



United Nations Population Fund, UNFPA  
131, 31 August 1989 street,  
Chisinau, Republic of Moldova,  
MD-2012  
Fiscal Code: 12626016  
Tel: +373 79785684  
Website: [www.unfpa.org](http://www.unfpa.org)

**Date: 05/09/2023**

**Request for Proposal (RFP) No. UNFPA/MD/RFP/003/2023**

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following services:  
***Implementation of the Awareness Raising Project “Repaint your Future. Artists from Moldova and Ukraine against Sexual violence”, developed by UNFPA Moldova.***

**Purpose / description of the proposed procurement:**

Gender-based violence has a ripple effect that extends beyond individual survivors and affects families, communities, and society at large. Despite ongoing efforts to prevent and address this issue, it remains a pervasive phenomenon occurring at alarming rates worldwide. Survivors of gender-based violence (GBV) often face stigma, shame, and a lack of support, making it difficult for them to access the necessary resources and services they need to heal and recover.

With over 67% of current refugees in Moldova being females, they are at an unprecedented risk of gender-based violence (GBV) and have a high demand for reproductive health services. While gender-based violence can occur anywhere, the current situation has significantly increased the risk and occurrence of multiple forms of GBV, especially against women and girls.

This has led to a higher need for protection services, as well as a health-sector response to gender-based violence and facilitated access to reproductive health services. In this context, UNFPA will launch the project "Repaint Your Future - Artists from Moldova and Ukraine Against GBV Violence" to raise awareness at policy and community levels about the issue of sexual violence.

Refugees and people on the move are particularly vulnerable to gender-based violence (GBV). The displacement caused by conflict disrupted social support networks and led to a breakdown of community protection systems, leaving women and girls at an increased risk of violence, exploitation, and abuse. In Moldova, the recent influx of refugees from Ukraine has resulted in a significant increase in the number of women and girls who are at risk of GBV.

UNFPA will launch an Art Project to increase awareness and understanding of GBV and the existing services, with a focus on a comprehensive response, supporting survivors, and fostering a more supportive and coordinated approach to this issue. The project aims to create an impactful and inclusive art exhibition centered around the theme of violence and its eradication, aiming to increase engagement and visibility for the "Set Free" campaign. "Set Free. Repaint Your Future" is an intensive exhibition designed to raise awareness about all forms of violence, online violence, sexual abuse, and body objectification, generating conscious dialogue in the society.

Starting from the concept of public healing, the exhibition primarily aims to create a safe space for dialogue that combats silence and the fear of exposure. In this perspective, art becomes an environment where sensitive and often traumatic subjects are transformed through empathy and acceptance, turning the exhibition space into a platform for communication among victims, artists, and society.

The exhibited artworks will explore emotions, experiences, and perspectives related to violence, harassment, sexual abuse, and body objectification, aiming to evoke deep emotional resonance and create a sense of solidarity among visitors.

**Artistic Expression:** The project will showcase paintings, sculptures, photography/videos, installations, and performance art that illustrate the transformative power of art as a means of expressing trauma, healing, and resilience.

**Awareness and Healing:** In addition to the artwork, the exhibit will provide resources and information about support networks and organizations dedicated to combating sexual violence and abuse. The goal is to spark meaningful conversations and facilitate healing.

The timeline for the project is September- November.

**Description of item(s):**

#	Description of services: ToR for services	Unit of measure/ Deliverables	Quantity
	<b>A. Raising Awareness ACTIVITIES</b>		
A1	<p><b>Research and identify artists (painters/ graphical artists)</b></p> <p>Identify artists that reflect and research the exhibition’s theme in their artistic practice.</p> <p><i>Timeline:</i> September 2023</p>	<p><b>Deliverables</b></p> <p><b>Artistic Research:</b> Conduct thorough research to identify artists whose artistic practice aligns with the exhibition's theme. This research involves exploring various artistic mediums, styles, and contexts.</p> <p><b>Artist Selection Criteria:</b> Define and establish criteria for selecting artists based on their relevance to the exhibition's theme, artistic quality, and potential to contribute meaningfully.</p> <p><b>Shortlist Compilation:</b> Create a shortlist of artists who demonstrate a strong connection to the exhibition's theme through their previous works, portfolio, or artistic statements.</p> <p><b>Portfolio Review:</b> Review the portfolios and bodies of work of shortlisted artists to assess their artistic approach, consistency, and alignment with the exhibition's objectives.</p> <p><b>Communication and Outreach:</b> Reach out to the shortlisted artists to gauge their interest and availability for participation in the exhibition. Provide</p>	<p><b>Quantity</b></p> <p>One research report delivered and approved by UNFPA. Containing at least 30 artists identified and proposed to UNFPA selection.</p> <p>One shortlist of artists that contain at least 12 artists from Ukraine and Moldova proposed for UNFPA approval for the project implementation.</p> <p>Provision of cooperation agreements with the shortlisted Artists.</p>

