



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: **April 12, 2022**

REQUEST FOR QUOTATION RFQ № UNFPA/MDA/2022/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Support Youth Centers Network in delivering mobile youth work activities”.

UNFPA requires the provision of complex services to support Youth Centers Network in delivering mobile youth work activities.

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 2	Every adolescent and youth, in particular adolescent girls, is empowered to have access to sexual and reproductive health and reproductive rights, in all contexts.
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	Increased national capacity for addressing sexual and reproductive health and reproductive rights of all young people in national policies, educational and health programs that promote human rights and gender equality.
Action Plan of the Government of the Republic of Moldova for the years 2021-2022	Contribution to the implementation of action no. 18.3.1. Development of mobile youth work/services provided to young people from disadvantaged backgrounds
Beneficiary institution:	Joint Fund for the development of Youth Centers and strengthening participation and civic engagement among young people in the Republic of Moldova, project implemented by UNFPA Moldova
Funding	Ministry of Education and Research, the Swiss Agency for Development and Cooperation and the United Nations Population Fund.



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Objectives and scope of the Services

Objective: support Youth Centers Network in delivering mobile youth work activities to young people from remote areas and with fewer opportunities.

UNFPA Moldova CO is looking to contract a company / non-governmental organization to support Youth Centers Network in delivering mobile youth work activities to young people from remote areas and with fewer opportunities.

Depending on the area, mobile youth workers might act in parks, urban / rural gathering spaces, public administration buildings, schools, clubs, etc. as mobile youth workers. Young volunteers have the main aim to get to know young people and have contact with them in their comfort zone.

The youth centers mobile youth work program is also designed to promote YC activities and its spaces as attractive and friendly ones that contribute to the development of young people, where they can equally learn and have fun.

Mobile youth work services will be provided by the youth centers in cooperation with local partners and also by use of the ICT, that gives a wide range of opportunities, starting with online communication for information and consultation or virtual youth center.

Background information:

Providers of youth services have an important role in the education field. The formal educational system is not yet fully capable of addressing the needs of young people, specifically on career planning, empowering young people with capacities for more competitive integration in the labor market, promotion of new information technologies and communications, developing opportunities for spending free time and recreation, prevention of violence and promotion of healthy lifestyle.

At the same time, there is a need for development of institutional mechanisms and instruments with the aim to increase the level of youth participation in the community life and decision making process. More than ever, young people, particularly those left behind shall be actively involved in the decision-making process at all levels. This is imperative in the context of achieving the Sustainable Development Goals.

Quality services for young people at local level, as well as diversification of participation opportunities and involvement of young people at community level plays an essential role in the development and achievement of young people. At the same time, the existing youth infrastructure, such as the Youth Centers, serve as a key community actor, which, in partnership with the school, local public authorities (LPAs), non-governmental organizations (NGOs) and other local partners, supports young people apply their knowledge in practice and develop their participation skills in community life. In order to support young people to develop and become citizens involved in their community, there is a need for close collaboration between the key local actors.

The Ministry of Education and Research (MER) launched in 2017 the National Development Program of Youth Centers, in order to develop youth services locally. The United Nations Population Fund (UNFPA) has become the core partner of the MER under this Program, with the role of developing the human resources of the Youth Centers and strengthening the services offered to young people, including the most vulnerable. In 2018 the Swiss Cooperation Office in Moldova (SCO-M) joined these efforts through the project "Strengthening participation and civic engagement among young people in Moldova". The three partners created the "Joint Fund for the development of Youth Centers and strengthening participation and civic engagement among the young people in the Republic of Moldova" for the period 2017-2022 (hereinafter the Joint Fund).



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The activities of the Joint Fund are carried out in partnership with the Council of Europe, Terre des hommes Moldova, the National Council of Young People of Moldova, the National Network of Local Councils of Young People of Moldova, the Local Public Authorities, the National Network of Friendly Health Centers Youth "Youth Clinic" and other key national and local actors.

