



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

Date: September 15, 2023

## **REQUEST FOR QUOTATION**

### **RFQ № UNFPA/MDA/RFQ/2023/004**

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 childbirth 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)**


##### **Objectives and scope of the Services**

**Objective:** Supporting the Youth Centers Network in providing mobile youth work activities to young people residing in remote areas or facing limited opportunities.

UNFPA Moldova is seeking to engage a company or non-governmental organization to assist in enabling the Youth Centers Network to deliver mobile youth work activities targeting young people residing in remote areas or facing limited opportunities. Depending on the specific location, mobile youth workers may operate in various settings such as parks, urban or rural gathering spaces, public administration buildings, schools, clubs, etc. These mobile youth workers, often comprising young volunteers, primarily aim to establish connections with young individuals within their comfort zones.

The mobile youth work program implemented by the youth centers also aims to enhance the visibility of the Youth Center by delivering activities and spaces genuinely attractive and welcoming environments that actively contribute to the personal development of young people. These spaces offer opportunities for both learning and recreational activities.

The provision of mobile youth work services will be a collaborative effort between the youth centers, local partners, and the utilization of information and communication technology (ICT). ICT will play a pivotal role, offering a wide array of possibilities, ranging from online communication for information and consultation to the creation of virtual youth centers.

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## Background information

Providers of youth services play a significant role in the field of education. The formal educational system is still not fully equipped to adequately address the specific needs of young individuals. These needs encompass various aspects, including career planning, equipping young people with the skills needed for a more competitive integration into the labor market, promoting familiarity with new information technologies and communications, creating opportunities for leisure and recreational activities, preventing violence, and promoting a healthy lifestyle.

Simultaneously, there is a pressing need to establish institutional mechanisms and tools aimed at increasing youth participation in community life and the decision-making process. Now more than ever, it is crucial for young people, especially those who have been marginalized, to actively engage in decision-making at all levels. This imperative takes on particular significance in the context of striving to achieve the Sustainable Development Goals.

The provision of high-quality services for young people at the local level, along with the diversification of opportunities for their participation and engagement within the community, plays a vital role in the development and success of young individuals. Simultaneously, the existing youth infrastructure, including Youth Centers, serves as a pivotal community entity. These centers, in collaboration with schools, local public authorities (LPAs), non-governmental organizations (NGOs), and other local partners, facilitate the practical application of young people's knowledge and the cultivation of their participation skills in community life. To support young individuals in their development and in becoming engaged citizens within their community, it is imperative to foster close collaboration among key local stakeholders.

The Ministry of Education and Research initiated the National Development Program of Youth Centers in 2017, and since its inception, the National Youth Agency has taken over its management as of 2022. Their joint objective is to enhance local youth services.

The United Nations Population Fund (UNFPA) and the Swiss Cooperation Office in Moldova (SCD) have emerged as key partners within the framework of the "Joint Fund for Youth Empowerment in Moldova" project. They are actively supporting the state's endeavors to develop and reinforce the capabilities of Youth Centers throughout the country under this program. Their role includes the development of human resources within the Youth Centers and the strengthening of services provided to young people, including those who are most vulnerable.

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: January 2023 - December 2026.

Implementing agency: 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 2023; Local Public Authorities.

Coverage: entire territory of Republic of Moldova.

Impact: The Republic of Moldova has established a functional network of Youth Centers that provide safe and welcoming spaces for young people. These centers offer opportunities for personal development, active



participation, access to information, leisure activities, and social interaction. As a result, young people from the Republic of Moldova actively participate and engage in civic activities at both the local and national levels, contributing to the development of their communities and the entire country.

### Outputs / Deliverable(s)

| Item | Description of Services  | Technical specifications   | Timeframe           |
|------|--|--|---------------------|
| 1.   | -Develop and execute the selection process for Youth Centers (YC) while determining their support requirements for conducting mobile youth work activities at the local level.   | <ul style="list-style-type: none"> <li>- Development of one announcement document</li> <li>- Creation of a template for the expression of interest letter</li> <li>- Execution of the call and selection process</li> <li>- Selection of a minimum of 10 Youth Centers and approval of the final list by UNFPA. (Priority in the selection process will be given to newly established Youth Centers and those that have not previously participated in the Mobile Youth Work Program).</li> <li>- Close collaboration between the vendor and UNFPA in the development of the open call for Youth Centers, including the establishment of call priorities and eligible activities for further support.</li> </ul>   | By 10 November 2023 |
| 2.   | <ul style="list-style-type: none"> <li>- Conduct procurements for the selected youth centers</li> <li>- Organize the delivery process</li> <li>- Coordinate the proper use of resources</li> <li>- Ensure accurate organization of local mobile youth work activities</li> <li>-Organize a inception workshop with the selected centers</li> </ul> | <ul style="list-style-type: none"> <li>- Equip selected youth centers with the necessary resources for delivering mobile youth work activities.</li> </ul> <p>The vendor should consider supporting ten selected Youth Centers, allocating an average amount of 36,000.00 MDL per Youth Center, with the total disbursed amount for selected Youth Centers not exceeding 360,000.00 MDL.</p> <p>Estimated types of activities to be considered by the vendor include school break activities, camps, excursions, and team-building activities for young people (including refugees), informational sessions, interest clubs, workshops, and other forms of youth gatherings for spending leisure time in a safe and free environment. These activities should cater to up to 20 participants and will primarily be conducted outside of Chisinau.</p> <p>Estimated types of costs to be considered by the vendor and properly reflected in the financial offer include:</p> <ul style="list-style-type: none"> <li>a) Costs for coffee breaks during mobile youth work activities/outreach activities. Each coffee break should include at a minimum: a salty snack (individually packed), a sweet snack (such as</li> </ul> | By 16 November 2023 |



