e-mail address indicated in the BIS, with the subject line of email as **"ITB18.1732: TITLE OF SOLICITATION COMPANY NAME"**

**Important Note for Offerors submitting proposals in electronic format/via e-mail.**

Having prepared the Bid in paper format as specified in Clause "4. Submission of Bids" hereof, the entire Bid should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails.

To assist UN Women procurement practitioner in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

Bids will not be considered and will be rejected in cases where:

- i. Bids submitted to any other address or location, or copied to an e-mail address other than dedicated bid secure e-mail addresses as instructed above;
- ii. Proposals sent via the correct route after having been sent incorrectly;

### **4.3. Deadline for Submission of Bids/Late Bids**

Bids must be received by the UN Women procuring entity at the address specified in the BIS before the date and time of the deadline. It shall be the sole responsibility of the bidders to ensure that their bid is received before the deadline. Bidders are reminded that it can take some time to transmit the files via e-mail so they should submit their bids well before the deadline.

The UN Women procuring entity may, at its discretion, extend this deadline for the submission of the bids by amending the bidding documents by written notice. Deadlines set are strict and absolute. Late bids will be rejected and automatically disqualified from consideration. It will be the bidder's responsibility to collect any hard copies of their bids within a specified period of business days if they wish to do so. Late bids are any submissions that are time stamped as received after the deadline.

### **4.4. Modification and Withdrawal of Bids**

The bidder may withdraw or modify/correct its bid after submission, provided that written notice of the withdrawal or modification is received by the procuring UN Women entity prior to the deadline prescribed for submission of bids.

A bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause 4.2 Sealing and Marking of Bids. The withdrawal notice may also be sent by e-mail but must be followed by a signed confirmation copy.

No bid may be modified subsequent to the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Submission Form.

## **5. OPENING AND EVALUATION OF BIDS**

### **5.1. Opening of Bids**

UN Women will open bids in the presence of a Bid Opening Committee formed in accordance with its regulations, policies and procedures.

### **5.2. Confidentiality & Briefings**

Information relating to the examination, evaluation, comparison and post-qualification of bids and the recommendation of contract award shall be treated with strict confidentiality. UN Women shall not disclose this confidential information to bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Disclosure of awards will be made transparent to the general public through the posting of Notice of awards to the UN Women website, for awards valued at USD \$100,000 and above. The information posted will contain the following:

- Name of contractor;
- Beneficiary country;
- Contract amount in USD; and
- A general description of contract

Generally, UN Women does not offer a detailed debrief to involved unsuccessful bidders on any tender exercise. However, in the case of high-value or highly complex contracts, a debriefing request may be made by an unsuccessful bidder. Debriefings shall be made through a written letter and is limited to award information as listed above and an overview of any deficiencies or weaknesses in the bidder's submission.

To reiterate, any information related to other bidders (including financial/cost pricing, technical information) and evaluation shall not be revealed. Determination for granting debriefings is at the discretion of UN Women.

Any effort by a bidder to influence UN Women in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid. Notwithstanding this instruction, from the time of bid opening to

the time of contract award, if any bidder wishes to contact UN Women on any matter related to the bidding process, it should do so in writing.

### 5.3. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UN Women may, at its discretion, ask the bidder for clarification of its bid (without material deviation, reservation, or omission). The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

Bids with a material deviation, reservation, or omission include bids that:

- a) affect in any substantial way the scope, quality, or performance of the requested goods and any ancillary services in the ITB; or,
- b) propose to limit in any substantial way the rights and obligation of the parties; or,
- c) if rectified, would unfairly affect the competitiveness of other bids.

Clarification requests do not signify as an intent to award to that bidder. Bids may still be rejected after clarifications are received if the information is not sufficient for technical requirements or pricing data.

### 5.4. Preliminary Examination

Prior to the detailed evaluation, UN Women will perform a preliminary examination of the bids. UN Women may reject any bid during the preliminary examination which does not comply with the requirements set out in this ITB, without further consultation with the bidder, including in cases where:

- a) The bid is incomplete or generally out of order (i.e., does not include all required information and documents as specified in the BIS), frivolous, or contains material deviations from or reservations to the ITB including any documentation contained therein;
- b) The bidder is not eligible as per Clause 1.2 Eligible Bidders;
- c) The bid documents have not been duly signed and/or not signed on the relevant signature-blocks;
- d) The validity of the bid is not in accordance with the requirements of the ITB Clause 3.6 Bid Validity Period;
- e) The Bid Security is not submitted or does not meet requirements, (if required);
- f) Bidder failed to attend a Pre-Bid meeting, if mandatory;
- g) Bids and modifications submitted was to any other address or location, or copied to an e-mail address other than the address specified on the BIS;
- h) Bid was sent via the correct route after having been sent incorrectly.
- i) Bid(s) are late.

The procuring entity will determine the technical responsiveness of each bid to the Invitation to Bid (ITB). A technically responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations. Determination of responsiveness is based on the contents of the bid itself without recourse to the extrinsic evidence. A bid determined as not technically responsive will be rejected by the UN Women procuring entity and may not subsequently be made responsive by the bidder by correction of the non-conformity.

### 5.5. Conversion to Single Currency

To facilitate fair and standardized comparison when evaluating price(s), the UN Women procuring entity will convert all bid pricing expressed in various currencies to US dollars at the official UN exchange rate on the last day for submission of bids. (Also, see 3.5 Bid currencies/prices).

### 5.6. Technical Evaluation of Bids

- Technical evaluations of bids will be by the following basis: Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements;
- Compliance with instructions and guidelines of the ITB including required submissions and acceptance of UN Women General Conditions for Goods also accessible through this link <http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>;
- Compliance with start-up, delivery or installation deadlines set by the UN Women procuring entity;
- Demonstrated ability to comply with critical provisions such as execution of the purchase order by honoring the tax-free status of the UN;
- Demonstrated ability to honor important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc).

- Proof of after-sales service capacity and appropriateness of service network.
- If applicable, the demonstrated ability to send samples of several or all of the goods, sizes, types and/or colors offered to UN Women via an international air courier service.
  - **The cost for sending the samples will be at the charge of the bidder(s).**
  - The samples submitted by bidders must be of the same standard and quality as the products which have been quoted for, and which will be supplied in the event of a purchase order being issued.
  - Samples submitted with be considered for quality evaluation. The quality of the final products supplied by the selected bidders must be identical or superior to the samples sent by the corresponding bidder. Samples allow an additional level of evaluation for items that may have high visibility for UN Women in the public.
  - Samples will typically be due with the return of bid documents in response to an ITB or a clearly stated deadline for delivery.

## 5.7. Price Comparison of Bids

UN Women shall compare all technically responsive bids to determine the lowest priced responsive offer.

- Evaluation of the bid will be done by item.
- Arithmetical and computational errors shall be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between written words and figures the amount in written words will prevail.
- Bid comparison will be made on the total cost, delivered to final destination. UN Women reserves the right to compare freight prices of bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event of freight prices of bidders being found less competitive than rates offered by freight forwarders, UN Women may issue a contract on FCA basis to the vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder, if deemed in the best financial interest of UN Women.

## 5.8. Post-Qualification

UN Women shall determine, to its satisfaction, whether the bidder that is selected with the lowest evaluated price and technically compliant bid is qualified as a company or organizational entity to perform the contract satisfactorily.

The determination shall be based upon an examination of the documentary evidence of the bidder’s qualifications submitted by the bidder as indicated in the BIS.

An affirmative determination shall be a prerequisite for award of the contract to the bidder. A negative determination shall result in disqualification of the bid, in which event UN Women shall proceed to the next lowest evaluated bid to make a similar determination of that bidder’s capabilities to perform satisfactorily.