		<p>clear information about the exhibition's theme and objectives.</p> <p><b>Curator's Recommendation:</b> Collaborate with the exhibition curator or relevant stakeholders to gather insights and recommendations on artists who resonate well with the theme.</p> <p><b>Artist Confirmation:</b> Facilitate communication and coordination with selected artists, ensuring their commitment and readiness to contribute to the exhibition.</p> <p><b>Final Artist List:</b> Prepare a finalized list of artists who have been selected and confirmed to participate in the exhibition, complete with their names, contact details, and brief descriptions of their connection to the theme.</p>	
A2	<p><b>Informational sessions</b></p> <p>Prepare and host informational sessions with artists and experts from fields relevant to the project.</p>	<p><b>Deliverables</b></p> <p><b>Informational Sessions Organized:</b> Plan and host informative sessions for artists, involving experts from pertinent fields such as medicine, social assistance, law enforcement, and legal affairs. These sessions aim to provide artists with valuable insights, knowledge, and perspectives related to the project's themes.</p> <p><b>Expert Involvement:</b> Collaborate with professionals from the medical, social assistance, police, and legal sectors to participate in the informational sessions. Experts will contribute their expertise, share relevant information, and engage in discussions to enhance artists' understanding of the project's context and goals.</p> <p><b>Content Creation:</b> Develop content for the informational sessions, including presentations, case studies, and interactive discussions. Tailor the content to address key areas of relevance for the project, ensuring that artists gain a comprehensive understanding of the subject matter.</p>	<p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• At least 3 informational sessions organised</li> <li>• One Presentation for information sessions developed</li> </ul>

	<p><i>Timeline: September 2023</i></p>	<p><b>Logistics and Facilitation:</b> Organize logistical aspects of the sessions, including scheduling, venue arrangements, and technology setup for virtual sessions. Facilitate the sessions to ensure smooth communication, active participation, and the effective exchange of information between artists and experts.</p> <p><b>Q&amp;A and Dialogue:</b> Encourage open dialogue and facilitate question-and-answer sessions between artists and experts. Foster an environment where artists can clarify doubts, seek guidance, and engage in meaningful discussions to enhance their insights.</p> <p><b>Documentation and Resources:</b> Ensure proper documentation of the informational sessions, including recording virtual sessions and creating summary documents. Compile and provide relevant resources, references, and materials shared during the sessions for artists' reference and future use.</p> <p><b>Feedback and Improvement:</b> Gather feedback from both artists and experts to evaluate the effectiveness of the informational sessions. Use this feedback to enhance future sessions and ensure that the content remains relevant, engaging, and valuable.</p>	
A3	<p><b>Artist's relation management</b> Prepare supplementary documentation necessary for a cohesive partnership with the artists:</p> <ul style="list-style-type: none"> <li>• Exhibition agreements</li> <li>• Artist's brief</li> <li>• Open calls</li> <li>• Lists of artworks</li> <li>• Presentations</li> </ul> <p>Facilitate and ensure that artists comprehend the exhibition theme. Offer the essential visual and informational assistance for the digital animations.</p>	<p><b>Deliverables</b></p> <p><b>Exhibition Agreements developed:</b> Clear and comprehensive exhibition agreements were formulated, outlining the terms and conditions of the collaboration between organizers and participating artists.</p> <p><b>Artist's Brief created:</b> A detailed artist's brief was developed, providing an extensive overview of the exhibition's theme, objectives, and expectations. This guide assisted artists in aligning their creative work with the exhibition's vision.</p>	<p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• One Artist's Brief created</li> <li>• Open Call Executed</li> <li>• Artwork List Compiled</li> <li>• One Engaging Presentations Developed</li> </ul>