The purpose of the Joint Fund is to strengthen participation and civic involvement of young people through Youth centers that will provide development opportunities personal, participation, information and socializing for young people and want to contribute to the creation of synergies and partnerships between Centers of youth, schools and other key local actors.

Duration: December 2017 - December 2022.

Implementing agency is UNFPA Moldova.

Final beneficiaries: young people of age 14-35 years old, including the most vulnerable.

Direct beneficiaries: Youth Centers part of the National Program for Youth Centers Development 2022; Local Public Authorities.

Coverage: entire territory of Republic of Moldova.

Impact: The Republic of Moldova has a network functional of Youth Centers with safe and friendly spaces for young people, offering opportunities for personal development, participation, information, leisure and socializing. Young people from the Republic of Moldova participates and engages civically at local and national level, contributing thus in development communities and the whole country.

Outputs / Deliverable(s)

Item	Description of Services	Technical specifications	Timeframe
1.	Develop and conduct the selection process of YC; establish their needs and request support to conduct the mobile youth work activities at local level	<ul style="list-style-type: none"> - one document of announcement developed - template for letter for expression of interest developed - the call and selection process conducted - at least 10 youth centers selected and final list of the selected youth centers approved by UNFPA; - the vendor will closely partner with UNFPA in developing the open call for Youth Centers, setting up the priorities of the call and eligible activities to be further supported. 	By 1 June 2022
2.	Conduct the procurements for the selected youth centers; organize the delivery process; coordinate proper use of the resources and accurate organization of the local mobile youth work activities.	<ul style="list-style-type: none"> - selected youth centers equipped with necessary resources for delivering the mobile youth work activities; - the vendor should consider to support selected Youth Centers (10) and allocate an average amount of 3,000.00 USD per Youth Center, so that the cumulative amount of the disbursed amount for selected Youth Centers should not exceed 30,000.00 USD; - estimated type/ potential activities to be considered by the vendor: summer schools' activities, camps, excursions and team building activities for young people (including refugees), 	By 20 June 2022



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		<p>info sessions, interest clubs and workshops; other forms of young people gatherings, spending leisure time in a safe, free environment with age appropriate and dynamic content all of them up to 20 number of participants. The activities will be mostly conducted out of the Chisinau. List of Youth Centers Network is attached to the ToR.</p> <p>- estimated type of the costs to be considered by the vendor and properly reflected in the financial offer:</p> <p>a) costs for break coffee break for the mobile youth work activities / outreach activities. The coffee break shall contain at minimum: salty snack (the snack should be packed by one / single pack snack), sweet snack (croissants / biscuits / muffins; the snack should be packed by one); black tea, fruit tea (in tea bags); coffee sticks (biodegradable); sugar (in small 5g packs); napkins; tea cups biodegradable;</p> <p>b) reimburse / ensure transportation cost for the selected 10 youth centers (average costs for public transportation urban - rural - urban) in conducting mobile youth work activities;</p> <p>c) office supplies for 10 selected youth centers (average costs for office supplies of organizing at least 10 / one-day duration activity for 20 persons);</p> <p>d) contracting up to 20 trainers / specialists in youth workers for developing the methodology and offer support to YC in conducting the mobile youth work activities (estimated no. of days at rate 10 days).</p>	
3.	Report on the assignment narrative, including attaching list of participants and photos provided by YC;	<p>- report delivered, submitted and approved by UNFPA Moldova;</p> <p>- all activities supported by the vendor for the Youth Centers shall be finished 15 October 2022;</p> <p>- 10 youth centers shall organized at least 10 mobile youth work activities / outreach activities;</p> <p>- expected number of total young people covered within the assignment is 2 000 persons;</p>	By 31 October 2022

Activities

In order to accomplish the above-mentioned objective, the company / organization will have to perform the below mentioned activities. The activities will be conducted in close coordination with UNFPA Moldova and the Ministry of Education and Research.

