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/001/2023

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

1. **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** | **Deliverables** | **Rate USD per unit price** | **Total USD** |
| **Development and maintenance of the dedicated campaign page.** | 1 section / landing page on in Eng, Ro and RU on the website of the UNFPA Moldova  Content management for six months  (Price per month) |  |  |
| **Press events promoting the activities of the campaign and SRH activities - price per press event** | 1 Media Campaign Plan  8 media events organized ( logistics as tribune, sound effect, transportation of the visibuility materials authorizations from LPA etc. )  8 Press releases  30 materials published by the media based on the press releases distributed within the campaign.  8 video reportages up to 2 min. with the main quotes from the event produced after the event  5 photo reports from the event by 50 photos each. |  |  |
| **2 Media literacy on SRH topics Training sessions (for Mass Media and for influencers)** | * 2 video report per all sessions * 1 Training PPT * 5 Social media posts created and published |  |  |
| **TV, Radio Shows, Podcasts** | Partnership with at least 3 TVs and radio broadcasters established.  One media plan for 9 months  One list of the experts created and approved by UNFPA,  10 TV shows in prime time organizes  5 Radio shows organized  5 Sexplicatii edisions |  |  |
| **Information materials and branded items promoting the campaign** | 2000 posters  30 Outdoor Banners  Three campaign Roll Up Banners  500 Stickers with the campaign messages |  |  |
| **Digital campaign for 9 months of the campaign** | 90 social media posts translated in RO/RU/UKR/ENG  40 informative social media posts |  |  |
| **Street Experiment filmed with the hidden camera** | 4 street performances  4 videos up to 5 minutes |  |  |
| **Media Event with holograms** | 1 Public event organized, including the logistics, live broadcasting, set up of the audio-video-sound equipment, media relations for the event  1 3D Holographic video for the event  2 Videos report |  |  |
| **3D portable street paintings** | Design of the 3D Street Paintings  Development of 3 D Street Paintings  Instalation of 3D Street Paintings |  |  |
| **Video Spots (TV and Radio Formats) ”Asking for a friend”** | 4 Video Explainers up to 3 min  4 Video Explainers distributed |  |  |
| **Campaign coordination fee** | 1 Handbook of the campaign  Report of the activities |  |  |