



Date: 08/11/2024

REQUEST FOR QUOTATION
RFQ № UNFPA/MDA/RFQ/025 – Communication Services

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services:

Communication, social media and logistic support services for
UNFPA 30 years celebration campaign:
“UNFPA – 30 Years of Progress and Positive Change in the Lives of People in Moldova”

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. In Moldova, UNFPA works in 4 main areas: Youth development, Sexual and Reproductive Health, Gender Equality and prevention of Gender-Based Violence (GBV), and Demographic Resilience. *To read more about UNFPA, please go to: [UNFPA about us](#)*

Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

● **Background information**

UNFPA is present in Moldova since 1995. In 2025, UNFPA will celebrate 30 years of impactful work in the country. Over these three decades, UNFPA has significantly contributed to Moldova’s development in several key areas, enhancing the well-being of the population and ensuring the rights and opportunities of individuals at every age—from pregnancy and childbirth to old age. Below are presented main achievements realized with UNFPA support in key areas of work:

1. Sexual and Reproductive Health and Maternal Health

In the realm of maternal and sexual reproductive health, UNFPA is recognized for its persistent advocacy for family planning and access to contraceptive services, especially for young people and vulnerable groups. Today, modern contraception is provided by the state free-of-charge for 12 categories of the population, enabling every person to plan their family according to their own choice.

In recent years, UNFPA has invested over \$4 million in the infrastructure and modernization of maternity hospitals in Moldova, equipping 12 Perinatal Centers across the country with state-of-the-art technology for safe deliveries. Nearly 30 ambulances have also been provided to both



maternity hospitals and emergency services. This contributes to safe pregnancies and births, healthy and happy mothers and babies.

Additionally, thanks to UNFPA's support, Moldova is making strides toward reducing cervical cancer mortality among women. Today, there is a well-organized cervical screening system in Moldova, offering testing, diagnosis, and treatment services for cervical cancer in both Chişinău and rural areas.

2. Empowering Adolescents and Youth

Another crucial aspect of UNFPA's work is empowering adolescents and youth. The organization has played a pivotal role in combating taboos surrounding sexual and reproductive health education and in preventing risky behaviours among teenagers, such as early pregnancy, sexually transmitted infections, substance use, and violence. The adolescent pregnancy rate has constantly decreased in Moldova, and more young girls get the opportunity to have an education and make a different, better choice in life. The #EduLife initiative, launched by UNFPA in schools across Moldova, provides a supportive learning environment and education on health and menstrual hygiene, including the distribution of free sanitary pads for girls.

UNFPA has consistently amplified the voices of young people and supported civic activism, advocating for youth participation in decision-making processes and their contributions to societal development. The network of Youth Centers, supported by UNFPA, is active in all districts of the country, engaging tens of thousands of young people in various activities each year, such as volunteering, community development, job orientation sessions. The participation of young people in 2024 presidential elections in Moldova was higher than ever, and this speaks about growing activism among youth, including as a result of various opportunities for their participation, created with UNFPA and other development partners' support.

3. Gender Equality and Combating Violence

UNFPA Moldova has made a significant impact on promoting gender equality and combating domestic violence and gender-based violence. In 2019, UNFPA launched the first public awareness campaign in Moldova, alongside other partners, emphasizing that violence is not acceptable and its not a shame to speak up against violence. Since then, Moldova has made tremendous progress, with an improved legal framework, ratification of the Istanbul Convention, stronger victim support services, and growing societal discussions on the need for positive social norms and the elimination of gender stereotypes as prerequisites for a violence-free society. Fathers Clubs have been established for the 1st time in Moldova, with UNFPA leadership role, as well as family friendly policies in the private companies were introduced – all with an objective to support women and men share equal roles and responsibilities at home and at work, expand choices, and promote equality. This applies to both offline and online spaces, where UNFPA has initiated a robust campaign advocating for the protection of individuals online—#bodyright.



4. Statistical Data and Demography

UNFPA is also recognized as the leading agency in Moldova for its central role in developing demographic and population policies and enhancing statistical data systems. Over the years, UNFPA has supported the implementation of Population and Housing Censuses, contributed to the modernization and digitalization of the National Bureau of Statistics' infrastructure to obtain qualitative and transparent data, and advocated for the use of data in demographic policies to ensure equitable distribution of public budgets based on community and people's needs.