### (a) Financial Requirements

The bidder shall furnish documentary evidence that it meets the following financial requirement(s):

| Required Financial Document  | Details  |
|--|--|
| Balance Sheet, covering last two (2) years, recorded & filed from an independent audit         | Figures will be evaluated to ensure the Liquidity ratio (current assets/current liabilities) over the last 2 years is equal or greater than 1.                   |
| Profit-and-Loss Sheet, covering last two (2) years, recorded & filed from an independent audit | Figures will be evaluated to ensure the Profitability/Turnover ratio, the profit margin (profit before interest and taxes X 100/Sales Revenue is greater than 0. |

### (b) Experience and Technical Capacity

The bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) if it is indicated as required per the BIS:

| Required Technical Document   | Referenced in ITB           |
|---|-----------------------------|
| <b>ISO certificate copy:</b> The certificate must be valid and established by an internationally recognized inspection company. Quality certification systems equivalent to the relevant ISO standard will be considered. The offered products must be from a manufacturer adhering to the relevant ISO quality system standards as described in the BIS. | ii. Bidder Information Form |

|  |  |
|--|--|
| <b>Production Capacity Data:</b> Bidders shall furnish data to support that they have the production capacity to perform the contract and complete delivery of the supplies within the stipulated delivery period.   | ii. Bidder Information Form              |
| <b>Past Performance Information:</b> Details of experience and past performance of the bidder on product offered and on those of similar nature within the past 5 (five) years and details of current contracts in hand and other commitments.   | vi. Past Performance Statement Form      |
| <b>Export and Manufacturer/Supplier License Information:</b> statement of whether any import/export licenses are required for goods/services and if there are any restrictions; and confirmation of whether similar licenses have been obtained in the past and whether they were successfully implemented. <b>If a bidder is offering goods they did not manufacture or otherwise produce, the bidder must provide documentation that they have been duly authorized by the manufacturer or producer as one of their official suppliers for the country of final destination.</b> | ii. Bidder Information Form              |
| <b>No Adverse Action Confirmation:</b> Written confirmation from the bidder that they have neither been suspended by the UN system nor debarred by the World Bank group. If no instance of previous past performance has resulted into adverse actions this should be clearly indicated in the bidder's bid.   | vii. No Adverse Action Confirmation Form |

Notwithstanding anything stated above, UN Women reserves the right to assess the bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award. For example, inspecting the manufacturing facilities of the lowest evaluated responsive bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.

Even though the bidders meet qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, adverse judgements or awards, financial failures, etc.

## 5.9. UN Women Right to Accept or Reject Bids

UN Women reserves the right to accept or reject any bid, to annul the solicitation process and reject all bids at any time prior to entering into a contract, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the purchaser's action.

## 6. AWARD OF CONTRACT

### 6.1. Award Criteria

The UN Women procuring entity will issue a contract to the lowest priced technically qualified bidder.

UN Women is not bound to select any of the firms submitting bids. UN Women reserves the right to accept or reject any bid, and to cancel the solicitation process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the UN Women procuring entity's action.

A contract may be awarded to the firm/organization whose bid offers best value for money (the lowest-priced technically-responsive bid). Due consideration will be given to the general principles of UN Women procurement, including economy and efficiency.

The contract may be awarded for one or more lots/items listed under Annex 3 of the bidding forms at the discretion of UN Women. Therefore, bidders should indicate any price/quantity restrictions associated with their offer in case of award for limited number of items/lots listed under Annex 3. If negotiations have been entered into, or interview and/or background check is conducted by UN Women, the award is also subject to successful completion of negotiations, background check and/or interview. The successful completion of negotiations, background check and/or interview does not constitute an award of contract.

It is UN Women's intention to issue the contract as presented herein the ITB documents. Therefore, bidders should ensure any due diligence regarding the legal review and ability to comply with contract terms and conditions is undertaken prior to the submission of your bid. Submission of a bid will be confirmation of accepting UN Women contract included herein.

### 6.2. UN Women Procuring Entity's Right to Vary Requirements at Time of Award

The UN Women reserves the right to vary, at the time of contract award, the quantity specified in the ITB by a maximum of twenty five percent (25%), without any change in unit price or other terms and conditions. If there is any restriction associated with the quantity, the proposer must clearly state such restrictions and any price variation in their financial offer.

### 6.3. Notification of Award and Signing of the Purchase Order

Prior to the expiration of the period of bid validity, the UN Women procuring entity will send the successful bidder the purchase order, which will constitute as a notification of award.

After the award is concluded and the decision is made, UN Women will furnish the winning bidder(s) with a contract. Within 5 calendar days of receipt of the contract from UN Women, the successful bidder(s) shall sign, date and return the signed contract to UN Women; failure to which UN Women shall withdraw the award, reject the offer and may launch a new solicitation process or proceed to select other bidder(s).

#### **6.4. Performance Security**

If performance security is required, the following specifications must be fulfilled:

- a) Within ten (10) calendar days of receipt of the purchase order copy and the successful bidder shall furnish a performance security to the UN Women procuring entity in the amount indicated in the BIS.
- b) The performance security shall be valid until a date 30 day from the date of issuance of a satisfactory certificate of inspection and testing by the procuring UN entity.
- c) The proceeds of the performance security shall be payable to the UN Women procuring entity as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- d) The performance security shall be denominated in the currency of the purchase order and shall be in one of the following forms: a bank guarantee or irrevocable letter of credit (issued by a reputable bank that is located in the UN Women procuring entity's country or abroad). The performance security form provided in these solicitation documents shall include this information.

The performance security will be returned to the supplier within 30 days of certification of successful delivery, inspection and acceptance of goods.

Failure of the successful bidder to comply with the requirement above or clause 6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security if any, in which event the UN Women procuring entity may make the award to the next lowest evaluated bidder or solicit for new bids.

#### **6.5. Warranties**

To ensure the quality of goods, the bidder may be required to provide warranties on the goods, as indicated in the BIS.

#### **6.6. Vendor Protest**

UN Women's vendor protest procedure provides an opportunity for appeal to bidder(s) who believe that they were not treated fairly. This link (<http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>) provides further details regarding UN Women's vendor protest procedures.

Bidders, 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 bidder; 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.

#### **6.7. Inter-Agency Applicability**

In the event of UN Women signing a Long-Term Agreement (LTA), the contractor agrees that the LTA is non-exclusive. UN Women is free to share the LTA with other UN Agencies in the Republic of Moldova for their use in direct ordering.

[Country offices may wish to specifically list which UN system agencies that the LTA will effectively be open to, <http://www.unsceb.org/directory>]



## TECHNICAL SPECIFICATIONS

### For Provision of event management services for UN Women in Moldova

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#### 1. BACKGROUND

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's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. In 2018 UN Women Moldova Country Office started to implement its newly approved Strategic Note (SN) for 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others.

UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA) - IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services.

Towards these Impact Areas, UN Women works with a variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

#### 2. RATIONALE

As part of programme implementation, UN Women Moldova regularly organizes conferences, workshops, seminars, meetings and public events. UN Women Moldova works in partnership with public administration institutions, nongovernmental organizations, businesses, local and central level authorities. The logistic support and event management services will ensure efficiency, streamlining of activities and effective use of resources.

To achieve time and cost efficiency while ensuring outstanding quality of services and delivery of results, UN Women Moldova envisages to subcontract a specialized entity for provision of Event Management Services for an initial period from May 2018 until end December 2019, with the option to extend for one additional year, subject to a satisfactory performance evaluation.

#### 3. SCOPE OF WORK

The selected entity is expected to provide various Event Management Services, regularly required by UN Women Moldova. All management and administrative products, current and emerging, which assist in the support of the authorized events, fall within the scope of the proposal. The successful contractor shall provide full, prompt, accurate and expert event management services and products to UN Women Moldova that shall include but shall not be limited to the following:

- a) Catering services (see clause 3.1)
- b) Accommodation arrangements (see clause 3.2)
- c) Venue, translation and other support services (see clause 3.3).

**Please note that in each specific request UN Women will not always order the whole set of services.**

##### 3.1 Catering Services

The Contractor shall, upon request and receipt of duly authorized instructions, facilitate the organization and make all necessary arrangements in organizing provision of catering services nationwide. The delivery of catering services and setting up of food must be fully completed at least 30 minutes before food is served. The 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 Contractor may not provide a duplicate menu when booked for consecutive days. When requested, a vegan/vegetarian menu for particular participants of events shall be provided on request.

