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 event5 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 organized5 Sexplicatii edisions |  |  |
| **Information materials and branded items promoting the campaign** | 2000 posters 30 Outdoor Banners Three campaign Roll Up Banners500 Stickers with the campaign messages  |  |  |
| **Digital campaign for 9 months of the campaign**  | 90 social media posts translated in RO/RU/UKR/ENG40 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  |  |  |