



Date: 21 July, 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2021/008 - Organizing two communication events within UNFPA
Population and Development Portfolio

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services: organize and implement two communication events within UNFPA Population and Development Portfolio:

- 1. Conference on digitalization and intergenerational dialogue;** and
- 2. Conference on the role of private sector in promoting family friendly policies**

as per the Terms of Reference (ToR) presented below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Moldova, or through an authorized representative.

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](https://www.unfpa.org)

II. Service Requirements/Terms of Reference (ToR)

Title	PR Company to organize and implement two communication events within UNFPA Population and Development Portfolio
Duty Station	Republic of Moldova
Duration	August- November 2021
UNFPA Strategic Plan Outcome	Gender equality Population and Development
UNDAF Outcome	The people of Moldova, in particular, the most vulnerable, demand and benefit from gender-sensitive and human rights-based, inclusive, effective and equitable education, health and social policies and services
UNFPA Country Programme Output	Output 3 - Gender: Strengthened national capacity to promote gender equality, eliminate gender – based violence and address harmful gender norms through effective policies and programmes; and Output 4 - Population and Development: Increased availability and use of high-quality disaggregated data on population, including on sexual and reproductive health, young people and gender-based violence, by policy and decision makers



	at national and local levels.
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1. BACKGROUND

The United Nations Population Fund supports the Government of the Republic of Moldova in responding to the issues in the field of population and gender equality. The activities planned in the framework of the Intergenerational Dialogue Project responds to the explicit request of the Ministry of Health, Labor and Social Protection in providing support to older women who were most hit by the COVID-19 pandemic and were most under-targeted in previous interventions by the development partners and the Government. The Project will allow connecting generations of older and young people. It is innovative in its approach, concept and strategy by addressing not only health and social protection of most marginalized population groups but also facilitating intergenerational solidarity via mobilizing youth for community support. The project interventions have a strong human rights-based approach with a specific focus to the participation of right holders that is built in through innovation and partnerships. Gender lenses are being applied throughout the entire project life-cycle and activities adapted based on identified gender inequalities.

20,8% of Moldova's population is over 60 years of age. COVID-19 pandemic hit the most vulnerable with a bigger impact on older persons who faced discrimination and isolation. The devastating effects of the pandemic were determined by two factors. Firstly, older persons were already socially and economically vulnerable before the pandemic occurred. Secondly, the response to the pandemic did not tackle particular needs of older persons. As of 22 March 2021, Moldova had 216,094 confirmed cases of COVID-19, 30,9% of those infected were aged 60+ (with an infection rate higher among older women than men), and 78,1% of caused deaths were among people 60+ ([COVID Dashboard](#)).

As older persons' economic resources are directly linked to work- and family-related decisions made over a lifetime, the pension entitlements of women are often much lower than those of men. With women living longer than men, they live in higher levels of poverty and are more likely to suffer from chronic diseases and disability. As they often stay alone with limited mobility they have low access to social, medical and financial benefits and services.

Various analyses, national surveys and initial needs assessments conducted during COVID-19 emergency by the UNFPA and other UN Agencies emphasized the challenges, the needs and specific vulnerabilities of older people: poverty, lack of access to basic goods and gender disparity; limited access to technology and information is hindering chances of digitally connecting the generations; discrimination and effects of physical distancing on mental wellbeing.

A conference on digitalization and intergenerational dialogue will be organized by UNFPA jointly with Moldcell, by engaging IT companies and older and young people to see how access to technologies can be facilitated for older persons and how young people can participate in reducing the digital divide. At the conference, organized in a hybrid mode, the Government will present the Report for 2018 - 2021 of the Action Plan on Active Ageing and will set further priorities in implementing active ageing programmes. The report of the Action Plan on Active Ageing is developed as part of the Madrid International Plan of Actions on Ageing's review.

A conference on the role of private sector in promoting family friendly policies is planned to be organized as part of the project "Expanding Choices: Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova", funded by the Austrian Development Agency (ADA) and implemented by UNFPA in cooperation with the Ministry of Health, Labor and Social Protection of the Republic of Moldova and Chamber of Commerce and Industry.



The majority of women in Moldova face a critical decision between choosing a career or having a family. Due to limited parental leave, lack of flexible working conditions and inaccessible childcare, many women are unable to realize both their career aspirations and have the number of children they want. This is further compounded by discriminatory gender norms, placing the burden of unpaid care work on women, further limiting their employment opportunities and desires.

Growing evidence demonstrates that supportive practices within the private sector can make a significant and positive improvement in the lives of working women and working families.

Gender-responsive family-friendly workplaces and companies' policies can support by providing both women and men the ability to share and fulfil their care responsibilities, which in turn creates a number of benefits for companies themselves, from greater retention of employees, higher productivity, more inclusive workplaces and lower health and absenteeism costs.