	<p><i>Timeline: September 2023</i></p>	<p><b>Open Calls announced:</b> Engaging open call announcements were designed and drafted, effectively communicating the theme, submission guidelines, deadlines, and other pertinent information to attract a diverse range of artists.</p> <p><b>Lists of Artworks created:</b> Well-organized lists of all artworks included in the exhibition were prepared. These lists contained titles, artists' names, descriptions, mediums, and other pertinent details, facilitating proper curation and logistical planning.</p> <p><b>Presentations created:</b> Visually engaging presentations were created, introducing the exhibition's concept, goals, and key details. These presentations were used during artist meetings, orientations, and promotional events to ensure a clear understanding of the exhibition's essence.</p> <p><b>Visual and Informational Support for Digital Animations:</b> Necessary visual assets were provided to support the creation of digital animations related to the exhibition. Informational support ensured accurate representation of the exhibition's theme and content in the animations.</p> <p><b>Monitoring and Feedback:</b> Continuous monitoring of artists' progress took place.</p>	
A4	<p><b>Exhibition Curating and Mngement</b> Take on a comprehensive set of tasks aimed at ensuring a well-coordinated and organized preparation for the upcoming exhibition.</p>	<p><b>Delivarabes:</b></p> <p><b>Logistics Management:</b> Oversee the logistical aspects of the exhibition, which includes coordinating transportation, handling, and storage of artworks. Ensure the timely arrival and safe handling of all pieces.</p> <p><b>Social Media Communication Management:</b> Handle the communication strategy for the exhibition across the gallery's social media platforms. Develop engaging content, post updates, and engage with</p>	<p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• At least 12 exhibition artworks transported to the exhibition venues.</li> <li>• One communication plan for exhibition promotion created.</li> <li>• Minimum of 5 social media posts published.</li> <li>• Minimum of 1 press release elaborated, approved, and sent to the press.</li> </ul>

	<p><i>Timeline: September 2023- November 2023</i></p>	<p>the audience to create anticipation and awareness.</p> <p><b>Exhibition Build-Up/Build-Down:</b> Manage the entire process of setting up and dismantling the exhibition. Collaborate with the installation team to arrange artworks, signage, and any additional components in alignment with the exhibition's theme and design.</p> <p><b>Curatorial Text and Theme Introduction:</b> Craft a thought-provoking and informative curatorial text that introduces the exhibition's theme, provides context, and guides visitors' understanding of the artworks' significance within the broader narrative.</p> <p><b>Artwork Display Supervision:</b> Devise and oversee the display arrangement for the artworks within the exhibition space. Ensure that the placement and lighting enhance the overall visual experience and convey the intended artistic message.</p> <p><b>Publication Development (Posters, Brochures):</b> Create compelling visual materials to promote the exhibition. Design eye-catching posters and informative brochures that communicate essential details, including the exhibition's dates, artists, and themes.</p>	<ul style="list-style-type: none"> <li>• Minimum of 3 media materials (articles/interviews/long reads) created and placed.</li> <li>• Minimum of 1 elaborated poster and brochure online and printed format (at least 200 pcs), made available to the visitors.</li> </ul>
A5	<p><b>Art Product development:</b></p> <p>Oversee the production of the following:          Digital animations          Paintings          Graphic designs          Video / photography art installations          Augmented reality digital effects</p>	<p><b>Deliverables</b></p> <p><b>Digital Animations:</b>          Coordinate the creation of captivating and engaging digital animations, aligned with the artistic vision. Ensure the animations convey the intended message and aesthetic.</p> <p><b>Paintings:</b>          Manage the process of producing paintings that reflect the artistic concept. Ensure the paintings meet the desired quality and style standards.</p> <p><b>Graphic Designs:</b>          Oversee the development of graphic designs that complement the overall art project.</p>	<p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• One Digital Animation Created</li> <li>• Approve the collection of 12 unique and expressive paintings with UNFPA communication team.</li> <li>• One graphic design Package for exhibition promotion created</li> <li>• One video and static Art Installations delivered and approved by UNFPA</li> <li>• At least one augmented reality created and approved by UNFPA</li> </ul>

	<p><i>Timeline: September- November 2023</i></p>	<p>Ensure the designs effectively convey the desired visual message. Video / Photography Art</p> <p><b>Installations:</b> Coordinate the creation of video and photography art installations that align with the project's theme. Ensure seamless integration of visual elements to create a cohesive experience.</p> <p><b>Augmented Reality:</b> Manage the production of augmented reality elements that enhance the interactive and immersive aspects of the art. Ensure the AR effects are seamlessly integrated and add value to the overall experience.</p>	
	<b>B. Launch of the exhibition</b>		
B1	<p><b>Logistic Management</b></p> <p>Organizing the exhibition launch event Planning, Moderation, logistical and cultural arrangements</p>	<p><b>Deliverables</b></p> <p><b>Event Planning and Coordination:</b> Carefully plan and coordinate all aspects of the exhibition opening event to ensure a seamless and engaging experience for attendees.</p> <p><b>Invitations and Guest List:</b> Create and send out invitations to relevant stakeholders, artists, partners, and guests, compiling a well-defined guest list.</p> <p><b>Venue Setup and Decor:</b> Arrange the exhibition space, ensuring artworks are displayed effectively and the venue ambiance aligns with the exhibition's theme.</p> <p><b>Guest Registration:</b> Set up a smooth registration process for guests upon arrival, facilitating a hassle-free entry.</p> <p><b>Opening Speeches and Presentations:</b> Prepare opening speeches and presentations that highlight the significance of the exhibition, its objectives, and the artists' work.</p>	<p><b>Quantity</b></p> <p>One launch media event organised</p>



