

Date: 16 October 2023

**REQUEST FOR QUOTATION
 RFQ № UNFPA/MD/RFQ/029/2023**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of Services for event logistics, photo and video services “

During the third and fourth quarters, UNFPA Moldova plans to hold a series of Launch events to deliver Ambulances, blood banks, SRH equipment and supplies to the healthcare system, as well as two advocacy events on GBV prevention and response. In this regard, there is a need for a company that will support with professional event logistics, photo and video services.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

UNFPA is open to creative ideas and proposals from the agency. The photos/videos will be promoted on UNFPA web-site, social media channels, donor communications and shared with UNFPA Regional/Global teams.

UNFPA expects the company to secure the transportation to the photography/video sites, on case-by-case situation.

Description of item(s):

#	Description of goods / services: Generic technical specifications for photos and working process	Unit of measure	Quantity
1	<p>Produce 2 reportage type videos and 1 video spot about UNFPA Country Program (CPD): Reportage type:</p> <ul style="list-style-type: none"> • 2-minute video; • Short versions of the video (60 sec+30sec); • Subtitles (Romanian/English/Russian) if needed on the version of videos needed; <p>Travel to at least five different rayons to capture the interviews and b-roll.</p> <p>Video Spot about UNFPA CPD</p> <ul style="list-style-type: none"> • 2 min 	Each	3 videos



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

	<ul style="list-style-type: none"> • Creative spot illustrating the 4 pillars of UNFPA CPD: Repro-Health, Population and Development, Gender, Youth. • Using the “generations” approach and the key message: <i>UNFPA is empowering people throughout their lives from birth to adolescence, reproductive, and older age</i>”. • Subtitles in Ro/Ru/Eng 		
2	<p>Photo project:</p> <ul style="list-style-type: none"> • 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. • Format of electronic pictures: JPEG, maximum TIFF, BMP, PNG; 	Day 1-2 photo sessions per day 20 photos per photo session is required	20 days
3	<p>Logistics and Transportation for UNFPA events</p> <ul style="list-style-type: none"> • 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 	Each	5 Events
4	<p>Branding, Design and print stickers with UNFPA and donors logos</p> <ul style="list-style-type: none"> • 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 	Each	See each line



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Partial Bids are allowed.

The quotation shall be valid at least for 3 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form along with supporting documents and send by email to the address indicated below:

Email: 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 **23 October 2023, 16:30 (GMT +3, Moldova Local Time)**.

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

Qualification Criteria:

- Full acceptance of the PO/Contract General Terms and Conditions
- Provided quotation with detailed technical description of each service quoted for.
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

Evaluation method:

- Lowest priced offer that is substantially responsive to the requirements of the RFQ

Best regards,

DocuSigned by:
Iurie Tarcenco
85CA7739315F46C...

Prepared by:

Tarcenco Iurie/ Procurement Analyst

Tel. No. +373 79785684

Email: tarcenco@unfpa.org

DocuSigned by:
Nigina Abaszade
43D750472CF14D1...

Approved by:

Nigina Abaszade

Resident Representative

UNFPA Moldova



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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	<p>Produce 2 reportage type videos and 1 video spot about UNFPA Country Program (CPD):</p> <p>Reportage type:</p> <ul style="list-style-type: none"> • 2-minute video; • Short versions of the video (60 sec+30sec); • Subtitles (Romanian/English/Russian) if needed on the version of videos needed; <p>Travel to at least five different rayons to capture the interviews and b-roll.</p> <p>Video Spot about UNFPA CPD</p> <ul style="list-style-type: none"> • 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: <i>UNFPA is empowering people throughout their lives from birth to adolescence, reproductive, and older age”.</i> <p>Subtitles in Ro/Ru/Eng</p>	
2) Photo services	<p>Photo project:</p> <ul style="list-style-type: none"> • 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. • Format of electronic pictures: JPEG, maximum TIFF, BMP, PNG; 	:




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3) Logistics and Transportation for UNFPA events	Logistics and Transportation for UNFPA events <ul style="list-style-type: none"> • 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:

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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