Types of catering services:

1. **Breakfast** - standard continental.
2. **Coffee break type 1 (extensive) shall include:** tea, natural coffee, milk, sugar, sandwich/bruschetta, assortment of pies sweet and salty ('placinte'), seasonal fruits - 2 types. **Note:** *To be arranged on tables and removed after the end of event.*
3. **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
4. **Coffee break type 3 (light) shall include:** tea, natural coffee, milk, sugar, 2 type of sweet cake (muffins, chocolate, etc.) seasonal fruits - 2 types. **Note:** *To be arranged on tables and removed after the end of event.*
5. **Water** for events (bottles of 0.5l to be put on tables before and during the event as requested)
6. **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), tea, natural coffee, mineral water or juice. **Note:** *To be arranged on tables and removed after the end of event. Waiters' service is required during the event.*
7. **Lunch type 2 (business lunch) portion per person shall include:** first course (soup), second course (meat, garnish), fresh vegetables salad, bread, dessert, fruit, tea, natural coffee, mineral water or juice. **Note:** *To be arranged on tables and removed after the end of event. Waiters' service is required during the event.*
8. **Lunch Type 3 (snack to go) portion per person shall include:** Snack/sandwich (e.g. meat, cheese/mozzarella vegetables, etc.) and water 0.5l during travel
9. **Dinner portion per person shall include:** second course - meat or fish, garnish, salad, bread, dessert, fruit, tea, natural coffee, mineral water or juice. **Note:** *To be arranged on tables and removed after the end of event. Waiters' service is required during the event.*

### **3.2 Accommodation arrangements:**

The Contractor shall upon request and receipt of duly authorized instructions, facilitate the organization and make all necessary arrangements for the hosting of events nationwide. This shall include arranging hotels and all associated facilities. Specifically, the Contractor shall do some or all of the following activities:

- a) Identify suitable hotels/guesthouses or other establishments in a timely manner. The Contractor has to ensure that the recommended hotels have a good security system and are not located in a high-risk area.
- b) Make the requested room reservations for lodging accommodations when requested. This service shall include initiating and confirming reservations, communicating the reservation status with the respective guests, and confirming the all-inclusive or any other type of rate requested at which the reservation is made.
- c) Host and facilitate the accommodation of the respective participants.
- d) Negotiate to the maximum extent possible, discount rates, for hotel accommodations applicable specifically to reservations for United Nations on a nationwide basis.

Types of accommodation:

1. **Accommodation type 1 (single room)** with separate bathroom equipped with heating, air-condition, and WIFI.
2. **Accommodation type 2 (TWIN room - 2 separate beds)** with separate bathroom equipped with heating, air-condition, and WIFI.

*Note: Requirements for Chisinau location - at least 3 stars hotel, the access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. The proposed hotel should have at least 2 rooms adapted for persons in wheel chair, including the bathroom accessible for persons in wheel chair. For location outside Chisinau it is recommended that the hotel is accessible for people with disabilities."*

### **3.3. Venue, translation and event support services:**

The Contractor shall upon, request and receipt of duly authorized instructions, facilitate the organization of events nationwide and make all necessary arrangements. This shall include arranging the venues and all associated facilities and services. Specifically, the Contractor shall do some or all of the following activities:

- a) Identify suitable conference meeting halls in a timely manner. The Contractor has to ensure that the recommended venues have a good security system are equipped with air conditioner and internet access (WiFi).
- b) Based on provided information ensure participant invitation and ensure minimum attendance of the participants as well as arrange and manage registration of participants on the event. These include: (a) creation of participant list (with their institution, title, and contact information), (b) design and print invitation and registration forms, (c) sending out the invitations, (d) communication with participants regarding their participation and requirements, as well as (e) monitoring of and reporting on actual attendance at the event.
- c) Arrange the service desk in the venue of the event to reply to participants' requests/needs and assist them during the event. Provide full day administrative support to the participants in the event; ensure that there are people at the service desk who have English/Romanian/Russian speaking skills to facilitate communication with the participants and who are up-to-date with the latest arrangements on the event;
- d) Ensure that any other services required will be satisfactorily provided and fully functional, e.g. simultaneous interpreter system, electronic and audio-visual equipment (screen, pointers, notebooks/laptops, desktop, microphone, cable extension, etc.), workshop/promotion materials are in place (flipcharts, folders, banners, name tag/badges, pens and notebooks (provided by UN Women), etc.), seating and venue arrangement, etc.
- e) Provide administrative services (e.g. copying and printing of materials as well as technical support, including IT support, for events registration and coordination with hotel management throughout the event period and ensure that all requirements are provided and arranged in a timely manner and as required;
- f) Ensure that meeting packages (lunch, coffee breaks, and dinner) are provided and arranged in timely manner and as required;
- g) Availability to reimburse travel costs to participants upon provision of receipt for payment of bus ticket or payment per km as per official tariffs in local currency (Moldovan Leu);
- h) Take on any miscellaneous tasks that might arise from the organization of the event.

**Requirements to the venue:** equipped with air-conditioning and heating, secure and safe access to road. The following equipment should be available: projector, screen, laptop, flipchart, WIFI., air conditioning and heating. The venue shall be set-up (including seating arrangements) as requested.

*Note: The access to the premises in Chisinau should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. Bathroom to be accessible for persons in wheel chair. It is recommended that the venue is accessible for people with disabilities."*

#### 4. INPUT

UN Women will provide the company with all the necessary information on the activities and materials and will request services via Task Orders comprising information and relevant details such as the selected services from the Fee Schedule.

#### 5. DELIVERABLES

The selected entity, on the basis of consultation and approval by UN Women designated person, will be responsible for ensuring appropriate organizational and logistical support for the organization of the events as requested and in accordance with the description of services.

#### 6. REPORTING

- a) The Contractor shall provide a complete Activity Report for each Event within one (1) week of the completion of the Event, which would include but will not be limited to date, location, hotel/guesthouse name, list of participants, nature of services delivered, breakdown of costs.
- b) The Contractor shall provide Quarterly Reports summarizing the activities performed during the quarter including the costs incurred and feedback received from the user as well as steps taken as a response to negative feedback, if any.
- c) The Contractor shall provide a Yearly Report summarizing the activities performed during the year including costs incurred and improvement undertaken by the Contractor in order to perform better services for UN Women Moldova.

## 7. SERVICE STANDARDS:

- a) The Contractor shall provide polite, responsive and efficient service at all times to fulfill the respective requirements. As a service objective, telephone calls and emails should be answered promptly.
- b) The Contractor shall not favour any particular carrier or service provider when making reservations. The Contractor shall maintain excellent relations with all carriers for the benefit of UN Women.
- c) The Contractor will be assessed for the performance of its services and deliver its products in accordance prescribed minimum performance standards set by the UN Agencies described below under the Requirements for Contractor.
- d) Contractor shall acknowledge immediately any complaints and disputes which arise and resolve them within ten (10) days.

## 8. QUALITY CONTROL FOR THE SERVICES

- a) The Contractor shall monitor the quality of the services provided on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished. UN Women shall be notified of any deficiencies found and corrective action taken.
- b) UN Women reserves the right to conduct its own quality control surveys to ensure the adequacy of the services.
- c) The Contractor warrants that the personnel assigned to handle UN Women arrangements shall have a strong event management and hotel reservation skills and experience and shall constantly be trained to be kept up to date.

## 9. PERSONNEL REQUIRED

- a) The Contractor shall assign a Manager experienced in providing corporate Event Management services (minimum 5 years' experience) to oversee the services provided to the UN Women and to ensure full compliance with all requirements of the Contract with the UN Women.
- b) The Contractor shall assign adequate personnel to service satisfactorily the volume of work and to fulfil its obligations under the Contract with UN Women. In general, the Contractor shall assign the relevant personnel, including Coordinator/Experts, according to their technical know-how and reliability (minimum 3 years of experience on the related field).
- c) The Contractor's employees shall perform their functions in a highly efficient and professional manner.

## 10. PERFORMANCE EVALUATION

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy and quality of the products delivered.