	<p><i>Timeline: November 2023</i></p>	<p><b>Artists' Introductions:</b> Introduce the participating artists, providing context for their artworks and creative processes.</p> <p><b>Interactive Experiences:</b> Incorporate interactive elements or guided tours that engage attendees with the artworks and enhance their understanding of the exhibition's message.</p> <p><b>Networking Opportunities:</b> Create opportunities for attendees to connect and engage with artists, experts, and each other, fostering valuable networking interactions.</p> <p><b>Refreshments and Catering:</b> Arrange refreshments and catering services to enhance the overall guest experience during the opening event.</p> <p><b>Media and Documentation:</b> Ensure media coverage and documentation of the event, including photographs, videos, and press releases.</p> <p><b>Engaging Atmosphere:</b> Cultivate a welcoming and captivating atmosphere that aligns with the exhibition's theme, encouraging meaningful interactions.</p> <p><b>Feedback Collection:</b> Provide a platform for attendees to share their thoughts and feedback about the exhibition opening, facilitating continuous improvement.</p>	
B2	<p><b>Logistical assistance for organizing two exhibitions in public spaces of interest:</b> University, Police Inspectorate/Hospital</p> <p><i>Timeline: December 2023</i></p>	<p><b>Deliverables</b></p> <p><b>Exhibition Venue Arrangements:</b> Secure and prepare suitable exhibition spaces at the University, Police Inspectorate or Hospital, ensuring they are conducive to displaying artworks and engaging attendees.</p> <p><b>Logistical Planning:</b> Develop a comprehensive logistical plan outlining the necessary arrangements, timelines, and resources required for both exhibitions.</p>	<p><b>Quantity</b></p> <p>2 exhibitions in public spaces of interest organised</p>



		<p><b>Transportation and Setup:</b> Coordinate the transportation of artworks and exhibition materials to the respective venues. Oversee the setup of exhibition displays, ensuring they align with the aesthetic and safety standards of each space.</p> <p><b>Collateral Material Distribution:</b> Manage the distribution of promotional materials, brochures, and informational materials related to the exhibitions to effectively inform visitors.</p> <p><b>Technology and Equipment:</b> Provide the required technology and equipment, such as projectors, screens, lighting, and sound systems, to enhance the visual and auditory experience for attendees.</p> <p><b>Reporting:</b> Document the logistical preparations and execution of the exhibitions, capturing photographs, videos, and relevant information for reporting purposes.</p> <p><b>Collaboration with Partners:</b> Collaborate with relevant stakeholders, including the University, Police Inspectorate, and Hospital personnel, to align logistical requirements and ensure seamless execution.</p> <p><b>Feedback Collection:</b> Create a platform for attendees to provide feedback on the logistics and overall experience, enabling continuous improvement for future events</p>	
--	--	---	--

If you are interested in submitting a bid for these services, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below

Email: [tender.mda@unfpa.org](mailto:tender.mda@unfpa.org)

Please submit your quotation in MDL (local suppliers) and in USD (international supplier) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **13/02/2023, 16:30 (GMT +3, Moldova Local Time)**.

**Note: Do not submit your bid to the contact person’s email address!**

Please remember, the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different emails.

**Qualification Criteria:**

- Relevant Experience in organizing art exhibitions and cultural events: At least 2 events organized in the last 5 years.
- Full acceptance of the PO/Contract General Terms and Conditions
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

**Documents comprising the bid:**

- a. Completed and signed Bid Submission Form
  - b. Bidders Identification Form
  - c. Bidder’s previous experience and clients (Bidder’s portfolio)
  - d. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the ToR. (Mandatory subject of email for the Technical Proposal: “Technical Proposal for UNFPA/MD/RFP/003/2023”)
  - e. Financial bid in a separate sealed envelope (Mandatory subject of email for the Financial Proposal: “Financial Proposal for UNFPA/MD/RFP/003/2023”)
  - f. CVs of key project personnel, CVs for other personnel may be included as deemed applicable by the Bidder. Bidders agree that named staff will participate on the project at the level and duration specified unless agreement is provided in writing by the Programme to allow substitutions
  - g. In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members/subcontractors, including a clear division of tasks for the personnel of the companies participating in the consortium;
- Partial bids are allowed under this RFP.
  - Consortia bids are allowed under this RFP (however the contract will be awarded to the main applicant of the consortium, established by the consortia agreement provided in submitted docs).

