**PRICE QUOTATION FORM**

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | RFQ Nº UNFPA/MDA/RFQ/2021008 – **organizing two communication events within UNFPA Population and Development Portfolio** |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **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.

***Note: You may add as many lines as required.***

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| **Item** | **Description** | **Unit of measure (ex. day, hour, person etc.)** | **Quantity** | **Unit rate, USD** | **Total, USD** |
| **Deliverable 1: Conference on digitalization and intergenerational dialogue** |
| 1. Professional Fees
 |
| 1.1 | Develop the branding and visuals of the event, including color palette to be used |  |  |  |  |
| 1.2 | Ensure all logistical arrangements for the event |  |  |  |  |
| 1.3 | Organize catering services for the event: 1 coffee break and 1 lunch (fourchette style) |  |  |  |  |
| 1.4 | Develop 7 social media cards in English (for Twitter) and Romanian (for Facebook) with the persons invited at the event |  |  |  |  |
| 1.5 | Create and promote a Facebook event |  |  |  |  |
| 1.6 | Develop an intro video (up to 10 seconds) to be used at the beginning of the event and between interventions |  |  |  |  |
| 1.7 | Develop visibility materials: branded tote bags and phone cases |  |  |  |  |
| 1.8  | Ensure transportation of the speakers/attendees from the regions, if needed |  |  |  |  |
| 1.9 | Develop the selfie frame and install it at the selected location of the event |  |  |  |  |
| 1.10 | Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA |  |  |  |  |
| 1.11 | Develop the media report of the event |  |  |  |  |
| 1.12 | Develop a post-event video of the entire conference |  |  |  |  |
| 1.13 | Develop 5 post-event video presentations of the speakers |  |  |  |  |
| *Sub-Total Professional Fees* | $$ |
| 1. Other expenses
 |
| 2.1 |  |  |  |  |  |
| 2.2 | *(please specify)* |  |  |  |  |
| 2.3 | *(please specify)* |  |  |  |  |
| *Sub-Total Other Expenses* | $$ |
| ***Total Deliverable 1*** | $$ |
| **Deliverable 2: Conference on the role of private sector in promoting family friendly policies** |
| 1. Professional Fees
 |
| 2.1 | Develop the branding and visuals of the event, including color palette to be used |  |  |  |  |
| 2.2 | Ensure all logistical arrangements for the event |  |  |  |  |
| 2.3 | Develop 7 social media cards in English (for Twitter) and Romanian (for Facebook) with the persons invited at the event |  |  |  |  |
| 2.4 | Create and promote a Facebook event |  |  |  |  |
| 2.5 | Develop an intro video to be used at the beginning of the event and between intervention |  |  |  |  |
| 2.6 | Develop at least 4 videos with the companies recommended by the UNFPA |  |  |  |  |
| 2.7 | Facilitate live interventions of speakers outside of Moldova |  |  |  |  |
| 2.8 | Develop visibility materials: branded tote bags, plastic pens and masks |  |  |  |  |
| 2.9 | Ensure transportation of the speakers/attendees from the regions, if needed |  |  |  |  |
| 2.10 | Develop the branded selfie frame and install it at the selected location of the event |  |  |  |  |
| 2.11 | Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA |  |  |  |  |
| 2.12 | Organize a photo exhibition at the venue with pictures provided by the UNFPA |  |  |  |  |
| 2.13 | Ensure the presentation of the photo collage regarding the friendly policies implemented within the champion companies at the end of the conference |  |  |  |  |
| 2.14 | Develop the media report of the event |  |  |  |  |
| 2.15 | Develop a post-event video of the entire conference |  |  |  |  |
| *Sub-Total Professional Fees* | $$ |
| 1. Other expenses
 |
| 2.1 | *(please specify)* |  |  |  |  |
| 2.2 | *(please specify)* |  |  |  |  |
| 2.3 | *(please specify)* |  |  |  |  |
| *Sub-Total Other Expenses* | $$ |
| ***Total Deliverable 2*** | ***$$*** |
| **Total Contract Price** |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ Nº UNFPA/MDA/RFQ/2021/008 -Organizing two communication events within UNFPA Population and Development Portfolio–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.

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| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)