## 11. 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.

## 12. REQUIREMENTS FOR CONTRACTOR

- 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, accommodation and logistic support services);
- Previous experience in working with UN Women or other UN Agencies is an advantage;
- Financially capable of rendering all requested services, which is evidenced by the healthy financial statement/balance sheet;
- Adherence to UN/UN Women general terms and conditions of payment and work;
- Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.
- Qualification of the designated Manager to directly coordinate with UN Women [minimum of 5 years of relevant experience. Fluency in Romanian and English. Good knowledge of Russian is an asset];
- Qualification of the Coordinator to directly manage the activities [minimum of 3 years of relevant experience. Fluency in Romanian and English. Good knowledge of Russian is an asset];

## RETURNABLE DOCUMENTS

PLEASE COMPLETE THE BID ACKNOWLEDGMENT AND RETURN IT PRIOR TO *[INSERT DATE]*

### ***i. Bid Acknowledgment***

To: UN Women  
Procurement Section

Date: \_\_\_\_\_  
Email: [procurement@unwomen.org](mailto:procurement@unwomen.org)

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Invitation to bid, UN Women Reference no.:  
*[insert ref number]*

YES, we intend to submit an offer.  
 NO, we are unable to submit an offer in response to the above mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided is insufficient to enable provision of responsive offer
- Your invitation to bid is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the bids is away from the office
- Other (please specify : \_\_\_\_\_)

Future Invitations:

- We would like to receive future invitations to bid for this type of goods
- We don't want to receive future invitations to bid for this type of goods

If UN Women has questions about this BID, UN Women should contact:

Mr./Ms. \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**ii. Bidder Information Form**

**1. Expertise of Organization:** **[Please fill in below]**

|  |  |
|--|--|
| Organization structure (e.g. service provider, wholesaler, trader, manufacturer) |  |
| Years of company experience  |  |
| Areas of expertise of organization   |  |
| Current Licenses if any, and Permits (with dates, numbers and expiration dates)  |  |
| Production Capacity  |  |

**2. Quality Assurance Certification:**

|  |  |
|--|--|
| International Quality Management System (QMS)  |  |
| List of other ISO certificates or equivalent certificates (please also indicate if you have <b>ISO 14000, SA 8000, ISO 9000, ISO 9001:2008, ISO 9000: 2005, ISO 9004:2009, ISO 19011:2011, ISO/IEC 17065:2012, ISO/IEC TS 17021-2:2012</b> ) |  |
| Presence and characteristics of in-house quality control laboratory  |  |
| Indicate if your company has 1- <b>Quality Certification Alliance (QCA) accreditation;</b>   |  |
| 2- <b>Affiliation with the Fair Labor Association;</b>   |  |
| 3- <b>C-TPAT Certification</b> (Customs-Trade Participation against Terrorism)   |  |

**3. Sustainable Business Practices**

|  |  |
|--|--|
| <p><b>Environmental Considerations</b></p> <ul style="list-style-type: none"> <li>✓ Compliance Certificates</li> <li>✓ Environmental Accreditations</li> <li>✓ Markings/Labels</li> <li>✓ Other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.)</li> </ul>  |  |
| <p><b>Gender Equality Considerations</b></p> <ul style="list-style-type: none"> <li>✓ Quantitative information regarding the percentage of women (1) employed in the workplace, (2) in executive/senior positions, (3) shareholders.</li> <li>✓ Indicate if you are a signatory to Women Empowerment Principles (only available if you have more than 10 employees) <a href="http://weprinciples.org/Site/PrincipleOverview">http://weprinciples.org/Site/PrincipleOverview</a></li> <li>✓ Indicate if you have signed the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees)</li> </ul> |  |
| <p><b>Socially/Ethically Responsible Business Practices</b> in the areas of :</p> <ul style="list-style-type: none"> <li>✓ Human rights</li> <li>✓ Labor</li> <li>✓ Anti-corruption</li> </ul>   |  |

**4. Expertise of Staff:**

|  |  |
|--|--|
| Total number of staff                                |  |
| Number of staff involved in similar supply contracts |  |

**5. Client Reference List:**

Please provide references such as client details, commercial bank details, etc.

| Name of company: | Contact person: | Telephone: | E-mail: |
|------------------|-----------------|------------|---------|
| 1.               |                 |            |         |
| 2.               |                 |            |         |
| 3.               |                 |            |         |

**6. Contact details of persons that UN WOMEN may contact for requests for clarification during bid evaluation:**

|                         |  |
|-------------------------|--|
| Name/Surname            |  |
| Tel Number (direct):    |  |
| Email address (direct): |  |

PS: This person must be available during the next two weeks following receipt of bid

### iii. Bid Submission Form

The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

Date: *[insert date of Bid Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bid solicitation documents;
- (b) We offer to supply in conformity with the bid solicitation documents with the following \_\_\_\_\_  
*[description of supplies and ancillary services, if any]* and undertake, if our bid is accepted, to commence and complete delivery of all goods and any related services specified in the contract within the time frame stipulated.
- (c) The total price of our bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:  

|   |    |     |     |    |           |     |           |           |       |
|---|----|-----|-----|----|-----------|-----|-----------|-----------|-------|
| <b>Discounts.</b>   | If | our | bid | is | accepted, | the | following | discounts | shall |
|   |    |     |     |    |           |     |           |           |       |
| apply. _____  |    |     |     |    |           |     |           |           |       |
| _____ <i>[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, attach additional page(s) if necessary.]</i> |    |     |     |    |           |     |           |           |       |
| <b>Methodology of Application of the Discounts.</b> The discounts shall be applied using the following method:  |    |     |     |    |           |     |           |           |       |
| _____ <i>[Specify in detail the method that shall be used to apply the discounts];</i>  |    |     |     |    |           |     |           |           |       |
- (e) Our bid shall be valid for a period of [\_\_\_\_\_] days from the date fixed for the bid submission deadline in accordance with the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the instructions under the Bid Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the bidder, including that of all parties that comprise the bidder]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Bidders*) of the ITB Instructions to Bidders;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Bidders*) of the ITB Instructions to Bidders;
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: \_\_\_\_\_  
*[Insert complete name of person signing the Bid Submission Form]*

Signed: \_\_\_\_\_  
*[Insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_  
*[Insert legal capacity of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_  
*[Insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[Insert date of signing]*



#### iv. Financial Offer

(See Excel price sheet – attached to this ITB)

The bidder shall fill in the financial offer (i.e. the attached Excel sheet) in accordance with the instructions indicated, sign and stamp as below and submitted to the email address indicated in the BIS.

| Nr.      | Specifications for required services  | Location: Chisinau city                    | Location: outside Chisinau                 |
|----------|---|--|--|
| <b>1</b> | <b>Services: Breakfast</b>  | <b>Price per person</b>                    | <b>Price per person</b>                    |
| 1.1      | Breakfast - standard continental. (when it is not included in accommodation)  |  |  |
| <b>2</b> | <b>Services: Coffee Breaks, water</b>   |  |  |
|          |   | <b>Waiter needed, Price per person</b>     | <b>Waiter needed, Price per person</b>     |
| 2.1      | Coffee break type 1 (extensive) shall include: tea, natural coffee, milk, sugar, sandwich/bruschetta, assortment of pies sweet and salty ('placinte'), seasonal fruits - 2 types. Note: To be arranged on tables and removed after the end of event.  |  |  |
|          |   | <b>Waiter not needed, Price per person</b> | <b>Waiter not needed, Price per person</b> |
| 2.2      | 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  |  |  |
| 2.3      | Coffee break type 3 (light) shall include: tea, natural coffee, milk, sugar, 2 type of sweet cake (muffins, chocolate, etc.) seasonal fruits - 2 types. Note: To be arranged on tables and removed after the end of event.  |  |  |
| 2.4      | Mineral water 0.5l for events (to be put on tables before and during the event as requested). Price per 1 bottle of 0.5l  |  |  |
| <b>3</b> | <b>Services: Lunches and Dinner</b>   | <b>Waiter needed, Price per person</b>     | <b>Waiter needed, Price per person</b>     |
| 3.1      | 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), tea, natural coffee, mineral water or juice. Note: To be arranged on tables and removed after the end of event. |  |  |
| 3.2      | Lunch type 2 (business lunch) portion per person shall include: first course (soup), second course (meat, garnish), fresh vegetables salad, bread, dessert, fruit, tea, natural coffee, mineral water or juice. Note: To be arranged on tables and removed after the end of event.  |  |  |
| 3.3      | Dinner portion per person shall include: second course - meat or fish, garnish, salad, bread, dessert, fruit, tea, natural coffee, mineral water or juice. Note: To be arranged on tables and removed after the end of event.   |  |  |