In addition, in recent years, UNFPA has taken the lead in promoting the rights of older persons, developing innovative programs for their inclusion in society. Alongside social protection and economic support to older persons, UNFPA believes everyone has the right to be active, participate in societal life, and access lifelong learning, recreation, health, and employment. Notable programs, such as the Third Age University, Active Ageing Clubs, and digital skills training involving youth, have been successfully piloted with UNFPA's support.

Through all its initiatives, UNFPA aims to ensure the health, education, and empowerment of individuals of all ages, providing them with a dignified life and realization of their rights and choices.

After 30 years of dedicated efforts to fulfil its mission, UNFPA plans to launch and implement a year-long public campaign in 2025. The campaign aims to promote UNFPA's activities and results, showcasing its role as a key partner to the Government in implementing changes across its fields of work, and acknowledging the contributions of partners—including authorities, NGOs, and donors—who have been integral to this progress.

The campaign will include several elements designed to enhance the organization's visibility, promote its mandate, appreciate partners, and mobilize new supporters to spread the organization's values and continue driving change in the coming years under the current Country Program for 2023-2027 towards EU integration agenda.

Key campaign elements will include:

- **Promotional Video Spot:** Development of a video that conveys the organization's mission and the impact of its programs on all generations—from family planning and childbirth to adolescence, adult life, and aging. The message will emphasize that UNFPA supports a life-cycle approach and empowers individuals of all ages, across their lives, contributing to shaping strong families and generations in Moldova based on rights and equal opportunities. This video will be broadcasted on TV/ Radio and promoted in social media.
- **Creative Social Media Campaign:** Implementation of a creative concept to attract attention to the campaign and engage online audiences. UNFPA plans to highlight unique stories of individuals whose lives have improved over the past 30 years due to its work, under the hashtags #SnowballEffect and #ChampionsofChange. The campaign will showcase 12 success stories on social media in an engaging manner that reflects the ideas of change and replicability. The concept will include the visual metaphor of a snowball effect, illustrating that positive changes can grow exponentially when we unite our efforts.



A distinctive visual element—a ball circle—will accompany the photographs (*NOTE: UNFPA will provide ball circle element for the photo-shoot*). The Agency is expected to analyze the UNFPA proposed concept for the social media campaign, and suggest an efficient strategy for its execution, including identification of relevant stories, set-up of photo shoots, elaboration of relevant #hashtags, as well as suggest additional ideas to make the campaign viral in social media by engaging people who have been impacted by UNFPA in these 30 years of work. The initial concept that needs to be implemented and developed further is available [here](#).

- **Reception for UNFPA Friends:** Organizing a reception to celebrate achievements and outline future goals. This event will accommodate 120 attendees and will include technical/logistical arrangements, creative decor, symbolic gifts for guests, and a selfie box for photographs.
- **Creative Exhibition:** Organizing an exhibition to showcase UNFPA results in key areas of activity. The agency is invited to propose a creative concept and location for the exhibition, which should be mobile and serve including as a decorative element at the 30-year reception.

UNFPA welcomes creative approaches from PR & Communication agencies to make a visible and impactful campaign, celebrating progress, and mobilizing support for future work.

UNFPA will analyze the submitted concepts and will prioritize the most innovative ideas and approach to the campaign.

Among key audiences of the campaign will be authorities and decision makers, donors, NGOs, implementing partners, general public.

The campaign will be 1 year long with milestone events, such as launch of video spot, monthly stories of change in social media, reception event with partners, results exhibition launch etc.

- Outputs / Deliverable(s)

	Description	Quantity	Timeframe
1.	LOT 1: CONCEPT DEVELOPMENT AND KEY MESSAGING		
1.	Development of a detailed creative campaign concept and action plan with a year-long calendar of events splitted for 2025, while considering the key national holidays and events (e.g. Parliamentary elections, Easter period, Independence Day etc) and UNFPA milestone dates and events (World Population Day – 11 July, Family Day – 15 th of May).	1 campaign concept note, including creative idea & approach 1 campaign action plan & calendar of events	By 20 th of December 2024