**Evaluation of Proposals:**

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders whose technical bids reaches 50 points, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

**Technical Evaluation**

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **70 points**.

<b>Technical Proposal Evaluation Form 1</b>		<b>Points obtainable</b>
<b>Expertise of the Firm/Organization</b>		
1.1	- Company has provided and explained QA procedures in place in order to ensure smooth project delivery (10 pts.)	10
1.2	- Company has presented 2 (two) successfully implemented projects in last 5 years - (Yes / No 10 pts.)	10
1.3	Relevance of: - Having proven experience in conducting similar works/projects relevant to the scope and size of the current project (up to 10 pts.) - Working experience with UN Agencies and/or other international organizations will be an asset (Yes/No 10 pts.)	20
1.4	Sustainable Criteria / Gender equality and diversity commitments (up to 10 pts.) - Appointment of women to managerial positions in the team - Overall gender balance in the team - Diversity within the team - : people from minority, vulnerable or marginalized groups are part of the team - Demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)	10
<b>Total Form 1</b>		<b>50</b>
<b>Technical Proposal Evaluation Form 2</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	To what degree does the Proposer understand the task?	5
2.2	Have the important aspects of the task been addressed in sufficient detail?	5
2.3	Is the conceptual framework adopted appropriate for the task?	5
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	5
<b>Total Form 2</b>		<b>20</b>

### **Financial Evaluation**

The financial bid will only be evaluated if the technical bid achieves a minimum of 50 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **30**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

Points for the Price Bid of =  $\frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$   
a Proposal being evaluated

### **Total Score**

The total score for each bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

### **Contract Award**

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and price evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

### **Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Terms of Reference**
- **Technical Bid**
- **Price Schedule Form**

Best regards,

Prepared by:

Tarcenco Iurie/ Procurement Analyst

Tel. No. +373 79785684

Email: [tarcenco@unfpa.org](mailto:tarcenco@unfpa.org)

DocuSigned by:  
*Iurie Tarcenco*  
85CA7739315F46C...

Approved by:

Nigina Abaszade

Resident Representative

UNFPA Moldova

DocuSigned by:  
*Nigina Abaszade*  
43D750472CF14D1...

**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

**2. Bidders Identification Form**  
 Bid No. UNFPA/MD/RFP/001/2023

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> 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/

**2. Quality Assurance Certification**

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

**3. Expertise of Staff**

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

**4. Client Reference List**

Please provide references of main client details.

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

3.			
----	--	--	--

**5. 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.**

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

**Per activity Distribution:**

No.		Total USD / MDL
A1	<b>Research and identify artists (painters/ graphical artists)</b> Identify artists that reflect and research the exhibition’s theme in their artistic practice.  <i>Timeline: September 2023</i>	
A2	<b>Informational sessions</b> Prepare and host informational sessions with artists and experts from fields relevant to the project.  <i>Timeline: September 2023</i>	
A3	<b>Artist’s relation management</b> Prepare supplementary documentation necessary for a cohesive partnership with the artists: <ul style="list-style-type: none"> <li>• Exhibition agreements</li> <li>• Artist’s brief</li> <li>• Open calls</li> <li>• Lists of artworks</li> <li>• Presentations</li> </ul> Facilitate and ensure that artists comprehend the exhibition theme. Offer the essential visual and informational assistance for the digital animations.	

	<i>Timeline: September 2023</i>	
A4	<p><b>Exhibition Curating and Mngement</b>  Take on a comprehensive set of tasks aimed at ensuring a well-coordinated and organized preparation for the upcoming exhibition.</p> <p><i>Timeline: September 2023- November 2023</i></p>	
A5	<p><b>Art Product development:</b></p> <p>Oversee the production of the following:  Digital animations  Paintings  Graphic designs  Video / photography art installations  Augmented reality digital effects</p> <p><i>Timeline: September- November 2023</i></p>	
<b>C. Launch of the exhibition</b>		<b>D.</b>
B1	<p><b>Logistic Management</b></p> <p>Organizing the exhibition launch event Planning, Moderation, logistical and cultural arrangements</p> <p><i>Timeline: November 2023</i></p>	
B2	<p><b>Logistical assistance for organizing two exhibitions in public spaces of interest:</b> University, Police Inspectorate/Hospital</p> <p><i>Timeline: December 2023</i></p>	