



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>

Date: **21 March 2022**

REQUEST FOR QUOTATION RFQ N° UNFPA/MDA/RFQ/2022/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Logistics and Event Management Services and Development of innovative visibility products for ceremony of granting seed funds”.

UNFPA requires the provision of the following services: *Logistics and event management services and development of innovative visibility products for organizing the ceremony of granting seed funds certifications to champion companies within the project Expanding Choices Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova, implemented by UNFPA since 2019 in Albania, Kosovo and Moldova, and funded by the Austrian Development Cooperation.*

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](#)

Service Requirements/Terms of Reference (ToR)

UNFPA Strategic Plan 2018 – 2022 Outcome 1	The people of Moldova, in particular, the most vulnerable, demand and benefit from democratic, transparent and accountable governance, gender sensitive, human rights- and evidence-based public policies, equitable services, and efficient, effective and responsive public institutions
UNDAF Outcome 4	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	Strengthened national capacity to promote gender equality, eliminate gender-based violence and address harmful gender norms through effective policies and programmes.



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Action Plan of the Government of the Republic of Moldova for the years 2021-2022	Contribution to the implementation of action no. 11.12. Promoting flexible work schedules, including in the interests of employees with children, so that parents can cope with work tasks and family responsibilities.
Beneficiary institution:	Expanding Choices: Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova, project implemented by UNFPA Moldova.
Funding	Austrian Development Agency

Objectives and scope of the Services

UNFPA jointly with the Chamber of Commerce and Industry of the Republic of Moldova seek to identify a qualified company that will support in organizing a ceremony related to the awarding of the amount of seed funds that will be the equivalent of the services and goods necessary for the development of FFW initiatives by each company.

The ceremony overall will aim to encourage companies to pledge commitments to family friendly policies and mobilize the business community, Government, academia, CSOs, media representatives and the general population on the value of family friendly policies.

In order to achieve the overall scope of this assignment, the following objectives are set:

1. Organize the ceremony of granting seed funds to champion companies;
2. Development and printing the awarding certifications;
3. Development of visibility products.

Background information

In Eastern Europe and Central Asia, women spend on average three hours more than men, per day, on unpaid care work. Coupled with low availability of child and elder care, limited parental leave and lack of flexible work arrangements, this is forcing women to make a decision between having children and having a career. This leads to some of the lowest female participation rates across Europe and even globally for some of the countries in this region. The same traditional gender norms and roles as well as institutions and policies that promote women's domestic and unpaid care roles above all else, also affect men, constraining them into the role of breadwinner. Moreover, while many men in the region may want to spend more time with their children, social and economic pressures and lack of gender-responsive policies and provisions often prevent them from doing so. As a result, many women end up with fewer children than they want, or are unable to fulfil their career potential, affecting both fertility rates and economic growth in these countries.

The programme Expanding Choices: Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova, implemented by UNFPA since 2019 in Albania, Kosovo and Moldova, and funded by the Austrian Development Cooperation, aims to expand choices for women so that they can fulfill their career, family and fertility aspirations. The programme does so by supporting gender-responsive family policies in the private sector and at national level.



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One of the key outputs of the project is the Family Friendly Workplace model with strategies, activities and tools adapted to local context, tailored to and piloted by each champion company. The Family Friendly Workplace model focuses on how to engage private sector champion companies, in collaboration with governments and society, to create returns for all parties involved, and specifically for workers, their families and the broader community. The Family Friendly Workplace model will contribute to the development of more gender equal, inclusive and socially sustainable workplaces and societies.

In April 2021, a partnership agreement was signed with the five champion companies. An internal assessment of current family-friendly policies and workplace culture was conducted in all five champion companies. Following the internal assessment exercise, a tailored Family Friendly Workplace strategy and Family Friendly Workplace plan for each company's family-friendly workplace was developed, thereby ensuring that the Family Friendly Workplace interventions being piloted will address the specific company challenges (i.e. high turnover of female employee, high absenteeism costs) and are in line with the available resources of the company. In order to support Champion Companies within the Expanding Choices Programme to design or refurbish key elements of the family-friendly workplaces initiatives, UNFPA Moldova jointly with Chamber of Commerce and Industry of the Republic of Moldova will procure all the goods and services necessary for the implementation of key Family Friendly Workplace initiatives.