The conference on the role of private sector in promoting family friendly policies will highlight the role of the private sector in supporting women in fulfilling their career aspirations and men exercise responsible fatherhood through more robust engagement in childcare, having the aim to present the results and to discuss the challenges in implementing Family Friendly Workplaces.

2. PURPOSE OF THE ASSIGNMENTS

UNFPA Moldova Country Office is looking to contract a local PR Company with the purpose to organize and implement two communication events in TEDx format:

- **Conference on digitalization and intergenerational dialogue.**
- **Conference on the role of the private sector in promoting family friendly policies.**

3. OBJECTIVES OF THE ASSIGNMENTS

In order to achieve the overall scope of these assignments, the following objectives are set:

- Role of of IT companies and young people to reduce the digital divide between generations;
- Promotion and showcasing of family friendly workplaces implemented by international and local companies;

4. ACTIVITIES

In order to accomplish the above-mentioned objectives, the Communication Company will have to perform the following activities:

Task 1: Organization of the Conference on digitalization and intergenerational dialogue in TEDx format

The conference is planned to be organized on 1 October - International Day of Older Persons. Taking into account the epidemiological context, the conference will be organized in a hybrid format, with the physical participation of around 50 persons. The selected Company will identify suitable locations for the purpose of the conference, will coordinate them with the UNFPA and will make all necessary arrangements for its organization as per the key performance indicators described below.

Key performance indicators for this activity are the following:



- Develop the branding and visuals of the event, including color palette to be used,
- Ensure all logistical arrangements for the event;
- Organize catering services for the event: 1 coffee break and 1 lunch (fourchette style);
- Develop 7 social media cards in English (for Twitter) and Romanian (for Facebook) with the persons invited at the event;
- Create and promote a Facebook event;
- Develop an intro video (up to 10 seconds) to be used at the beginning of the event and between interventions;
- Develop visibility materials: branded tote bags and phone cases;
- Ensure transportation of the speakers/attendees from the regions, if needed;
- Develop the selfie frame and install it at the selected location of the event;
- Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA;
- Develop the media report of the event;
- Develop a post-event video of the entire conference;
- Develop 5 post-event video presentations of the speakers.

Task 2: Organization of the Conference on the role of private sector in promoting family friendly policies in TEDx format

The conference is planned to be organized on 16 November 2021 (the date might be changed). As part of this activity, the selected company will be responsible for organizing and conducting a Conference on the role of the private sector in promoting family friendly policies. The event will be organized in a hybrid format – offline and online, and will include participation of approximately 50 participants. The company will provide the conference venue with the capacity to accommodate 50 participants and it is expected to ensure all issues related to event management as per the key performance indicators described below.

Key performance indicators for this activity are the following:

- Develop the branding and visuals of the event, including color palette to be used;
- Ensure all logistical arrangements for the event;
- Develop 7 social media cards in English (for Twitter) and Romanian (for Facebook) with the persons invited at the event;
- Create and promote a Facebook event;
- Develop an intro video to be used at the beginning of the event and between intervention;
- Develop at least 4 videos with the companies recommended by the UNFPA;

- Facilitate live interventions of speakers outside of Moldova;
- Develop visibility materials: branded tote bags, plastic pens and masks;
- Ensure transportation of the speakers/attendees from the regions, if needed;
- Develop the branded selfie frame and install it at the selected location of the event;
- Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA;
- Organize a photo exhibition at the venue with pictures provided by the UNFPA;
- Ensure the presentation of the photo collage regarding the friendly policies implemented within the champion companies at the end of the conference;



- Develop the media report of the event;
- Develop a post-event video of the entire conference;

5. DELIVERABLES, SPECIFICATIONS AND TIMEFRAME

	Deliverable	Specifications	Timeframe
Deliverable 1: Conference on digitalization and intergenerational dialogue			
1.	Branding and visuals of the event, including color palette to be used developed	All necessary information to be provided by the UNFPA	by 20 September 2021
2.	All logistical arrangements for the conference ensured	<ul style="list-style-type: none"> • Rent of venue and seating arrangements (chairs, tables for the speakers and moderator) • Audiovisual services (PA system with 5 wireless microphones) • Translation services (simultaneous translation RO-EN-RU); • Translation equipment, booth, headphones (Ensure translation as well as on ZOOM channel); • LED screen - approximately 3X5 m (TBD depending on the location) + tv remote • Zoom link and technical support during the event; • Zoom frame; • Live broadcasting for 4 hours with multiple cameras; 	By 1 October 2021
3.	Catering services for the event organized	<ol style="list-style-type: none"> 1. <u>Coffee break for 50 persons</u> 2. <u>Lunch (fourchette) for 50 persons</u> Menus to be presented by the company.	By 29 September 2021
4.	7 social media cards in English (for Twitter) and Romanian (for Facebook) with the persons invited at the event developed	All necessary information to be provided by the UNFPA	By 20 September 2021
5.	Facebook event created and promoted	<p>Invite participants, post social media cards and other relevant information.</p> <ul style="list-style-type: none"> - Create a plan-to-go-live event on Facebook: develop a cover event page and coordinate broadcasting. Promote the event. - Create Facebook event, prior and during the event. - Broadcast 3 hours event on Facebook on UNFPA Moldova Facebook page and the pages of the involved partners. - Ensure live mixing of all video and graphic inserts 	By 20 September 2021
6.	Intro video to be used at the beginning of the event and between	All necessary information to be provided by the UNFPA	By 29 September 2021

