



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: **07 June 2022**

REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2022/012

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Logistics and event management services and development of social media visibility materials for a Press Conference organized on the World Population day and two online events”

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

UNFPA requires the provision of the following services: *Logistics and event management services for the organization of a Press Conference organized on the World Population day and two online events and social media visibility products to be promoted pre and post-event.*

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have the 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 | 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 | 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 | Enhanced health system capacity to develop and implement policies and programmes at all levels that ensure equal access to high quality sexual and reproductive health and reproductive rights services, including commodities by those women, adolescents and youths left further behind, including in humanitarian settings |

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| | |
|--------------------------------|--|
| Beneficiary institution | National Bureau of Statistics of the Republic of Moldova |
| Funding | “Estimation of resident population at the sub-national level and institutional support to NBS”, co-financed by the United Nations Population Fund (UNFPA), Swiss Agency for Development and Cooperation / Swiss Cooperation Office in Moldova (SDC). |

1. BACKGROUND

Even though for many years it has been known that the Republic of Moldova experienced significant negative migration balances, no reliable estimates have been available. The important effect international migration may have on population estimates becomes evident already when the results of the 2004 census have been analyzed showing that since the previous 1989 census some part of the population that has not been accounted for by the then available migration statistics left the country. The next (and last) census conducted in 2014 showed that current population estimates overestimate the population by almost 700 thousand inhabitants that seem to have left the country in the last decades.

“Estimation of resident population at the sub-national level and institutional support to NBS”, co-financed by the United Nations Population Fund (UNFPA), Swiss Agency for Development and Cooperation / Swiss Cooperation Office in Moldova (SDC) project aims to improve the institutional capacity of the National Bureau of Statistics in implementing its Operational Plan 2018 – 2020 based on the Strategy for Development of Statistical System 2016 – 2020. Specifically, institutional development is focused on the Population and Migration Statistics Division of NBS, in particular, but also on other supporting divisions dealing with statistical methods and administrative data, data protection and ICT and dissemination in order to provide necessary tools and improve knowledge and skills in proper using of administrative data in the revision of population and migration estimates in alignment with international recommendations.

Through this project, based on the improved skills of NBS staff and the technological modernization of the NBS infrastructure, UNFPA aims to provide support in disaggregating population estimates per rural/urban thus enabling the revision of the indicators from the social sector; to produce international migration disaggregated at sub-national level (by territorial-administrative units – rayons), develop and apply a new methodology in estimating disaggregated internal migration, using administrative data sources and, finally revision of resident population number, by age and sex, for all rayons of the Republic of Moldova.

Proposed interventions are built on the current results achieved by NBS, with SDC and UNFPA support, in revision of the population number at the national level, using administrative data on migration flows from Border Police. As there are specific requests towards NBS (especially from the Ministry of Finance, Central Electoral Commission, and Government Cabinet) to release disaggregated data per each locality and rayon for policy and funding planning processes, NBS needs to rapidly improve its current methodologies and require further access to the individual data from Border Police and Agency for Public Services so that NBS staff can estimate, on regular basis, multi-dimensionally disaggregated internal and international migration, and estimate the overall population number at the sub-national level.



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In order to inform the general public, government and local public authorities, mass media and other partners about the results and new methodology for the calculation of the usual resident population and estimation of international migration in the Republic of Moldova and the implications of the revised population number on policy-making, budget planning and impact reporting, a press conference will be organized, followed by a series of online meetings to increase awareness on the new methodology on population calculation and migration estimation and to explain its overall impact of the obtained result on demographic and socio-economic development context of the country.

2. PURPOSE OF THE ASSIGNMENT

UNFPA Moldova Country Office is looking to contract a local Company with the purpose to provide logistics and event management services for the organization of:

- one event organized in the Population Day context on 11th July, that will consist of a press conference organized at the NBS settings and will require logistical support and development of a series of visibility products;
- another 2 events that will be organized in an online format in the following period and will require the development of visibility products as well.