Outputs / Deliverable(s)

Outputs / Deliverable(s)	Description of Services / Technical specifications	Timeframe
1.Organization of the ceremony of granting seed funds to champion companies	<p>1.1 Organize the ceremony of granting seed funds to champion companies - approximately 1,5 hours duration;</p> <p>1.2 Ensure logistics for the offline event: rent of venue, audiovisual services (PA system with 5 wireless microphones), 1 projector with screen, chairs and tables for the moderator and speakers, printed name tags for the speakers, chairs for the attendees of the event, jars of water and cups for each table.</p> <p>1.3 Ensure all logistical arrangements and visual elements for the hybrid format event including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting, moderator, ensure translations as well as on ZOOM channel etc.;</p> <p>1.4 Catering for offline events: 1 coffee break per event that will include a buffet with snacks choices, including a vegetarian option, tea, coffee, soft drinks and water for 25 people.</p> <p>1.5 Interpretation: Simultaneous interpretation from Romanian and Russian into English and vice-versa, rental of the equipment if necessary.</p>	19 th of April 2022



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2. Develop and print the awarding certificates	2.1 Develop design for the awarding certificates; 2.2 Print 5 awarding certificates; 2.3 Ensure procurement of 5 photo frames, frame the certificates (if applicable).	19 th of April 2022
3. Development of innovative visibility products	3.1 Develop the branding and visuals of the event, including color palette to be used; 3.2 Develop visibility materials: 50 branded agendas and 30 branded thermos cups; 3.3 Ensure all logistical arrangements for the event; 3.4 Develop 7 social media cards post event in English (for Twitter) and Romanian (for Facebook); 3.5 Develop a post event video: Romanian and Romanian with English subtitles.	19 th of April 2022

Activities

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

Activity 1. Organization of the ceremony of granting seed funds to champion companies

Organization of the ceremony of granting seed funds to champion companies. The ceremony is planned to be organized in April (the exact date will be coordinated). As part of this activity, the selected company will be responsible for organizing and conducting the ceremony of granting seed funds to champion companies. The event will be organized offline, and will include participation of approximately 25 participants. The company will provide the conference venue with the capacity to accommodate 25 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 include the development of the following:

- Organize the ceremony of granting seed funds to champion companies - approximately 1,5 hours duration;
- Ensure logistics for the offline event: rent of venue, audiovisual services (PA system with 5 wireless microphones), 1 projector with led screen, chairs and tables for the moderator and speakers, printed name tags for the speakers, chairs for the attendees of the event, jars of water and cups for each table.



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- Ensure all logistical arrangements and visual elements for the hybrid format event including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting (privesc.eu), moderator, ensure translations as well as on ZOOM channel etc.;
- Catering for offline events: 1 coffee break per event that will include a buffet with snacks choices, including a vegetarian option, tea, coffee, soft drinks and water for 25 people.
- Interpretation: Simultaneous interpretation from Romanian and Russian into English and vice-versa, rental of the equipment if necessary;

Activity 2. Development and printing the awarding certificates

Under this activity, the company will elaborate the design of the awarding certificates including the amount of seed funds that will be the equivalent of the services and goods necessary for the development of FFW initiatives by each company. The amount of seed funds per company will be provided by UNFPA.

The design of the certification will be in line with the Expanding Choices branding & writing style established in close cooperation with the UNFPA Communications Officer of PD Portfolio.

The company shall print 5 certificates for 5 Champion Companies in a visible manner.

Key performance indicators for this activity include the development of the following:

- Develop design for the awarding certificates;
- Print 5 awarding certificates;
- Ensure procurement of 5 photo frames, frame the certificates (if applicable).

Activity 3. Development of innovative visibility products

All visibility products will use Expanding Choices branding & writing style established in close cooperation with UNFPA Communications Officer of PD Portfolio. The company is expected to produce visibility products including cards with companies' managers, Facebook event and post event video etc. in order to highlight the value of family friendly policies.

Key performance indicators for this activity include the development of the following:

- Develop the branding and visuals of the event, including color palette to be used;
- Develop visibility materials: 50 branded agendas and 30 branded thermos cups;
- Ensure all logistical arrangements for the event;
- Develop 7 social media cards post event in English (for Twitter) and Romanian (for Facebook);
- Promote the Facebook event created on the UNFPA Moldova page;
- Develop a post event video: Romanian and Romanian with English subtitles.

All the visibility products will be developed in Romanian and translated in Russian and English. For the video, the company will provide subtitles in EN.