| Nr. | Specifications for required services  | Location: Chisinau city                |                   |               | Location: outside Chisinau             |
|-----|---|--|-------------------|---------------|--|
|     |   | Waiter not needed,<br>Price per person |                   |               | Waiter not needed,<br>Price per person |
| 3.4 | Lunch Type 3 (snack to go) portion per person shall include: Snack/sandwich (meat, cheese/mozzarella vegetables, etc.), seasonal fruit and water 0.5l during travel   |  |                   |               |  |
| 4   | <b>Services: Accommodation</b>  | Price per room/night                   |                   |               | Price per room/night                   |
| 4.1 | 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. Note: Requirements for <u>Chisinau</u> location - at least 3 stars hotel, the access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. The proposed hotel should have at least 2 rooms adapted for persons in wheel chair, including the bathroom accessible for persons in wheel chair. For location <u>outside Chisinau</u> it is recommended that the hotel is accessible for people with disabilities.                 |  |                   |               |  |
| 4.2 | 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. Note: Requirements for <u>Chisinau</u> location - at least 3 stars hotel, the access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. The proposed hotel should have at least 2 rooms adapted for persons in wheel chair, including the bathroom accessible for persons in wheel chair. For location <u>outside Chisinau</u> it is recommended that the hotel is accessible for people with disabilities. |  |                   |               |  |
| 5.1 | <b>Services: Rent of Venue for meeting/training/conference activities. Location: <u>Chisinau city</u></b><br>It shall be equipped with air-conditioning and heating, secure and safe access to road. The following equipment should be available: projector, screen, laptop, flipchart, WIFI. The venue shall be set-up (including seating arrangements) as requested. Note: The access to the premises in Chisinau should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of  | Price per hour                         | Price per 1/2 day | Price per day |  |

| Nr.        | Specifications for required services   | Location: Chisinau city |                          |                      | Location: outside Chisinau |                          |                      |
|------------|--|-------------------------|--------------------------|----------------------|----------------------------|--------------------------|----------------------|
|            |  |                         |                          |                      |                            |                          |                      |
|            | entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. Bathroom to be accessible for persons in wheel chair.)  |                         |                          |                      |                            |                          |                      |
| 5.1.1      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 10-25 persons   |                         |                          |                      |                            |                          |                      |
| 5.1.2      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 26-40 persons   |                         |                          |                      |                            |                          |                      |
| 5.1.3      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 41-60 persons   |                         |                          |                      |                            |                          |                      |
| 5.1.4      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 61-100 persons  |                         |                          |                      |                            |                          |                      |
| <b>5.2</b> | <b>Services: Rent of Venue for meeting/training/conference activities. Location: outside Chisinau city</b><br>It shall be equipped with air-conditioning and heating, secure and safe access to road. The following equipment should be available: projector, screen, laptop, flipchart, WIFI. The venue shall be set-up (including seating arrangements) as requested. Note: It is recommended that the venue is accessible for people with disabilities. |                         |                          |                      | <b>Price per hour</b>      | <b>Price per 1/2 day</b> | <b>Price per day</b> |
| 5.2.1      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 10-25 persons   |                         |                          |                      |                            |                          |                      |
| 5.2.2      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 26-40 persons   |                         |                          |                      |                            |                          |                      |
| 5.2.3      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 41-60 persons   |                         |                          |                      |                            |                          |                      |
| 5.2.4      | Venue equipped with projector, screen, laptop, flipchart, WIFI, air-conditioning and heating. Capacity - 61-100 persons  |                         |                          |                      |                            |                          |                      |
| <b>6.1</b> | <b>Services: Translation equipment. Location: Chisinau city</b><br>(includes booth, control unit, transmitter, WIFI receiver, headsets, technician's assistance, amplifier, speakers and 1 stationary microphone per two persons)  | <b>Price per hour</b>   | <b>Price per 1/2 day</b> | <b>Price per day</b> |                            |                          |                      |
| 6.1.1      | Translation equipment, 10-25 headsets, 1 mobile microphone, 1 pair of languages  |                         |                          |                      |                            |                          |                      |
| 6.1.2      | Translation equipment, 26-40 headsets, 2 mobile microphones, 1 pair of languages   |                         |                          |                      |                            |                          |                      |
| 6.1.3      | Translation equipment, 41-60 headsets, 3 mobile microphones, 1 pair of languages   |                         |                          |                      |                            |                          |                      |
| 6.1.4      | Translation equipment, 61-100 headsets, 4 mobile microphones, 1 pair of languages  |                         |                          |                      |                            |                          |                      |
|            |  |                         |                          |                      |                            |                          |                      |

| Nr.        | Specifications for required services  | Location: Chisinau city   |                             |                         | Location: outside Chisinau |                        |  |                       |                          |                      |
|------------|---|---------------------------|-----------------------------|-------------------------|----------------------------|------------------------|--|-----------------------|--------------------------|----------------------|
|            |   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.5      | Translation equipment, 10-25 headsets, 1 mobile microphone, 2 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.6      | Translation equipment, 26-40 headsets, 2 mobile microphones, 2 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.7      | Translation equipment, 41-60 headsets, 3 mobile microphones, 2 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.8      | Translation equipment, 61-100 headsets, 4 mobile microphones, 2 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.9      | Translation equipment, 10-25 headsets, 1 mobile microphone, 3 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.10     | Translation equipment, 26-40 headsets, 2 mobile microphones, 3 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.11     | Translation equipment, 41-60 headsets, 3 mobile microphones, 3 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.1.12     | Translation equipment, 61-100 headsets, 4 mobile microphones, 3 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| <b>6.2</b> | <b>Services: Translation equipment. Location: outside Chisinau city</b><br>(includes booth, control unit, transmitter, WIFI receiver, headsets, technician's assistance, amplifier, speakers and 1 stationary microphone per two persons) |                           |                             |                         |                            |                        |  | <b>Price per hour</b> | <b>Price per 1/2 day</b> | <b>Price per day</b> |
| 6.2.1      | Translation equipment, 10-25 headsets, 1 mobile microphone, 1 pair of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.2      | Translation equipment, 26-40 headsets, 2 mobile microphones, 1 pair of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.3      | Translation equipment, 41-60 headsets, 3 mobile microphones, 1 pair of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.4      | Translation equipment, 61-100 headsets, 4 mobile microphones, 1 pair of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.5      | Translation equipment, 10-25 headsets, 1 mobile microphone, 2 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.6      | Translation equipment, 26-40 headsets, 2 mobile microphones, 2 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.7      | Translation equipment, 41-60 headsets, 3 mobile microphones, 2 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.8      | Translation equipment, 61-100 headsets, 4 mobile microphones, 2 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.9      | Translation equipment, 10-25 headsets, 1 mobile microphone, 3 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.10     | Translation equipment, 26-40 headsets, 2 mobile microphones, 3 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.11     | Translation equipment, 41-60 headsets, 3 mobile microphones, 3 pairs of languages   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 6.2.12     | Translation equipment, 61-100 headsets, 4 mobile microphones, 3 pairs of languages  |                           |                             |                         |                            |                        |  |                       |                          |                      |
| <b>7</b>   | <b>Services: Copy services, Assembling folders, Reimbursement of travel costs, etc</b>  | <b>Price per B/W page</b> | <b>Price per color page</b> | <b>Price per person</b> | <b>Yes/No</b>              | <b>Price per event</b> |  |                       |                          |                      |
| 7.1        | Copying of handouts, per double sided page A4   |                           |                             |                         |                            |                        |  |                       |                          |                      |
| 7.2        | Assembling the folders for participants with printed or provided materials  |                           |                             |                         |                            |                        |  |                       |                          |                      |

| 7   | Services: Copy services, Assembling folders, Reimbursement of travel costs, etc   | Price per B/W page | Price per color page | Price per person | Yes/No | Price per event |
|-----|---|--------------------|----------------------|------------------|--------|-----------------|
| 7.3 | Sending invitations and confirming the availability of participants   |                    |                      |                  |        |                 |
| 7.4 | Preparing name tags/plates  |                    |                      |                  |        |                 |
| 7.5 | Registration of participants at events  |                    |                      |                  |        |                 |
| 7.6 | Banners/visibility materials pick-up at UN Women premises and set up at the event   |                    |                      |                  |        |                 |
| 7.7 | Reimbursement of travel costs to participants - Availability to reimburse travel costs to participants upon provision of receipt for payment of bus ticket or payment per km as per official tariffs in MDL |                    |                      |                  |        |                 |

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE REQUIRED BID VALIDITY PERIOD**, 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.