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|    |  |   |                            |
|----|--|---|----------------------------|
|    |  | <p>croissants, biscuits, or muffins - individually packed), black tea, fruit tea (in tea bags), coffee sticks (biodegradable), sugar (in small 5g packs), napkins, and biodegradable teacups.</p> <p>b) Reimbursement or provision of transportation costs for the selected ten youth centers (average costs for public transportation between urban and rural areas) for conducting mobile youth work activities.</p> <p>c) Office supplies for the ten selected youth centers (average costs for office supplies to organize 5 one-day duration activities for up to 20 persons).</p> <p>d) Contracting of up to 10 trainers/specialists in youth work for the development of methodologies and support to Youth Centers in conducting mobile youth work activities (estimated number of days at a rate of 5 days).</p> |                            |
| 3. | <p>-Organize a closing/follow-up workshop with the selected centers</p> <p>Report on the assignment narrative, including attaching list of participants and photos provided by YC;</p> | <p>- report delivered, submitted and approved by UNFPA Moldova;</p> <p>- all activities supported by the vendor for the Youth Centers should be completed by 25 December 2023;</p> <p>- 10 youth centers shall organize at least 5 mobile youth work activities / outreach activities;</p> <p>- expected number of total young people covered within the assignment is up to 1,000 persons;</p> <p>-Organize a closing/follow-up workshop with the selected centers, including up to 20 young people that took part in the Mobile Work activities.</p>  | <p>By 31 December 2023</p> |

### 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 Youth Agency.

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 Agency for Youth for the briefing and 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 Youth Agency 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.



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- D. Coordinate the process of developing the mobile youth work activities at local level by selected youth centers;
- E. Organize one kick-off and one closing/follow-up workshop with the selected centers.
- F. Collect the info from youth centers (lists of participants, pictures from the activities, etc.).
- G. 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 as: procurement of assets (big IT equipment, accommodation, procurement of furniture, office assets, etc.);
- each youth center will be encouraged to organize 5 mobile youth work activities, reaching up to 100 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 Youth Agency**

To ensure the proper execution of the task, the vendor will undertake the following:

- prepare the applications and send for information to UNFPA and Youth Agency.
- 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.**

To ensure the proper execution of the task, the vendor will undertake the following:

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

To ensure the proper execution of the task, the vendor will undertake 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



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implementing partner for the Youth Centers Network.

- Organize one kick-off and one closing/follow-up workshop with the selected centers.
- 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.**

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.**

To ensure the proper execution of the task, the vendor will undertake 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 Youth Agency. The contractor is responsible for delivering qualitative and prompt results to accomplish the objectives of this ToR. UNFPA and the Youth Agency 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 December 2023. Deliverables will be submitted in accordance with the provisions of Outputs / Deliverable(s) and the Timeframe of the present 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: | <b>Valeria Tepordei, Finance and Administrative Coordinator</b> |
| Email address of contact person: | <a href="mailto:tepordei@unfpa.org">tepordei@unfpa.org</a>      |

The deadline for submission of questions is **26 September 2023, 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:

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- A bidder must be a legally-constituted company that can provide the requested services and products and have legal capacity to enter into a contract with UNFPA to 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 & Declaration Form **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) **Signed Declaration Form**, to be submitted strictly in accordance with the document.

c) **Price quotation in MDL**, 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, and are to be sent by email to the contact person indicated below no later than: **Tuesday, 3 October 2023, 16:30 (Moldova local time)**<sup>1</sup>.