1. 2	Development of the slogan of the campaign and message box addressing key audiences. The messages shall reflect the UNFPA results and achievements, elaborated in collaboration with UNFPA.	<p>Message box developed addressing the following audiences:</p> <ul style="list-style-type: none"> -Government authorities -Donors -Implementing Partners/NGOs -General public <p>Development of the slogan of the campaign</p> <p>Development of one key statement proposition to be used for the positioning of entire campaign</p>	By 30 th of December 2024
2	LOT2: VIDEO PRODUCTION		
2. 1	Development of promotional 30 years video spot, showcasing UNFPA mission and values, and promoting the idea that UNFPA works for a life-cycle approach, helping individuals at all stages of life – from pregnancy, childbirth, through adolescence, adulthood and older age. The main message: UNFPA shapes strong families and generations in Moldova, with equal rights and choices for everyone, at every age.	1 creative video spot – 40 sec in HD format for TV broadcasting. Radio version to be elaborated. Online version to be elaborated. Romanian and Russian languages. English subtitles.	By 31 st of January 2025
2. 2	Development of a fun, creative video, for social media about UNFPA name spelled differently by different people (UNIFIPEI, UNEFEPEA, Fondul ONU pentru Dezvoltare, UNFPA (accent on U) etc. The video may be based on a vox pop in the street, where different people are asked to pronounce the name of the organization. At the end, the right name and explanation what the organization stands for will be promoted.	Development of the concept/scenario Production of the video, in a fun way, to be promoted in social media	By 31 st of January
2. 3	Development of the video intro and video outro to be used in the video spots, using the UNFPA@30 years branding identity	Video intro developed Video outro developed	By 15 th of January 2025
3	LOT3: SOCIAL MEDIA		



3. 1	Social media campaign roll our based on UNFPA proposed #Snowball effect concept note. The social media campaign shall engage UNFPA beneficiaries, and all those who have been impacted by UNFPA work in a good sense. Audiences shall respond positively to the UNFPA call to be part of the campaign. The #snowball circle element shall be the unique identification sign of the campaign.	1 social media campaign delivered, including: Detailed execution concept note of the campaign, with key platforms (Facebook, Instagram) and action plan suggested Writing 12 stories of change, developing accompanying content for social media, and promoting them in social media (boosting) Running a challenge in social media under the hashtag #snowball effect #UNFPA30years #champions of change Development of accompanying texts for social media	
4	LOT4: EVENT MANAGEMENT		
4. 1	Reception for UNFPA Friends: Organizing a reception event to celebrate achievements and outline future goals.	This event will accommodate 120 attendees and will include renting of the venue, catering, music band & performance, technical/logistical arrangements, creative decor, symbolic gifts for guests, and a selfie box for photographs. Detailed concept note for the event will be developed by the Agency in collaboration with UNFPA.	By 31 st of October 2025
4. 2	Creative Exhibition: Organizing an exhibition to showcase UNFPA results in key areas of activity. The agency is invited to propose a creative concept and location for the exhibition, which should be mobile and serve as a decorative element at the 30-year reception. This exhibition may include a mural/ wall with key milestones of	1 mobile exhibition showcasing key UNFPA achievements delivered and installed. Format of the exhibition and location to be suggested by the Agency. Detailed concept note to be elaborated by the Agency.	By 30 th of March 2025



	UNFPA work in the country, a statue or another similar symbolic activity.		
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NOTE: UNFPA will provide Agencies with the Brand book, including fonts/colors to be used for all communication materials and events during the campaign.

All deliverables should be endorsed by UNFPA and shall be provided in English and Romanian languages, both in hard and electronic copies.

Institutional Arrangements

The Contractor will be awarded a contract with UNFPA for the delivery of services applied for and will work under the guidance of designated Communications Analyst.

The UNFPA will provide all available relative documentation, facilitate first contacts, access to the site and communication with stakeholders while Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties.

Duration Of Work

- a) The estimated duration of works is maximum 12 months. The expected time of commencement of contract is December 18 2024;
- b) UNFPA will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

Qualifications Requirements:

The offers will be evaluated based on their compliance with the requirements specified in Section VI below. In case of partial submission of quotation, the bidder should meet the same qualification requirements.

Prior to the technical and financial evaluations, the received quotation will be screen for their qualification based on the following:

1. Full Acceptance of PO/Contract General Terms and Conditions
2. Provision of all 3 (three) listed documents in line with Section IV
3. The key-personnel proposed in the offer must include a minimum of:
 - 1 (one) TEAM Leader – responsible for the concept development, programmatic approach and overall coordination of the project
 - 1 (one) Communication specialist with good writing skills, knowledge of strategic communication, visibility/branding experience, photo/video management etc.
 - 1 (one) Art & Graphic Designer.
 - 1 (one) Digital media specialist, with experience in social media marketing and online engagement.
 - 1 (one) Event management specialist, with experience in logistics and events planning, organization and coordination.

The Contractor could consider other non-key personnel if it is required for the successful implementation of the present assignment.