*Exact name and address of company*

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EMAIL ADDRESS OF CONTACT PERSON \_\_\_\_\_

OTHER EMAIL ADDRESSES \_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED SIGNATURE** **DATE**

\_\_\_\_\_  
NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)

\_\_\_\_\_  
FUNCTIONAL TITLE OF SIGNATORY

\_\_\_\_\_  
**WEB SITE**

v. **Joint Venture / Consortium / Association Information Form (if applicable)**

| <b>JV / Consortium/ Association Information</b>  |   |
|--|---|
| <b>Name of leading partner</b> (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | <i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>   |
| JV's Party Legal Name:   | <i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>  |
| JV's Party Country of Registration:  | <i>[insert JV's Party country of registration]</i>  |
| JV's Party Year of Registration:   | <i>[insert JV's Part year of registration]</i>  |
| JV's Party Legal Address in Country of Registration:   | <i>[insert JV's Party legal address in country of registration]</i>   |
| <b>Consortium/Association's names of each partner/authorized representative and contact information</b>  |   |
| Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  | Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____   |
| Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____  | Name of partner: _____<br>Address : _____<br>Phone Number(s) : _____<br>Email Address(es) : _____   |
| <b>Consortium/Association Agreement</b>  | Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders).<br><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**vi. Past Performance Statement Form**  
(for the period up to the last five years)

| Order placed by<br>(Full address of purchaser) | Order no & date | Description & quantity of ordered items | Value of Order | Date of completion of Delivery |        | Reference Information:<br>Contract manager/point-of-contact name, address, telephone number and email address | Remarks indicating reasons of late delivery, if any |
|--|-----------------|---|----------------|--------------------------------|--------|---|---|
|  |                 |   |                | As per Contract                | Actual |   |   |
|  |                 |   |                |                                |        |   |   |
|  |                 |   |                |                                |        |   |   |
|  |                 |   |                |                                |        |   |   |
|  |                 |   |                |                                |        |   |   |

Signature and seal of the Bidder: \_\_\_\_\_

To be attached: documentary evidence (client's certificate) in support of satisfactory completion of above orders.

**vii. No Adverse Action/Judgement Confirmation Form<sup>6</sup>**

This is to certify that [check one]:

- No adverse action or judgement has been taken against the bidder \_\_\_\_\_ [bidder's name] and the manufacturers \_\_\_\_\_ [insert manufacturer's name], whose products are being offered by the bidder against this Invitation to Bid, in the last 5 (five) years.
- The following instances of previous past performance have resulted in adverse actions taken against the bidder \_\_\_\_\_ [insert Bidder's name] and the manufacturer(s) \_\_\_\_\_ [insert manufacturer(s) name], whose products are being offered by the bidder, in the last 5 (five) years. Such adverse actions included:

(Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation with stamp:

\_\_\_\_\_  
Date: \_\_\_\_\_

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<sup>6</sup> The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.

*The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.*



## VOLUNTARY AGREEMENT

### 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 (Name of the contractor) (hereinafter referred to as the "contractor") to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- 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;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- 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:** \_\_\_\_\_

## **GENERAL CONDITIONS OF CONTRACT**

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General Conditions of Contract for Services are available here:

<http://www.unwomen.org/-/media/commoncontent/procurement/un-women-general-conditions-of-contract-services-en.pdf?la=en&vs=5729>

PROPOSED MODEL FORM OF CONTRACT

PROFESSIONAL SERVICES CONTRACT

This Contract dated [date] is made

BETWEEN

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, with its Headquarters at 220 East 42<sup>nd</sup> Street, New York, NY 10017, USA (hereinafter referred to as “UN-Women”);

and

[official name of company in full], duly incorporated or organized under the laws of [country], with its registered offices at [address] (hereinafter referred to as “the Contractor”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

WITNESSTH

**WHEREAS**, UN-Women wishes to obtain the services of the Contractor as set forth below (the “Services”) in accordance with the terms and conditions set forth in this Contract (as defined below); and

**WHEREAS**, the Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, willing, and able to provide such services in accordance with the terms and conditions set forth in this Contract.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**Article 1**  
**Contract Documents**

1.1 This document and the documents listed below (“Contract Documents”) constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”):

- 1.1.1 UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- 1.1.2 Terms of Reference, annexed hereto as Annex B (“TOR”)
- 1.1.3 Fee Schedule, as Annex C

1.2 The Contract Documents are complementary of one another but,

- 1.2.1 First, this document;
- 1.2.2 Second, Annex A;
- 1.2.3 Third, Annex B;
- 1.2.4 Fourth, Annex C.

1.3 This Contract embodies the entire agreement of the Parties with regard to the subject matter hereof and supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject. No promises, understandings, obligations or agreements, oral or otherwise, relating to the subject matter hereof exist between the Parties except as herein expressly set forth.

1.4 Any notice, document or receipt issued in connection with this Contract shall be consistent with the terms and conditions of this Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of this Contract shall prevail.

1.5 This Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with this Contract, shall be deemed to include, and shall be interpreted and applied consistently with, the provisions of Article 16 (Settlement of Disputes) and Article 17 (Privileges and Immunities) of the General Conditions.

**Article 2**  
**Effective Date and Term**

2.1 This Contract shall take effect on the date both Parties have signed this Contract or if the Parties have signed it on different dates, the date of the latest signature (the “Effective Date”).

2.2 This Contract shall remain in effect for a period of [*Insert time period*] from the Effective Date, unless earlier terminated in accordance with the terms of this Contract.

### **Article 3 Representations and Warranties**

3.1 The Contractor represents and warrants that:

- 3.1.1 it is duly organized, validly existing and in good standing;
- 3.1.2 it has all necessary power and authority to execute and perform this Contract;
- 3.1.3 the execution and performance of this Contract will not cause it to violate or breach any provision in its charter, certificate of incorporation, by-laws, partnership agreement, trust agreement or other constituent agreement or instrument;
- 3.1.4 this Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms;
- 3.1.5 all of the information it has provided to UN-Women concerning provision of the Services pursuant to this Contract is true, correct, accurate and not misleading;
- 3.1.6 it is financially solvent and is able to provide the Services to UN-Women in accordance with the terms and conditions of the Contract;

### **Article 4 Obligations of the Contractor**

4.1 The Contractor shall provide to UN Women logistical support and event management services for trainings, workshops and meetings (the “Services”) in accordance with the terms and conditions of this Contract.

4.2 The Contractor shall perform the Services only upon issuance by UN Women of duly executed Task Orders (as defined below in Article 4A) in accordance with the requirements set forth in this Contract and such Task Order.

4.3. The Parties acknowledge that nothing in this Contract commits, or shall be construed as committing, UN Women to deal with the Contractor as an exclusive or sole-source supplier of the Services.

4.4 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by [mail, courier and/or fax] to the address specified in Article 10 (Notices) below.

4.5 The Contractor and its Personnel (as defined in Article 4.12 below) shall perform the Services under this Contract with the necessary care and diligence, and in accordance with the highest professional standards.

4.6 Except as expressly provided in this Contract, 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 under this Contract.

4.7 The Contractor shall be responsible for obtaining, at its own cost, all licenses, permits and authorizations from governmental or other authorities necessary for the performance of this Contract.

4.8 The Contractor acknowledges that (i) UN Women shall have no obligation to provide any assistance to the Contractor in performing the Services other than as expressly set forth herein and in particular the TOR; and (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.

4.9 The Contractor shall at all times keep the premises free of accumulation of waste materials or rubbish caused by its operations. At the completion of the Services, the Contractor shall remove all its waste materials, rubbish, tools, equipment, machinery and surplus materials from, on and around the premises. If the Contractor fails to clean up the premises upon the completion of the Services, the UN may do so, and the Contractor shall be liable for the costs thereof.

