

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 16 September 2014
	REFERENCE: RfQ14/00870

Dear Sir / Madam:

We kindly request you to submit your quotation for Broadcasting Video spots with focus on Women in Politics, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **1 October 2014, 16:30 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Entity for Gender Equality and the Empowerment of Women in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ14/00870: Broadcasting Video spots on Women in Politics"**.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN Women after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and is saved in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA	<input type="checkbox"/> CPT	<input type="checkbox"/> CIP	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UN Women	<input checked="" type="checkbox"/> Supplier/Offeror	<input type="checkbox"/> Freight Forwarder	
Exact Address of Delivery Location (identify all, if multiple)	29, Sfatul Tarii street, Chisinau, 2 nd floor			
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UN Women)	<input checked="" type="checkbox"/> As per Delivery Schedule attached			
Delivery Schedule	<input checked="" type="checkbox"/> Required			
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> SEA	<input type="checkbox"/> LAND	<input checked="" type="checkbox"/> OTHER
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	<input type="checkbox"/> Euro	<input type="checkbox"/> Moldovan Lei	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes			



Deadline for the Submission of Quotation	1 October 2014, 16:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Certificates/contracts of Distributorship, if applicable; <input checked="" type="checkbox"/> Proposed media-plan; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UN Women may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted by LOT
Payment Terms	<input checked="" type="checkbox"/> upon delivery of services, on a monthly basis
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 2 years experience in the field; <input checked="" type="checkbox"/> Availability of licenses for broadcasting or advertising agency agreement; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions
UN Women will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: separate contracts may be awarded per specific Lot provided that the supplier is eligible (qualified), technically responsive and offered the lowest price for the respective Lot.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Other Type/s of Contract: Professional Services Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 20 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Elena Ratoi, UN Women Component Manager, elena.ratoi@unwomen.org Any delay in UN Women's response shall be not used as a reason for extending the deadline for submission, unless UN Women determines that such an extension is necessary and communicates a new deadline to the Proposers.
General Conditions of Contract	For <u>Services</u>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UN Women requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UN Women. The unit price shall prevail and the total price shall be corrected. If the supplier

does not accept the final price based on UN Women's re-computation and correction of errors, its quotation will be rejected.

After UN Women has identified the lowest price offer, UN Women reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UN Women's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN Women after it has received the quotation. At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UN Women herein attached.

UN Women is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

UN Women encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Ulziisuren Jamsran

Head of Office a.i.
UN Women Moldova

Technical Specifications

Lot 1: Airing of video spots on promoting Women Leadership and Women Participation in Decision Making (social ads)

<u>Languages:</u>	Romanian and Russian (4 spots in total);
<u>Channels:</u>	National TV channels with wide geographic coverage, the countrywide coverage will be an asset;
<u>Length of the spots:</u>	30 seconds each;
<u>Time of airing:</u>	During 6 pm – 10 pm (to reach the maximum number of audience);
<u>Period of spots airing:</u>	15 October – 30 November 2014
<u>Total duration and frequency of airing:</u>	As per options below.

Item	Specification of services	# of spots	# of days	Unit price, US\$	Total price, US\$
1	Option 1: Two (2) spots once a day	2	up to 30		
2	Option 2: Two (2) spots twice a day	4	up to 30		
3	Option 3: Four (4) spots once a day	4	up to 30		
4	Option 4: Four (4) spots twice a day	8	up to 30		

Lot 2: Airing of video spots on promoting Women Leadership and Women Participation in Decision Making (social ads)

<u>Languages:</u>	Romanian and Russian (12 spots in total);
<u>Channels:</u>	National TV channels with wide geographic coverage, the countrywide coverage will be an asset;
<u>Length of the spots:</u>	30 seconds each;
<u>Time of airing:</u>	During 6 pm – 10 pm (to reach the maximum number of audience);
<u>Period of spots airing:</u>	1 January – 31 July 2015
<u>Total duration and frequency of airing:</u>	As per options below.

Item	Specification of services	# of spots	# of days	Unit price, US\$	Total price, US\$
1	Option 1: Six (6) spots once a day	6	up to 120		
2	Option 2: Six (6) spots twice a day	12	up to 120		
3	Option 3: Twelve (12) spots once a day	12	up to 120		
4	Option 4: Twelve (12) spots twice a day	24	up to 120		

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

We, the undersigned, hereby accept in full the UN Women General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UN Women as per RFQ Reference No. **RfQ14/00870: Broadcasting Video spots on Women in Politics programme**

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Lot 1: Airing of video spots on promoting Women Leadership and Women Participation in Decision Making (social ads)

Languages: Romanian and Russian (4 spots in total);
Channels: National TV channels with wide geographic coverage, the countrywide coverage will be an asset;
Length of the spots: 30 seconds each;
Time of airing: During 6 pm – 10 pm (to reach the maximum number of audience);
Period of spots airing: 15 October – 30 November 2014
Total duration and frequency of airing: As per options below.

Item	Specification of services	# of units	# of days	Unit price, US\$	Total price, US\$	Proposed TV channels
1	Option 1: Two (2) spots once a day	2	up to 30			
2	Option 2: Two (2) spots twice a day	4	up to 30			
3	Option 3: Four (4) spots once a day	4	up to 30			
4	Option 4: Four (4) spots twice a day	8	up to 30			

Lot 2: Airing of video spots on promoting Women Leadership and Women Participation in Decision Making (social ads)

Languages: Romanian and Russian (12 spots in total);
Channels: National TV channels with wide geographic coverage, the countrywide coverage will be an asset;
Length of the spots: 30 seconds each;
Time of airing: During 6 pm – 10 pm (to reach the maximum number of audience);
Period of spots airing: 1 January – 31 July 2015
Total duration and frequency of airing: As per options below.

Item	Specification of services	# of units	# of days	Unit price, US\$	Total price, US\$	Proposed TV channels
1	Option 1: Six (6) spots once a day	6	up to 120			
2	Option 2: Six (6) spots twice a day	12	up to 120			
3	Option 3: Twelve (12) spots once a day	12	up to 120			
4	Option 4: Twelve (12) spots twice a day	24	up to 120			

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UN Women General Terms and Conditions			
Other requirements: <ul style="list-style-type: none">- Broadcasting schedule with disaggregation by TV channel, with indication of time proposed for spots airing			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

