**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price:**

**Delivery time** *(from receipt of order till dispatch):*

**Expiration of Validity of Quotation** *(The quotation shall be valid for a period of at least 90 days* *after the Closing date.)*

**Price Schedule:**

|  |  |  |
| --- | --- | --- |
| Item | Description | Unit rate, (Insert Currency) |
| **1) Video spots services** | **Produce 2 reportage type videos and 1 video spot about UNFPA Country Program (CPD):**  **Reportage type:**   * 2-minute video; * Short versions of the video (60 sec+30sec); * Subtitles (Romanian/English/Russian) if needed on the version of videos needed;   Travel to at least five different rayons to capture the interviews and b-roll.  **Video Spot about UNFPA CPD**   * 2 min * Creative spot illustrating the 4 pillars of UNFPA CPD: Repro-Health, Population and Development, Gender, Youth. * Using the “generations” approach and the key message: *UNFPA is empowering people throughout their lives from birth to adolescence, reproductive, and older age”.*   Subtitles in Ro/Ru/Eng |  |
| **2) Photo services** | **Photo project:**  ● High-resolution raw images of people (women, men, young people) in action that will be of an internationally acceptable standard;  ●Lower resolution photos adapted for web/electronic media  ● Provide UNFPA with high quality photographs via Google Drive.  ● Within 3 business days of shooting, a complete set of images in high resolution and web resolution provided  ● Photography subject release forms (including those signed by parents or legal guardians of children under the age of 18) must be delivered to UNFPA together with the images. UNFPA will provide the [release form](https://docs.google.com/document/d/1R-BV4ApM92W_IYcCKTSbZnHnPfLrD2--/edit?usp=sharing&ouid=106355078127999508342&rtpof=true&sd=true).  ●Format of electronic pictures: JPEG, maximum TIFF, BMP, PNG; | **:** |
| **3) Logistics and Transportation for UNFPA events** | **Logistics and Transportation for UNFPA events**   * Organize the setup of the event with the visibility, banners and flags which will be provided by UNFPA * For one event – provide three TV screens and secure internet connection as there will be participants connecting online from rayons (via zoom, teams, google meet) * Set up the microphones and manage the sound system * Transportation of the flags, banners and other event materials to the venue and back to the UN House * At least two events outside of Chisinau in Northern and Central Moldova |  |
| **4) Branding, Design and print stickers with UNFPA and donors logos** | Wall signs: 30 x 21 – 500 pieces, acrylic glass, bolting |  |
|  | Stickers: 10x5 cm - 500 pieces, vinyl, logos to be provided by UNFPA |  |
|  | Stickers: 25x15 cm - 500 pieces, vinyl, logos to be provided by UNFPA |  |
|  | Branding of the vans and placing three logos - 45 x 24 cm each logo placed in one line, Vinyl – 9 ambulances and 3 vans, logos to be provided by UNFPA |  |
|  | Posters for the Oncology Institute and other healthcare facilities on cervical cancer – A3, 120 gr, 4+0 – 500 units |  |
| **Total:** | |  |

**In your offer, please include:**

1. Company registration documents
2. Client list (portfolio of previous projects)
3. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

*Vendor’s Comments:*

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

**Name and title Date and Place**