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | <b>Diana Condrat, Bid Receiver</b>                             |
| Email address of contact person: | <a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a> |

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/2023/004– [Company name], Technical Bid**
  - **UNFPA/MDA/RFQ/2023/004 - [Company name], Financial Bid**

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

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- 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]<br>Maximum<br>Points | [B]<br>Points<br>obtained by<br>Bidder | [C]<br>Weight (%) | [B] x [C] = [D]<br>Total Points |
|--|--------------------------|--|-------------------|---------------------------------|
| <b>1. Technical approach, methodology</b> and level of understanding of the objectives of the project as per the ToR   | 100                      |  | 30%               |                                 |
| <b>2. Work plan/time scales</b> given in the proposal and its adequacy to meet the project objectives of the ToR   | 100                      |  | 10%               |                                 |
| <b>3. Professional experience of the staff</b> that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.):<br>● <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> | 100                      |  | 20%               |                                 |





|  |     |  |      |  |
|--|-----|--|------|--|
| <ul style="list-style-type: none"> <li>Professional logistical support team, with expertise in covering social issues, including on youth and adolescents' development, participation, etc. (30 pts);</li> <li>Experience with similar projects in Moldova, local activities with adolescents / youth and on social related issues (25 pts);</li> </ul> <p>Language Qualifications: proficiency in Romanian, Russian, English (15 pts).</p>  |     |  |      |  |
| <p><b>4.General profile of the company:</b></p> <ul style="list-style-type: none"> <li>General organization's expertise in areas of project implementation and management, collaboration with local institutions and youth led entities; (50 pts);</li> </ul> <p>Minimum 3-5 years of professional track records in areas of project and logistical support (50 pts).</p>  | 100 |  | 10%  |  |
| <p><b>5.Specific experience and expertise relevant to the assignment:</b></p> <ul style="list-style-type: none"> <li>Availability of technical experience in managing logistics, procurements and delivering process to local entities and reporting on these tasks according to donors/ partners requirements (20 pts);</li> <li>Experience in offering support at local level to public institutions, initiatives groups in organizing activities and promoting them among specific target groups (30 pts);</li> <li>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);</li> <li>Working experience with public institutions at local level (20 pts).</li> </ul> | 100 |  | 30%  |  |
| <b>Grand Total All Criteria</b>  | 500 |  | 100% |  |



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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 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



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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, Resident Representative at [abaszade@unfpa.org](mailto: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](mailto: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 Moldova Resident Representative**

Signature:  \_\_\_\_\_ Date: 15-Sep-2023



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## PRICE QUOTATION FORM

|  |                             |
|--|-----------------------------|
| <b>Name of Bidder:</b>   |                             |
| <b>Date of the quotation:</b>  | Click here to enter a date. |
| <b>Request for quotation №:</b>  | UNFPA/MDA/RFQ/2023/004      |
| <b>Currency of quotation:</b>  | MDL                         |
| <b>Delivery charges based on the following 2020 Incoterm:</b>  | Choose an item.             |
| <b>Validity of quotation:</b>  |                             |
| <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                                 | Quantity | Unit price, MDL | Total, MDL |
|---|---|----------|-----------------|------------|
| 1. Develop and execute the selection process for Youth Centers (YC) while determining their support requirements for conducting mobile youth work activities at the local level.  |   |          |                 |            |
| 1.1   |   |          |                 |            |
| 1.2   |   |          |                 |            |
| 1.3   | <i>Please add as many lines as required</i> |          |                 |            |
| <i>Total Deliverable 1, MDL</i>   |   |          |                 |            |
| 2. Conduct procurements for the selected youth centers; Organize the delivery process; Coordinate the proper use of resources; Ensure accurate organization of local mobile youth work activities; Organize a inception workshop with the selected centers. |   |          |                 |            |
| 2.1   |   |          |                 |            |
| 2.2   | <i>Please add as many lines as required</i> |          |                 |            |
| <i>Total Deliverable 2, MDL</i>   |   |          |                 |            |
| 3. Organize a closing/follow-up workshop with the selected centers; Report on the assignment narrative, including attaching list of participants and photos provided by YC.   |   |          |                 |            |
| 3.1   |   |          |                 |            |
| 3.2   | <i>Please add as many lines as required</i> |          |                 |            |
| <i>Total Deliverable 3, MDL</i>   |   |          |                 |            |
| <b>Total Contract Price, MDL</b>  |   |          |                 |            |
| <i>(Deliverable 1 + Deliverable 2 + Deliverable 3)</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/RFQ/2023/004 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.



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Moldova Country Office

131, 31 August 1989 str., Chisinau, MD 2012, Moldova

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Website: <http://moldova.unfpa.org>

|                       |                             |  |
|-----------------------|-----------------------------|--|
|                       | Click here to enter a date. |  |
| <b>Name and title</b> | <b>Date and place</b>       |  |



## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

| 1. | The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES                      | NO                       |
|----|--|--------------------------|--------------------------|
|    | a. Fraud;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | b. Corruption;   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | c. conduct related to a criminal organization;   | <input type="checkbox"/> | <input type="checkbox"/> |
|    | d. money laundering or terrorist financing;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | e. terrorist offences or offences linked to terrorist activities;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | f. sexual exploitation and abuse;  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | g. child labour, forced labour, human trafficking; or  | <input type="checkbox"/> | <input type="checkbox"/> |
|    | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.      | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.





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|    |  |                          |                          |
|----|--|--------------------------|--------------------------|
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).   | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

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Name and Title:

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Website: <http://moldova.unfpa.org>

Name of the Company:

UNGM N°:

Postal Address:

Email:

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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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.