Tenderers shall provide information on the Project Team proposed to manage this assignment outlining details including:

- a) Details of qualifications and relevant experience of each of the proposed team members;
- b) Details of their roles/responsibilities for accomplishment of the above listed tasks as well as level of effort (estimated for each staff member in working days).

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Iurie Tarcenco
Tel No:	+373 79785684
Email address of contact person:	tarcenco@unfpa.org

The deadline for submission of questions is 21 November 2024 (Moldova local Time). Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested services and have legal capacity to enter a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TOR, including the requested concept note.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

V. Instructions for submission



Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the contact person indicated below no later than: **22 November 2024 at 16:30 PM Moldova Local Time**¹.

Name of contact person at UNFPA:	Iurie Tarcenco
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/MDA/RFQ/2024/025 – [Company name], Technical Bid
 - UNFPA/MDA/RFQ/2024/025 - [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- Partial bids are allowed under this RFQ however the Quotation shall include full number of Services under each LOT.
- Consortia bids are allowed under this RFQ (however the contract will be awarded to the main applicant of the consortium, established by the consortia agreement provided in submitted docs).
- Please submit your quotation in MDL (local suppliers) and in USD (international supplier) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Professional experience of the company staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) 1) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting other functions, etc. (10 %) 2) CVs demonstrating qualifications and certificates must be submitted (10 %) 3) Track Record – list of clients for similar services as those required by UNFPA (anniversary campaigns), indicating description of contract scope, contract duration, contract value, contact references. (10 %)	100		30%	
Specific experience and expertise relevant to the assignment (Minimum 2 years in the field of PR & Communication industry (2 years – 20 %, each additional year 5pts up to 30 %))	100		30%	
Profile of the company proposed methodology and relevance to the Project 1) The Service Provider must describe how it will address/deliver the demands of the RFQ; providing a detailed description of the essential performance characteristics, reporting conditions and quality	100		40%	



<p>assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work (15 %)</p> <p>2) The Service Provider must show proposed implementation plan describing clearly how the activities will be undertaken together with a comprehensive and logical work plan. Demonstration of the ability to integrate innovative storytelling and novel production approaches (15 %)</p> <p>3) Experience working on: a similar project, evidenced by at least 1 sample projects, or working with the UNFPA or other UN and international organizations on a similar project (10 %)</p>				
Grand Total All Criteria	300		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation



Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order per LOT to the Bidder(s) that obtain the highest total score.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor 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 vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Karina Nersesyan at nersesyan@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Prepared by:

Tarcenco Iurie/ Procurement Analyst

Tel. No. +373 79785684

Email: tarcenco@unfpa.org

DocuSigned by:
Iurie Tarcenco
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Approved by:

Karina A. Nersesyan, Ph.D

Representative for Republic of Moldova

UNFPA Moldova

DocuSigned by:
Karina Nersesyan
FDB85A2300DB4C3...



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MDA/RFQ/2024/025
Currency of quotation:	MDL
Validity of quotation:	

(The quotation must be valid for a period of at least 3 months after the submission deadline)

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Amount (USD or MDL)	Total
Deliverables			
1	LOT 1: CONCEPT DEVELOPMENT AND KEY MESSAGING		
2	LOT2: VIDEO PRODUCTION		
3	LOT3: SOCIAL MEDIA		
4	LOT4: EVENT MANAGEMENT		
5	(include any other expenses if envisaged)		
Total Contract Price			

Personnel fee breakdown (included in total contract Price)

No.	Key Personnel Fee (associated to the contract)	Fee per Day (USD or MDL)	Engagement Period(days)	Total
1	TEAM Leader			
2	Communication specialist			
3	Art & Graphic Designer			
4	Digital media specialist			
	Event management specialist			
Total Personnel fees				

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2024/025 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA, and we will abide by this quotation until it expires.

	Click here to enter a date.	
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United Nations Population Fund, UNFPA
131, 31 August 1989 street,
Chisinau, Republic of Moldova, MD-2012
Tel: +373 79785684
Website: <https://moldova.unfpa.org>

Name and title	Date and place
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DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



6	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
7	The Company and its Management have not been included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: _____

Date: _____

Name and Title: _____

Name of the Company: _____

UNGM N^o: _____

Postal Address: _____

Email: _____



United Nations Population Fund, UNFPA
131, 31 August 1989 street,
Chisinau, Republic of Moldova, MD-2012
Tel: +373 79785684
Website: <https://moldova.unfpa.org>

ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)