

**Request for Quotation (RFQ) for Event
Management Services**

Reference No.: RFQ16/01196

22 February 2016

Dear Sir/Madam,

Subject: Request for Quotation **RFQ16/01196** for the provision of ***Event Management Services during 21st March 2016 in Chisinau.***

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Event Management Services for an UN Women Event*, as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Detailed Technical Specifications of the Services (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
 - f. Model Form of Contract (Annex 5)
 - g. Tables arrangements (Annex 6)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : <i>March 1, 2016 1:30 PM</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: Chisinau, <i>Republic of Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ16/01196: Event Management Services"</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Romanian or Russian</p>
Quotation Currencies¹	<p><input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei</p>
Quotation Validity Period commencing after closing date of RFQ	<p>90 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted by LOTs</p>
Payment Terms²	<p><input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods</p>

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UN Women's issuance of Purchase Order.

² UN Women preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of

Instructions to Suppliers	Specific Requirements
Alternative Offer	<input checked="" type="checkbox"/> Not authorized Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.
Clarifications of solicitation documents	Requests for clarification may be submitted 5 days before the submission date. If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it Clarification requests of this RFQ shall include the following subject header format: “RFQ16/01196 Request for Clarification from Vendor Name” Proposers shall not communicate with any other UN personnel regarding this RFQ.
Contact for requesting clarifications:	E-mail address dedicated for this purpose: alexandru.buliga@unwomen.org Suppliers must not communicate with any other personnel of UN Women regarding this RFQ. UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<input checked="" type="checkbox"/> UNDP Moldova procurement website, where the bid is announced at: http://www.undp.md/tenders/details/1196
Expected Delivery Date and Time. <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<input checked="" type="checkbox"/> As per Delivery Schedule attached
Mode of Transportation	<input type="checkbox"/> AIR <input type="checkbox"/> SEA <input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
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
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
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 un to one page);

\$30,000 or higher, UN Women shall require the vendor to submit a bank guarantee or bank cheque payable to UN Women, in the same amount as the advanced payment made by UN Women to the vendor.

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Instructions to Suppliers	Specific Requirements
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Detailed description of offered services <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Quality Certificates (ISO, and/or other applicable as per required services); <input checked="" type="checkbox"/> Food Safety and Hygiene Certificates for Food and Beverages; <input checked="" type="checkbox"/> List of previous events/projects of similar complexity performed; <input checked="" type="checkbox"/> CVs of proposed key personnel (Task Manager, Event Coordinator and supporting staff) and event moderator (for LOT 1 only); <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.
Evaluation Criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price³; <input checked="" type="checkbox"/> Minimum 5 year experience in organization and implementation of festive, cultural and promotional events in Chisinau and other locations in Moldova; <input checked="" type="checkbox"/> Minimum 3 years of work experience with national and local mass-media (for LOT 1 only); <input checked="" type="checkbox"/> Minimum 5 years of experience in coordinating and facilitating high-level festive, cultural and promotional events for proposed Task Manager (for LOT 1 only); <input checked="" type="checkbox"/> Minimum 3 years of experience in organizing and hosting festive, cultural and promotional events for the key personnel (event coordinators and supporting staff) (for LOT 1 only); <input checked="" type="checkbox"/> Full acceptance of requested schedule of event; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract⁴ <input checked="" type="checkbox"/> Maximum delivery period as per agreed time frame.
Type of Contract to be Signed	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract for Services
UN Women will award to:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> One and only one supplier per each LOT provided that the supplier is eligible (qualified), technically responsive and offered the lowest price for the respective Lot
Special conditions of Contract	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed.
Conditions for release of payment	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete performed services <input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to

³ UN Women reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁴ This is a mandatory criteria and cannot be deleted regardless of the nature of goods being requested

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all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. 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
13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,