4.10 In addition to its obligations under Article 25 (Observance of the Law) of the General Conditions, the Contractor shall be aware of and shall comply with all applicable international standards and local labor laws, ordinances, rules, and regulations pertaining to the employment of local and international staff in connection with the Services in countries where Services will be performed and the country where the Contractor is incorporated, including, without limitation, laws, ordinances, rules and regulations associated with the payment of the employer’s

portions of income tax, insurance, social security, health insurance, worker’s compensation, retirement funds, severance or other similar payments.

4.11 Except as expressly provided in this Contract, 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 under this Contract.

4.12 Without limiting and further to Articles 2.1 and 2.2 of the General Conditions, the Contractor shall supervise and be fully responsible and liable for all work and services performed by its personnel, employees, officials, agents, servants, representatives and sub-contractors (or any of those sub-contractors’ personnel, employees, officials, agents, servants and representatives) (“Personnel”) and for their compliance with the terms and conditions of this Contract. The Contractor shall ensure that all Personnel performing Services under this Contract are qualified, reliable, competent, properly trained, and conform to the highest standards of moral and ethical conduct.

4.13 Without limiting and further to the General Conditions, the Contractor shall be fully responsible and liable for, and UN Women shall not be liable for (i) any action, omission, negligence or misconduct of the Contractor or its Personnel, (ii) any insurance coverage which may be necessary or desirable for the purpose of this Contract, or (iii) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor’s Personnel. The obligations under this Article do not lapse upon expiration or termination of this Contract.

4.14 The Contractor shall maintain for the term of the Contract detailed financial records, which clearly identify all funds received from UN Women and expended by the Contractor for the implementation of the Contract. The Contractor shall ensure that adequate systems of internal control are put in place to ensure that the financial management of this Contract is conducted with the highest level of due diligence.

4.15 In addition to its obligations under Article 20 (Audits and Investigations) of the General Conditions, the Contractor shall promptly notify UN Women of any legitimate suspicion on the part of the Contractor of fraudulent or corrupt activities or other wrongdoing by UN Women personnel, Contractor’s personnel (including its agents or subcontractors) or by other third parties through UN Women. Such notification shall be sent to UN Women in accordance with Article 10 (Notices) of this Contract. The Contractor acknowledges and agrees that this Article 4.15 is an essential term of the Contract and that any breach of this provision shall entitle UN Women to terminate the Contract or any other contract with UN Women immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

4.16 The Contractor expressly acknowledges and agrees that Article 25 (Observance of the Law) of the General Conditions includes, but is not limited to, Contractor’s obligation to undertake all reasonable efforts to ensure that: (a) none of the UN Women funds received under this Contract are used to provide support to individuals or entities associated with terrorism, and (b) the recipients of any amounts provided by UN Women hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>. This provision, as well as Article 25 (Observance of the Law) of the General Conditions, must be included in all sub-contracts or sub-agreements entered into by Contractor under this Contract.

4.17 Without limiting and in addition to Article 2.6 of the General Conditions, the Contractor shall ensure that its Personnel abide by all security regulations, policies and procedures of UN Women.

4.18 Without limiting and further to Article 6 (Insurance and Liability) of the General Conditions, the foregoing provisions of this Article 4, and Article 9A (Insurance) below, the Contractor shall ensure that all of its Personnel used to perform the Services in connection with this Contract are (i) medically fit to perform such Services, and (ii) adequately covered by insurance for any service related illness, injury, death or disability. The Contractor shall submit proof of such medical fitness and such insurance satisfactory to the UN before commencing any Services under this Contract.”

4.19 The Contractor shall perform the Services using the personnel listed as key personnel below:

| Name | Title | Responsibilities |
|------|-------|------------------|
|------|-------|------------------|

**ARTICLE 4A  
TASK ORDERS**

4A.1 UN Women shall issue to the Contractor, from time to time during the [Initial Term][and the Extended Term] Task Orders in the form set out at Annex [ ] , setting out the [types] of Services required and other instructions for the performance of Services (each, a “Task Order”). No Task Order shall be valid unless authorized and signed by a duly authorized UN Women official. Each Task Order shall, at a minimum, make reference to this

Contract, indicate the type(s) of Services ordered, the applicable [rates]/[fees] [and total fee] for the Services being ordered, schedule for performance, and other relevant details. Task Orders shall be transmitted to the Contractor by [means of transmission] [other details of Task Order transmittal and acknowledgment].]

4A.2 All Task Orders issued by UN Women pursuant to this Contract, and all Services performed by the Contractor pursuant to such Task Orders, shall be subject to and governed by the terms and conditions of this Contract, whether or not the Task Order contains a provision to that effect. In the event of any inconsistency between the terms and conditions of a Task Order and the terms and conditions of this Contract, the terms and conditions of this Contract shall prevail.]

4A.3 The Contractor shall promptly acknowledge receipt of each Task Order, and the date of its receipt, by [manner of confirmation]]. Any failure by the Contractor to provide such acknowledgement shall not relieve the Contractor from discharging its obligations under the Contract.]

4A.4 The Contractor shall accept changes to or cancellations of Task Orders by UN Women without penalty or charge, provided UN Women provides written notice of such change or cancellation not later than [number] days [following issuance of the Task Order] [prior to the scheduled performance date].

## **Article 5 Contract Price**

5.1 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].

5.2 The amount set forth in Article 5.1 above is the maximum total amount payable to the Contractor under this Contract, and is not a guaranteed amount. The Fee Schedule in Annex \_\_\_\_\_ [insert annex number] contains the amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs per cost category incurred in the performance of the Services.

5.3 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 amount under Article 5.1 or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of \_\_\_\_\_ [name and title], UN-Women.

5.4 The Contractor shall submit itemized invoices for the work done every \_\_\_\_\_ [insert period of time or milestones]. Invoices shall include whatever supporting documentation of the actual costs incurred is required in the Fee Schedule or may be required by [name and title], UN-Women.

5.5 Progress and final payments shall be effected by UN-Women to the Contractor in accordance with Article 7 (Time and Manner of Payment). Such payments shall be subject to any specific conditions for reimbursement contained in the Fee Schedule.

5.6 Without prejudice to or limiting the provisions of Article 18 (Tax Exemption) of the General Conditions, the rates for the Services provided hereunder are inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations under the Contract, including, all taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity.

## **Article 6 Submission of Invoices**

6.1 The Contractor shall submit to UN-Women an original copy of its invoices for all Services supplied to the UN-Women in accordance with this Contract, together with such supporting documentation as is required in the preceding Article 5 (Contract Price), as follows:

Ms Asya Varbanova  
Acting head of Office  
UN Women Moldova  
131, 31 August 1989 Street, MD-2012  
Chisinau, Republic of Moldova  
Email: [asya.varbaniva@unwomen.org](mailto:asya.varbaniva@unwomen.org)

6.2 Without limiting the requirements regarding invoices in Article 5 (Contract Price), above, the Contractor's invoices shall specify, at a minimum, a description of the Services performed in accordance with the Contract, the unit prices in accordance with the Fee Schedule and the total price of the Services.

## **Article 7**

### **Time and Manner of Payment**

7.1 Payments under this Contract 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 due to the Contractor under this Contract shall be made by electronic funds transfer to the Contractor's bank account, the details of which have been notified by the Contractor, as follows:

Name of Bank:  
Bank Address:  
Bank ID:  
Account No:  
Title/name:  
Currency of Payment:  
Currency of Bank Account:  
Type of Account:

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

7.2 Payments made in accordance with this Article shall constitute a complete discharge of UN-Women's obligations with respect to the relevant invoices or portions thereof.

7.3 Payments effected by the UN-Women to the Contractor shall not relieve the Contractor of its obligations under this Contract and shall not be deemed to be acceptance by UN-Women of the Contractor's performance.

7.4 The Contractor acknowledges and agrees that UN-Women may withhold payment in respect of any invoice in the event that, in the opinion of UN-Women, the Contractor has not performed in accordance with the terms and conditions of this Contract, or if the Contractor has not provided sufficient documentation in support of the invoice.