	interventions developed (5-10 seconds)		
7.	Visibility materials: branded tote bags and phone cases developed	<p><u>Branded tote bags - 100 pcs.:</u> Material: linen fabric; Dimensions: bag - 40 cm height x 35 cm width; sides and bottom - 8 cm; handle: 60 cm; Imprint area: color, A4 format, one side (20 x 20 cm).</p> <p><u>Branded phone cases - 300 pcs.</u> To be distributed to older persons - beneficiaries of the programme (dimensions and information to be provided).</p>	By 29 September 2021
8.	Transportation of the speakers/attendees from the regions ensured, if needed.	All necessary information to be provided by the UNFPA	By 1 October 2021
9.	Branded selfie frame developed and installed at the selected location of the event.	All the information to be provided by UNFPA	By 1 October 2021
10.	Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA	 <p>* photo symbol</p>	By 1 October 2021
11.	Media report of the event developed	The media report should include all mass media appearances, including social media posts.	By 5 October 2021
12.	Post-event video of the entire conference developed	Testimonials and video images should be taken during the event. The video shall be translated, using subtitles (ENG/RO).	By 5 October 2021
13.	5 post-event video presentations of the speakers	Videos for each speaker, animated, with name tags, etc. The video shall be translated, using subtitles (ENG/RO).	By 11 October 28th

Deliverable 2: Conference on the role of private sector in promoting family friendly policies

1.	Branding and visuals of the event, including color palette to be used developed	All necessary information to be provided by the UNFPA	By 5 November 2021
2.	All logistical arrangements for the event ensured	<ul style="list-style-type: none"> ● Rent of venue and seating arrangements (chairs, tables for the speakers and moderator); ● audiovisual services (PA system with 5 wireless microphones); ● LED screen - approximately 3X5 m (TBD depending on the location) + tv remote ● Zoom link and technical support during the event; ● Zoom frame; ● Live broadcasting for 4 hours with multiple 	By 16 November 2021



		cameras; <ul style="list-style-type: none"> Jars of water and cups for each table; 	
3.	7 social media cards in English (for Twitter) and Romanian (for facebook) with the persons invited at the event developed	All necessary information to be provided by the UNFPA	By 5 November 2021
4.	Facebook event created and promoted	Invite participants, create the cover, post social media cards and other relevant information. Create a plan-to-go-live event on Facebook: develop a cover event page and coordinate broadcasting. Promote the event. <ul style="list-style-type: none"> Create Facebook event, prior and during the event. Broadcast 3 hours event on Facebook on UNFPA Moldova Facebook page and the pages of the involved partners. Ensure live mixing of all video and graphic inserts 	By 5 November 2021
5.	Intro video to be used at the beginning of the event and between interventions developed (5-10 sec.)	All necessary information to be provided by the UNFPA	By 12 November 2021
6.	At least 4 videos with the companies recommended by the UNFPA developed.	All necessary information to be provided by the UNFPA	By 12 November 2021
7.	Live interventions of speakers outside of Moldova facilitated	All necessary information to be provided by the UNFPA	
8.	Visibility materials: tote bags, pens and masks developed and printed	<u>Branded tote bags - 100 pcs.:</u> Material: linen fabric; Dimensions: bag - 40 cm height x 35 cm width; sides and bottom - 8 cm; handle: 60 cm; Imprint area: color, A4 format, one side (20 x 20 cm). <u>Branded pens - 100 pcs.:</u> White plastic pens with color imprinting. <u>Branded masks - 100 pcs.</u> Fabric masks with printed info provided by the UNFPA.	By 12 November 2021
9.	Transportation of the speakers/attendees from the regions ensured, if needed.	All necessary information to be provided by the UNFPA	By 16 November 2021
10.	Branded selfie frame developed and installed at the selected location of the event.	All the information to be provided by UNFPA	By 16 November 2021

11.	Develop and install the title of the event in the TEDx conference format using the title provided by the UNFPA	 <p>* photo symbol</p>	By 16 November 2021
12.	Photo exhibition at the venue with pictures provided by the UNFPA organized	All necessary information to be provided by the UNFPA	By 16 November 2021
13.	Presentation of the photo collage regarding the friendly policies implemented within the champion companies at the end of the conference realized	All necessary information to be provided by the UNFPA	By 16 November 2021
14.	Media report of the event developed	The media report should include all mass media appearances, including social media posts.	By 19 November 2021
15.	Post-event video of the entire conference developed	Testimonials and video images should be taken during the event. The video shall be translated, using subtitles (ENG/RO).	By 26 November 2021

6. MANAGEMENT ARRANGEMENTS

UNFPA will contract a selected PR Company with experience in communication to organize and implement two communication events within UNFPA Population and Development Portfolio.