The bidder will be responsible for communication with YC, in coordination with UNFPA CO. The vendor is expected to work closely with UNFPA and the Ministry of Education and Research for the briefing and



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clarification issues. The Contractor will use the visual identity elements of the Youth Centers according to the technical specification further provided (see Brand book) and UNFPA requirements.

- A. Develop the concept note and launch the call for selection of 10 Youth Centers to be part of the Mobile Youth Work Program;
- B. Conduct the evaluation process of the applications from Youth Centers in partnership with UNFPA Moldova and MER; Finalize accordingly the process and establish partner contact with the selected youth centers;
- C. Collect all data form the YC on their needs and requested support to successfully conduct mobile youth work activities; cluster the needs; conduct procurement process; deliver the services and resources (office supplies, coffee breaks, transportation services, etc.) to the targeted youth centers;
- D. Coordinate the process of developing the mobile youth work activities at local level by selected youth centers;
- E. Collect the info from youth centers (lists of participants, pictures from the activities, etc.);
- F. Develop the final report as per the template provided by UNFPA Moldova and present it to UNFPA Moldova.

A. Develop the concept note and launch the call for selection of 10 Youth Centers to be part of the Mobile Youth Work Program

The company should develop and propose to the UNFPA Moldova the concept of the mobile youth program support for youth centers. The concept will focus on the conceptual document of Programs Portfolio for the Youth Centers (will be provided by UNFPA Moldova) and will build on the existing realities, capacities of the Youth Centers.

Within the call should be reflected at minimum the following:

- eligible mobile youth work activities, such as: workshops, thematic info sessions, outdoor team building activities, public discussions, board games sessions, debates, thematic clubs, seminars, etc.;
- the call will explicitly inform what kind of activities are not eligible such us: procurement of assets (big IT equipment, accommodation, procurement of furniture, office assets, etc.);
- each youth center will be encouraged to organize at least 10 mobile youth work activities, reaching at least 200 young people, boys and girls from remote areas and with fewer opportunities;
- visibility and promoting requirements to be applied by the selected youth centers; the vendor will develop the visual identity graphic elements of the mobile youth work program and widely use it in the external communication and promotion of the YC Network activities under the mobile youth work component.

B. Conduct the evaluation process of the applications from Youth Centers in partnership with UNFPA Moldova and MER

In order to ensure proper execution of the task, the vendor will perform the following:

- prepare the applications and send for information to UNFPA and MER;
- organize one meeting of the evaluation committee; take minutes; inform applicants and selected youth centers.

C. Collect all data form the YC on their needs and requested support to successfully conduct mobile youth work activities

In order to ensure proper execution of the task, the vendor will perform the following:

- review the youth centers requests and needs; cluster them; conduct the procurements for the selected youth centers;



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- organize the delivery process of the services and resources (office supplies, coffee breaks, transportation services, etc.) to the targeted youth centers;
- coordinate proper use of the resources and accurate organization of the local mobile youth work activities.

D. Coordinate the process of developing by selected youth centers the mobile youth work activities at local level

In order to ensure proper execution of the task, the vendor will perform the following:

- offer guidance and informational, methodological support to 10 selected youth centers on delivering the mobile youth work activities. UNFPA will provide existing toolkits and guides developed by the implementing partner for the Youth Centers Network;
- periodically organize meetings with all selected youth centers (at least once per 3 months);
- continuously monitor their progress and if requested to intervene with expertise, support and individual coaching for the youth center.

E. Collect the information from the youth centers

In order to ensure proper execution of the task, the vendor will continuously coordinate with YC and perform the following oversight and coordination tasks:

- selected youth centers make use of the participants list template offered by UNFPA;
- selected youth centers take pictures from the activities;
- provide visibility and communication inputs about YC activities to be used by UNFPA for promoting and ensuring visibility of the supported actions;
- provide to UNFPA information, highlights on at least 2 success stories from the activities developed by YC in the region or remarkable youth worker;
- selected youth centers use the resources according to their destination.