7.5 If UN-Women disputes any invoice or a portion thereof, UN-Women shall notify the Contractor accordingly, including a brief explanation of why UN-Women disputes the invoice or portion thereof. With respect to disputes regarding only a portion of the invoice, UN-Women shall pay the Contractor the amount of the undisputed portion in accordance with Article 7.1 above. UN-Women and the Contractor shall consult in good faith to promptly resolve outstanding issues with respect to any disputed invoice. Once a dispute regarding an invoice or a portion thereof has been resolved, UN-Women shall pay the Contractor the relevant amount within thirty (30) days after the final resolution of such dispute.

7.6 In addition to any rights and remedies available to it, and without prejudice to any other rights or remedies that UN-Women may have under this Contract, UN-Women shall have the right, without prior notice to the Contractor, any such notice being waived by the Contractor, upon any amounts becoming due and payable hereunder to the Contractor, to set off, against any amount payable by UN-Women under this Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UN-Women to the Contractor) owing by the Contractor to UN-Women hereunder or under any other contract or agreement between the Parties. UN-Women shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off.

7.7 The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract nor any accrued interest on payments withheld by UN-Women in connection with a dispute.

## **Article 8**

### **Review; Improper Performance**

8.1 UN-Women reserves the right to review and inspect (including the performance of tests, as appropriate) all Services performed by the Contractor under this Contract, to the extent practicable, at all reasonable places and times during the term of this Contract. UN-Women shall perform such review and inspection in a manner that will not unduly hinder the performance of the Services by the Contractor. The Contractor shall cooperate with all such reviews and inspections by UN-Women, at no cost or expense to UN-Women.

8.2 If any Services performed by the Contractor do not conform to the requirements of this Contract, without prejudice to and in addition to any of UN-Women's other rights and remedies under this Contract or otherwise, UN-Women shall have the following options, to be exercised in its sole discretion:

8.2.1 If UN-Women determines that the improper performance can be remedied by way of re-performance or other corrective measures by the Contractor, UN-Women may request the Contractor in writing to take, and the Contractor shall take, at no cost or expense to UN-Women, the measures necessary to re-perform or take other appropriate actions to remedy the improperly performed Services within [number] days after receipt of the written request from UN-Women or within such shorter period as UN-Women may have specified in the written request if emergency conditions so require, as determined by UN-Women in its sole discretion.

8.2.2 If the Contractor does not promptly take corrective measures or if UN-Women reasonably determines that the Contractor is unable to remedy the improper performance in a timely manner, UN-Women may obtain the assistance of other entities or persons and have corrective measures taken at the cost and expense of the Contractor. In addition, in the event of UN-Women obtains the assistance of other entities or persons, the Contractor shall cooperate with UN-Women and such entity or person in the orderly transfer of any Services already completed by the Contractor.

8.2.3 If UN-Women, in its sole discretion, determines that the improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UN-Women, at the UN's sole discretion, may terminate the Contract in accordance with Articles 13.1 or 13.2 (second sentence) of the General Conditions, without prejudice to and in addition to any of its other rights and remedies under this Contract or otherwise.

8.3 Neither review nor inspection hereunder, nor failure to undertake any such review or inspection, shall relieve the Contractor of any of its warranty or other obligations under this Contract.

**Article 9**  
**Special Conditions**  
**Liquidated Damages**

9.1 The Contractor acknowledges the requirement of UN-Women that the Services be performed in accordance with the TOR. In particular, UN-Women will suffer both financial loss and inconvenience as a result of late performance. The Contractor therefore acknowledges that time is of the essence in relation to the provision of the Services.

9.2 In the event of the Contractor's failure to comply with the time periods in the Contract, without prejudice to any other rights or remedies that UN-Women may have under this Contract or otherwise, United Nations may, at its sole option, demand liquidated damages for such delay ("Liquidated Damages"). Such Liquidated Damages shall be [percentage of payable amount, or any other amount representing a reasonable pre-estimate of damages to be suffered by UN-Women for the Contractor's delay], for each [period of time] of delay beyond the date upon which the Services were due to have been completed.

9.3 The Parties agree that any rights to terminate this Contract shall have no effect on UN-Women's right to claim Liquidated Damages pursuant to this Article.

9.4 UN-Women shall have the right to deduct any Liquidated Damages to which it is entitled under the terms of this Contract from any monies due from UN-Women to the Contractor, or to recover the same as a debt due from the Contractor.

9.5 Liquidated Damages shall be payable by virtue of the sole fact of the delay without the need for any previous notice or any legal or arbitral proceedings, or proof of damage, which shall in all cases be considered as ascertained.

**Article 10**  
**Notices**

10.1 Except as otherwise specified in this Contract, all notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be delivered either by: (i) personal delivery; (ii) recognized overnight delivery service; (iii) postage prepaid, return receipt requested, certified mail; or (iv) confirmed facsimile, transmitted to the Party for whom such notice or communication is intended, at the address or facsimile number shown below, or such other address or number as the intended recipient previously shall have designated by written notice given pursuant to this Contract:

If to the Contractor:

[Please insert address of Contractor]  
Attn: [name/title]

If to the UN-Women:

Ms Asya Varbanova  
Acting head of Office



Fax: [number]  
Email: [email]

UN Women Moldova  
131, 31 August 1989 Street, MD-2012  
Chisinau, Republic of Moldova  
Email: [asya.varbaniva@unwomen.org](mailto:asya.varbaniva@unwomen.org)

10.2 Notices and other communications required or contemplated by this Contract delivered by mail or recognized overnight delivery service shall be effective on the date they are officially recorded by the postal or delivery service as delivered to (or refused by) the intended recipient by return receipt or equivalent. Such notices and other communications delivered by facsimile shall be deemed to have been delivered to and received by the addressee, and shall be effective, on the date indicated on the facsimile confirmation. Such notices and other communications delivered in person shall be effective on the date of actual receipt.

**Article 11  
Amendment**

Any modification to this Contract shall be in accordance with Article 19 (Modifications) of the General Conditions.

**Article 12  
Miscellaneous**

12.1 Without limiting the provisions of Article 19 (Modifications) of the General Conditions, no terms or provisions of this Contract shall be deemed waived and no breach excused, unless such waiver or excuse shall be in writing and signed by the Party giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, or excuse or waiver of, any other subsequent breach.

12.2 If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

12.3 Headings and titles used in this Contract are for reference purposes only and shall not be deemed a part of this Contract for any purpose whatsoever.

12.4 This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument.

12.5 Unless the context otherwise clearly indicates, all references to the singular herein shall include the plural and vice versa.

12.6 This Contract and everything herein contained shall inure to the benefit of, and be binding upon, only the Parties and their respective successors and permitted assigns.

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

**FOR [NAME OF CONTRACTOR]**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOR UN-WOMEN**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SUBMISSION CHECKLIST**

For email and/or physical delivery the following items should accompany your bid:

| <b>Mandatory Returnable Documents</b>                    |  |
|--|--|
| • <a href="#">Bid Acknowledgement</a>                    |  |
| • <a href="#">Bidder Information Form</a>                |  |
| • <a href="#">Bid Submission Form</a>                    |  |
| • <a href="#">Financial offer</a>                        |  |
| • <a href="#">Past Performance Statement Form</a>        |  |
| • <a href="#">No Adverse Judgement Confirmation Form</a> |  |

| <b>Other Forms (If Applicable)</b>   |  |
|--|--|
| • Joint Venture / Consortium / Association Information Form (if a joint venture) |  |
| • Voluntary Agreement for Promoting Gender Equality in the Workplace (Voluntary) |  |
| • Bid Security Form  |  |
| • Performance Security Form  |  |
| • Waiver and Release of Indemnity  |  |

| <b>Please check-off to confirm the below:</b>  |  |
|--|--|
| MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD  |  |
| THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS. |  |

## ELIGIBILITY CRITERIA

The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

**Legal Capacity:** Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Conflict of Interest:** Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

**Ineligibility Lists:** A Bidder shall not be eligible to submit an offer if and when at the time of submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the ITB Instructions.
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact and recommends signing up to the Womes Empowerment Principles](#).