1. **Bid Submission Form**

**Name of Bidder:**

**Contact Person:**

**Title:**

**Email Address:**

**Telephone Number:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 3 months* *after the Closing date.):*

*Vendor’s Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA** <http://www.unfpa.org/resources/unfpa-general-conditions-contract> **and we will abide by this bid/proposal until it expires.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

**Name and title Date and Place**

# Bidders Identification Form

Bid No. UNFPA/MD/RFP/004/2023

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |
| If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium | /Consortia Participants/ |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |

1. **Expertise of Staff**

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

1. **Client Reference List**

Please provide references of main client details.

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

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

**Technical Bid**

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Description of the firm and the firm’s qualifications: A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.
2. Understanding of the requirements for services, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required. The level of total professional/personnel inputs required has been estimated to be about \_\_\_ person-months.
4. Proposed Team Structure: The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.
5. Proposed Project Team Members: Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. If the requested service is a creative one, the bidder can submit drawings, schemes, pictures or samples.
7. **Price Schedule Form**

**Name of Bidder:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 3 months* *after the Closing date.):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | | | Number & Description of Staff by Level | Total USD/ MDL |
| ***1. Steps*** | | | | | |
|  |  | | |  |  |
|  |  | | |  |  |
|  |  | | |  |  |
| **TOTAL PROFESSIONAL FEES** | | | | | | |
| ***2. Estimated out-of-pocket expenses*** | |  |  | |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| **TOTAL OUT-OF-POCKET EXPENSES** | | | | | | |
| **TOTAL FEES (Professional + out-of-pocket expenses)** | | | | | | |

**Per activity Distribution:**

|  |  |  |
| --- | --- | --- |
| No. |  | Total USD / MDL |
| A1 | **Research and identify artists (painters/ graphical artists)**  Identify artists that reflect and research the exhibition’s theme in their artistic practice.  *Timeline:* October 2023 |  |
| A2 | **Informational sessions**  Prepare and host informational sessions with artists and experts from fields relevant to the project.  *Timeline:* October *2023* |  |
| A3 | **Artist’s relation management**  Prepare supplementary documentation necessary for a cohesive partnership with the artists:   * Exhibition agreements * Artist's brief * Open calls * Lists of artworks * Presentations   Facilitate and ensure that artists comprehend the exhibition theme. Offer the essential visual and informational assistance for the digital animations.  *Timeline: September 2023* |  |
| A4 | **Exhibition Curating and Mnagement**  Take on a comprehensive set of tasks aimed at ensuring a well-coordinated and organized preparation for the upcoming exhibition.  *Timeline: October 2023- November 2023* |  |
| A5 | **Art Product development:**  Oversee the production of the following:  Digital animations  Paintings  Graphic designs  Video / photography art installations  Augmented reality digital effects  *Timeline: September- November 2023* |  |
|  | 1. **Launch of the exhibition** |  |
| B1 | **Logistic Management**  Organizing the exhibition launch event Planning, Moderation, logistical and cultural arrangements  *Timeline: November 2023* |  |
| B2 | **Logistical assistance for organizing two exhibitions in public spaces of interest:** University, Police Inspectorate/Hospital  *Timeline: December 2023* |  |