F. Develop the final report as per the template provided by UNFPA Moldova and present it to UNFPA Moldova.

In order to ensure proper execution of the task, the vendor will perform the following:

- collect all relevant information from the selected youth centers;
- develop the narrative report according to the template provided by the UNFPA and submit it for approval.

Organizational setting:

The contractor will work under the direct supervision of UNFPA and the Ministry of Education and Research. The contractor is responsible for delivering qualitative and prompt results to accomplish the objectives of this ToR. UNFPA and the Ministry of Education and Research will provide the contractor all the necessary information.

Timing:

The assignment will be conducted in the following period: from the date the contract enters into force until 31 October 2022. Deliverables will be submitted in accordance with the provisions of Outputs / Deliverable(s) and the Timeframe of the present ToR.

Payment conditions:

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

- 50% upon submission and approval by the UNFPA of deliverables 1 and 2;



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- 50% upon submission and approval by the UNFPA of deliverable 3.

II. Questions

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

Name of contact person at UNFPA:	Valeria Tepordei, Project Administrative and Finance Associate / Procurement Focal Point
Email address of contact person:	tepordei@unfpa.org

The deadline for submission of questions is **19 April 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 or NGO that can provide the requested services and products 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 via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include the following:
- Description of proposed technical approach to meet the objectives / deliverables as per the ToR;
 - Workplan / 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.
 - 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**, 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: Tuesday, 26 April 2022, 23:59 (Moldova local time)**.

Name of contact person at UNFPA:	Violeta Mihailova, 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/2022/005 – [Company name], Technical Bid
 - UNFPA/MDA/2022/005 - [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.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
1. Technical approach, methodology and level of understanding of the objectives of the project as per the ToR	100		30%	
2. Work plan/time scales given in the proposal and its adequacy to	100		10%	



meet the project objectives of the ToR				
<p>3. Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.):</p> <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); Professional logistical support team, with expertise in covering social issues, including on youth and adolescents' development, participation, etc. (30 pts); Experience with similar projects in Moldova, local activities with adolescents / youth and on social related issues (25 pts); Language Qualifications: proficiency in Romanian, Russian, English (15 pts). 	100		20%	
<p>4. General profile of the company:</p> <ul style="list-style-type: none"> General organization's expertise in areas of project implementation and management, collaboration with local institutions and youth led entities; (50 pts); Minimum 3-5 years of professional track records in areas of project and logistical support (50 pts). 	100		10%	
<p>5. Specific experience and expertise relevant to the assignment:</p> <ul style="list-style-type: none"> Availability of technical experience in managing logistics, procurements and delivering process to local entities and reporting on this tasks according to donors/ partners requirements (20 pts); Experience in offering support at local level to public institutions, initiatives groups in organizing 	100		30%	



<p><i>activities and promoting them among specific target groups (30 pts);</i></p> <ul style="list-style-type: none"> ● <i>Previous proven experience of developing at least 3 similar assignments as per technical specifications to the required one. Experience on charged topics and on youth issues will be considered an advantage. (30 pts);</i> ● <i>Working experience with public institutions at local level (20 pts).</i> 				
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



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In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis 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, 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 Ms. Nigina Abaszada, UNFPA Resident 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).



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Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Nigina Abaszada, UNFPA Representative

DocuSigned by:
Signature: *Nigina Abaszada*
43D750472CF14D1...

DATE: 12-Apr-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°:	UNFPA/MDA/2022/005
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 all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees as per the deliverables mentioned above in the ToR					
<i>Total Professional Fees</i>					\$\$
2. Other expenses					
<i>Total Other Expenses</i>					\$\$
Total Contract Price <i>(Professional Fees + Other Expenses)</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/2022/005 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](#)