Organizational settings: the Company will work under the direct supervision of UNFPA. The Company is responsible for delivering qualitative and prompt results to accomplish the objectives of this ToR.

UNFPA and the Ministry of Health, Labor and Social Protection will provide the Company all the necessary support information, as needed.

7. TIMING (DURATION OF WORK)

The assignments will be conducted in the following period: from the date the contract enters into force until **1 December 2021**. Deliverables will be submitted in accordance with the provisions of p.5 Specifications and Timeframe of the present ToR.

8. PAYMENT CONDITIONS

Contracted Company will be paid a fixed lump sum for the provision of services and payment will be made in two installments as follows:

- 1st installment - 50% - upon submission and approval by the UNFPA of deliverable #1;



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: moldova.office@unfpa.org
Website: <http://moldova.unfpa.org>

- 2nd installment - 50% - upon submission and approval by the UNFPA of deliverable #2.

9. PROPERTY RIGHTS

The United Nations Population Fund (UNFPA) and the Ministry of Health, Labor and Social Protection will have the ownership for all deliverables produced during the assignments and may use them for purposes other than provided in this ToR.



III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Luminita Arama, Administrative and Finance Associate, Procurement Focal Point
Email address of contact person:	arama@unfpa.org

The deadline for submission of questions is 28th July, 2021, 16:30 (Moldova local time). Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include:
- ✓ Description of proposed technical approach to meet the objectives / deliverables as per the ToR;
 - ✓ Work plan / time scales given in the proposal and its adequacy to meet the objectives / deliverables as per the ToR.
 - ✓ Copy of organization's registration certificate.
 - ✓ Organization's profile including experience in similar assignments by outlining the capacity of the organization to provide complex PR and media services.
 - ✓ Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) clients or business partners obtained in the last three years.
 - ✓ Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.
- b) **Price quotation in USD (exclusive of VAT)**, to be submitted strictly in accordance with the Price Quotation Form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: 4th of August 2021, 16:30 (Moldova local time)**¹.

Name of contact person at UNFPA:	Violeta Mihailova, Designated Bid Receiver
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: RFQ N° UNFPA/MDA/RFQ/2021/008 – organizing two communication events within UNFPA Population and Development Portfolio.

- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Luminita Arama, Administrative and Finance Associate, Procurement Focal Point at: **arama@unfpa.org**

- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach and level of understanding of the objectives of the ToR	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the objectives of the ToR	100		10%	
Professional experience of the staff at least 3 years of experience in social media, marketing and public engagement. <ul style="list-style-type: none"> • <i>Proposed team structure and roles are well defined and meet the requirements of the ToR and has the necessary capacity to achieve the results of the proposed assignment (30 pts);</i> • <i>Creative and professional PR specialist, videographer, event-management / logistical support team etc. (55pts);</i> • <i>Language qualifications: proficiency in Romanian and Russian (15 pts).</i> 	100		20%	
General profile of the company:	100		20%	



<ul style="list-style-type: none"> • <i>General organization’s reputation and expertise in areas of media, marketing and public engagement campaigns (30 pts);</i> • <i>A minimum of 3 years of relevant experience (30 pts);</i> • <i>Previous proven experience in organizing and conducting similar assignments (40 pts).</i> 				
<p>Specific experience and expertise relevant to the assignment:</p> <ul style="list-style-type: none"> • <i>Demonstrated experience working with mainstream media (radio, TV, newspapers), organizing press–conferences, public events, debates. Proven experience in designing and producing visibility products, including video-graphics;</i> • <i>proved experience in providing innovative communication and organization solutions and out of the box ideas;</i> • <i>Previous positive experience with UNFPA or UN Agencies will be considered an asset.</i> 	100		30%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a **minimum score of 70 points in the technical evaluation.**

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:



$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

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

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VII. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representative's agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance



UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Nigina Abaszada, UNFPA Representative at abaszade@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Nigina Abaszada, UNFPA Representative

Signature: _____

DATE: _____



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° 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: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Note: You may add as many lines as required.

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				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1					
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
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				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				



2.3	<i>(please specify)</i>				
				<i>Sub-Total Other Expenses</i>	\$\$
				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 N° 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.

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



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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](#), [Spanish](#) and [French](#)