3. OBJECTIVES OF THE ASSIGNMENT

To provide necessary technical and logistical support in organizing one press conference with a physical presence and two events in the online format, and to develop visibility materials related to them.

4. ACTIVITIES

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

Activity 1. Organization of a press conference in the World Population Day context

In the context of World Population Day, celebrated annually on 11 July, the National Bureau of Statistics jointly with UNFPA is organizing a press conference with physical presence to officially launch the revised population number of the Republic of Moldova. The event will be organized in the NBS conference room and will be attended by the Government representatives, officials, mass media, and other development partners. The maximum number of participants expected: 50 persons. Duration of the event – up to 1 hour.

Activity 2. Organization of two online format events as a follow-up to the press conference

As a follow-up to the conference, two other events in an online format will be organized in order to present the revised population number to the national and local public authorities: Government - line ministries and national agencies, Local Public Authorities (LPAs) and regional agencies, Academia, CSOs and sociological companies, development partners etc.



Activity 3. Development of visibility materials

Visibility materials play an important role in disseminating communication messages among mass media representatives. Samples of developed materials will be distributed to journalists that will attend the event held on World Population Day.

5. DELIVERABLES AND TIMEFRAME

| | Deliverables | Description of services / technical specifications | Timeframe |
|---|---|--|--------------|
| 1 | Organization of a press conference in the World Population Day context | <ul style="list-style-type: none"> • Organization of a press conference on July 11 in the World Population Day context - approximately 1-hour duration, NBS conference room; • Ensure logistics for the offline event: audiovisual services (PA system with wireless microphones), printed name tags for the speakers, jars of water and cups for each table. • Audio equipment for simultaneous translation • 1 stationary microphone per 2 attendees for total 50 expected participants; • 50 headphones • One boot for 2 translators • 3 mobile microphones • Ensure all logistical arrangements and visual elements for LIVE broadcasting of the event on social media channels, including on Privesc.EU, including frame (in ZOOM style/format), background, nametags, live broadcasting, ensure Ro-En-Ro translations as well as on LIVE translation on social media channels etc.; • Interpretation: Simultaneous interpretation from Romanian and Russian into English and vice-versa, rental of the equipment if necessary; • Media report for the event developed. • Catering for offline events: 1 coffee break per event that will include a buffet with snack choices, including a vegetarian option, tea, coffee, soft drinks and water for up to 50people. | 11 July 2022 |
| 2 | Organization of two online events as a follow of the press conference | <ul style="list-style-type: none"> • Ensure all logistical arrangements and visual elements for the online format events (approximately 2-hour duration), including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting, | July 2022 |



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|---|--|--|-------------|
| | | <p>moderator - representative of the National Bureau of Statistics,</p> <ul style="list-style-type: none"> • provide secured Zoom link for the meeting; • Ensure translation of the event - Romanian-English-Russian and vice versa; • facilitate transmission and broadcasting of the videos during the event; | |
| 3 | Development of visibility materials | <ul style="list-style-type: none"> • Bambus pens with metallic element Quantity: 100 • Folder A4 format with pocket in front Imprint area: logos of the project Quantity: 100 • Bloknotes with spiral, A5 format Imprint area: logos of the project Quantity: 100 | 8 July 2022 |

6. MANAGEMENT ARRANGEMENTS

UNFPA will contract a PR & Media Company with experience in communication to support the organization of the Press Conference on the World Population Day context and other two events in online format, and to develop related logistical arrangements.

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

7. TIMING (DURATION OF WORK)

The assignment will be conducted in the following period: from the date, the contract enters into force until 31 July 2022. Deliverables will be submitted in accordance with the provisions of p.5 Deliverables 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 one installment upon submission and approval of the stipulated in the Terms of Reference deliverables and certification by the UNFPA Moldova Country Office appointed staff of their successful performance.

9. PROPERTY RIGHTS



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The United Nations Population Fund (UNFPA) will have the ownership of all deliverables produced during the respective assignment, and may use them for further purposes other than provided in this ToR.