II. Questions

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



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Name of contact person at UNFPA:	Ion Nicov, Administrative and Finance Associate / Procurement Focal Point
Email address of contact person:	nicov@unfpa.org

The **deadline for submission of questions is Friday, 25 March 2022, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

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 approach to meet the objectives / deliverables as per the ToR, including suggestions on innovative, out of the box communication activities and visibility products;
- ✓ 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 event management services and 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.



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V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Monday, 4 April 2022, 23:59 (Moldova local time)**.

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 by the Bidder in the email subject line:**

- **UNFPA/MDA/RFQ/2022/001 – [Company name], Technical Bid**
- **UNFPA/MDA/RFQ/2022/001 - [Company name], Financial Bid**

Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.

- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email 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.
- 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.



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Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
1. Technical approach and level of understanding of the objectives of the ToR	100		20%	
2. Work plan/time scales given in the proposal and its adequacy to meet the objectives of the ToR	100		10%	
3. Professional experience of the staff at least 3 years of experience in social media, marketing and public engagement. <ul style="list-style-type: none"> 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); Creative and professional PR specialist, videographer, event-management / logistical support team etc. (55pts); Language qualifications: proficiency in Romanian and Russian (15 pts). 	100		20%	
4. General profile of the company: <ul style="list-style-type: none"> General organization's reputation and expertise in areas of media, marketing and public engagement campaigns (30 pts); A minimum of 3 years of relevant experience (30 pts); Previous proven experience in organizing and conducting similar assignments (40 pts). 	100		20%	
5. Specific experience and expertise relevant to the assignment: <ul style="list-style-type: none"> 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; proved experience in providing innovative communication and 	100		30%	



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organization solutions and out of the box ideas; <ul style="list-style-type: none"> • Previous positive experience with UNFPA or UN Agencies will be considered an asset. 				
Grand Total All Criteria	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

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of 30 days (thirty days) to the Bidder(s) that obtain the highest total score.

VIII. Right to Vary Requirements at Time of Award



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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, representatives 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 Dr. 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, Supply Chain management Unit 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

DocuSigned by:
 Signature: 
 43D750472CE14D1...

DATE: 21-Mar-2022



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/MDA/RFQ/2022/001
Currency of quotation :	USD
Delivery charges based on the following 2020 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 VAT and 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	Sub-total, USD
Deliverable 1.Organizati on of the ceremony of granting seed funds to champion companies as per the ToR					
1.1	Organize the ceremony of granting seed funds to champion companies - approximately 1,5 hours duration				
1.2	Ensure logistics for the offline event: rent of venue, audiovisual services (PA system with 5 wireless microphones), 1 projector with screen, chairs and tables for the moderator and speakers, printed name tags for the speakers, chairs for the attendees of the event, jars of water and cups for each table.				
1.3	Ensure all logistical arrangements and visual elements for the hybrid format event including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting, moderator, ensure translations as well as on ZOOM channel etc.;				
1.4	Catering for offline events: 1 coffee break per event that will include a buffet with snacks choices, including a vegetarian option, tea, coffee, soft drinks and water for 25 people.				
1.5	Interpretation: Simultaneous interpretation from Romanian and Russian into English				



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	and vice-versa, rental of the equipment if necessary.				
	<i>Other expenses</i>				
	<i>Other expenses</i>				
Total Deliverable 1					
Deliverable 2. Develop and print the awarding certificates as per the ToR					
2.1	2.1 Develop design for the awarding certificates;				
2.2	Print 5 awarding certificates;				
2.3	Ensure procurement of 5 photo frames, frame the certificates (if applicable).				
	<i>Other expenses</i>				
	<i>Other expenses</i>				
Total Deliverable 2					
Deliverable 3. Development of innovative visibility products as per the ToR					
3.1	Develop the branding and visuals of the event, including color palette to be used;				
3.2	Develop visibility materials: 50 branded agendas and 30 branded thermos cups;				
3.3	Ensure all logistical arrangements for the event;				
3.4	Develop 7 social media cards post event in English (for Twitter) and Romanian (for Facebook);				
3.5	Develop a post event video: Romanian and Romanian with English subtitles.				
	<i>Other expenses</i>				
	<i>Other expenses</i>				
Total Deliverable 3					
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 UNFPA/MDA/RFQ/2022/001 including all annexes, amendments to the RFQ document (if applicable) 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](#)