II. Questions

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

| | |
|----------------------------------|--|
| Name of contact person at UNFPA: | Cristina Cristian, Administrative and Finance Associate, Procurement Focal Point |
| Email address of contact person: | cristian@unfpa.org |

The deadline for submission of questions is 14th June, 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.



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- ✓ 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 IV 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: 22nd of June 2022, 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:**
 - **UNFPA/MDA/RFQ/2022/012 – [Company name], Technical Bid**
 - **UNFPA/MDA/RFQ/2022/012 – [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.

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



| 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 in organizing hybrid events; ● Proven experience in designing and producing visibility products, including social media cards; | 100 | | 30% | |



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|---|-----|--|------|--|
| <ul style="list-style-type: none"> Proved experience in providing innovative communication and organization solutions and out of the box ideas; Previous positive experience with UNFPA or UN Agencies will be considered an asset. | | | | |
| <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.



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Total score = 70% Technical score + 30% 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

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



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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 Resident Representative

Signature: _____
DocuSigned by:
Nigina Abaszade
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DATE: 07-Jun-2022





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PRICE QUOTATION FORM

| | |
|--|-------------------------------|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N^o: | UNFPA/MDA/RFQ/2022/012 |
| Currency of quotation : | USD |
| Delivery charges based on the following 2010 Incoterm: | Choose an item. |
| Validity of quotation: (The quotation must be valid for a period of at least 3 months after the submission deadline) | |

- 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 | Sub-total, USD |
|--|--|--|----------|-------------------|-------------------|
| Deliverable 1: Organization of a press conference in the World Population Day context | | | | | |
| 1.1 | Organization of a press conference on July 11 in the World Population Day context - approximately 1-hour duration, NBS conference room; | | | | |
| 1.2 | Ensure logistics for the offline event: audiovisual services (PA system with wireless microphones), printed name tags for the speakers, jars of water and cups for each table; | | | | |
| 1.3 | Audio equipment for simultaneous translation ensure translations as well as on LIVE translation on social media channels etc.; | | | | |
| 1.4 | 1 stationary microphone per 2 attendees for total 50 expected participants; | | | | |
| 1.5 | 50 headphones; | | | | |



| | | | | | |
|--|--|--|--|--|--|
| 1.6 | One boot for 2 translators; | | | | |
| 1.7 | 3 mobile microphones; | | | | |
| 1.8 | Ensure all logistical arrangements and visual elements for LIVE broadcasting of the event on social media channels, including on Privesc.EU, including frame (in ZOOM style/format), background, nametags, live broadcasting, ensure Ro-En-Ro translations as well as on LIVE translation on social media channels etc.; | | | | |
| 1.9 | Interpretation: Simultaneous interpretation from Romanian and Russian into English and vice-versa, rental of the equipment if necessary; | | | | |
| 1.10 | Media report for the event developed; | | | | |
| 1.11 | Catering for offline events: 1 coffee break per event that will include a buffet with snack choices, including a vegetarian option, tea, coffee, soft drinks and water for up to 50people. | | | | |
| Total Deliverable 1 | | | | | |
| Deliverable 2: Organization of two online events as a follow up of the press conference | | | | | |
| 2.1 | Ensure all logistical arrangements and visual elements for the online format events (approximately 2-hour duration), including ZOOM link, ZOOM frame, ZOOM background, nametags, live broadcasting, moderator - representative of the National Bureau of Statistics, | | | | |
| 2.2 | Provide secured Zoom link for the meeting; | | | | |
| 2.3 | Ensure translation of the event - Romanian-English-Russian and vice versa; | | | | |
| 2.4 | Facilitate transmission and broadcasting of the videos during the event; | | | | |



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| Total Deliverable 2 | | | | | |
|---|--|--|--|--|--|
| Deliverable 3: Development of visibility materials | | | | | |
| 3.1 | Bambus pens with metallic element Quantity: 100 | | | | |
| 3.2 | Folder A4 format with pocket in front Imprint area: logos of the project Quantity: 100 | | | | |
| 3.3 | Bloknotes with spiral, A5 format Imprint area: logos of the project Quantity: 100 | | | | |
| 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/2022/012** 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](#)