Ulziisuren Jamsran
Representative,
UN Women Moldova Country Office

ANNEX 1

SCHEDULE OF REQUIREMENTS OF SERVICES

LOT1: Event Management Services for High-Level Forum on 21st of March 2016

Service to be provided	Quantity	Description / Specifications of Services	Latest Delivery Date
Detail script of the event	1	Script developed: description of events and products.	15 March
Participants at the event	200	Developing of the list of participants for the event upon agreement with UN Women, disseminate the invitations for the event and handle RSVPs.	16 March
Promotional materials developed	1	Banner layout development with support, full color (4+0), 3m x 5m. Design to be agreed with UN Women.	14 March
	1	Printing banners, 330g/m ² , 3m x 5m, 720 dpi.	17 March
	Up to 5000 pages.	Printing/copying of handouts and distribution materials in black and white (provide cost per page, A4, 80 g/m ²).	17 March
Decorating the venue and ensure the logistical assistance during the event	1	Overall coordination of the event, as per developed scenario.	18 March
	1	Organize sitting arrangements as per provided by UN Women format for the groups based on the number of participants and groups with detachable separators with name of the group in 3 languages (Ro, RU and Eng.) as per Annex 6.	19 March
	1	Arrangement participants' registration to the event and ensure logistic assistance during the event. These include: (a) creation of participant list (with their institution and contact number) (b) staffing of event reception/registration desk (c) monitoring of and reporting on actual attendance at the event.	21 March
Moderator contracted	1	Contract 1 female moderator for the event, after approval by UN Women. Requirements: 3 years of experience in moderating similar events. Previous experience with UN is considered an asset.	16 March
Text for moderator developed	1	Develop the scenario of the event based on inputs received from UN Women and should be approved by UN Women before final production.	16 March
Photo exhibition organized	1	Organize one photo exhibition in the hall of the event venue, selected by UN Women, including: <ul style="list-style-type: none"> - Overall coordination of the event, as per developed scenario; - Collect photos from the participant groups. 	20 March
	Per photo for up to 50 photos	- Printing of the photos (up to 50 photos), if applicable with following technical specifications: full color (4+0), A2, Landscape/ Portrait, glossy, 250g/m ²	16 March
	1	- Ensure stands for photo exhibition, for up to 50 photos.	20 March
Accommodation for participants	Up to 100 Provide cost per participant	Accommodation costs for participants, in 3 star hotel, in Chisinau, upon agreement with UN Women. This shall include booking the rooms (double) and all associated facilities (for the night from 20 th till 21 st March). Please consider accessibility requirements for persons with disabilities.	17 March
Transportation for participants	Up to 100 persons	Ensuring of reimbursement of transportation costs for participants to/from the venue of the event for participants outside of Chisinau, as per agreed list and public transportation tariff.	20/21 March
	Up to 20 persons	Ensuring of special transportation services for participants with special needs to/from the venue of the event, if applicable.	20/21 March
Event photo album printed	10	Layout developed with UN Women approval. Process of development coordinated. 10 copies of the album printed, full color (4+0), A5, Landscape, 150 g/m ² , glossy, 20 pages each.	25 March

Service to be provided	Quantity	Description / Specifications of Services	Latest Delivery Date
		Photographer will be provided by UN Women.	
Ensure the media coverage	1	Ensuring of media coverage of the event: - Invite media to the event, - Share the press-release elaborated by UN Women.	17 March 21 March
Produce a high quality video documentary on the event	1 Master copy; 2 copy	Provision of audio-video production of high quality documentary summarizing video from the event. Script and flow of the documentary should be approved by UN Women before final production. Timeframe of the documentary will be up to 5 minutes.	30 March
One Women Song	1	Contracting 1 female singer to interpret the 'One Woman' song. Additional in support will be contracted a men band who will perform two songs at the end of the event. The singers will be contracted after coordination with UN Women.	15 March
Final report on the event	1	Final report on the outreach & engagement of the event.	30 March

LOT2: Venue and Catering services for the High-Level Forum on 21st of March 2016

Services to be provided	Quantity	Description / Specifications of Services	Latest Delivery Date
Venue for participants of the event and required IT equipment	up to 5 hours	Conference hall for up to 250 persons, equipped with air conditioner, and comfy chairs and suitable area for photo exhibition. Venue shall have overall accessibility for persons with disabilities. Venue shall have simultaneous translation equipment with up to 50 earphones. Additional electronic and audio-visual equipment installed and fully functional (3 screens and projectors, LCD, pointers, notebooks/laptops, desktop, 1 printer, 1 photocopy machine, 5 microphones, lightning, cable extension, etc.)	21 March
Catering services at the event	1	1 st Coffee break (up to 250 persons), min. incl.: - Croissants or muffins - Portioned cake or cookies - Non-sweet pies/pastry or sandwiches - Coffee & tea - Sliced lemon - Cream - Juice	21 March
	1	2 nd Coffee break (up to 250 persons), min. incl.: - Croissants , muffins or cookies - Non-sweet pies or sandwiches - 2 different types of canapés - Coffee & tea - Sliced lemon - Cream - Mineral water - Fresh fruit plate - Juice	21 March
	500	200 bottles (150 still, 50 sparkling) – 1st coffee break 200 bottles (150 still, 50 sparkling) – 2nd coffee break 100 bottles (50 still, 50 sparkling) – in the conference room during the event	21 March

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: **UN Women in Moldova**
131, 31 August 1989 Street,
MD-2012 Chisinau, Republic of Moldova

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ **16/01196**, for Event Management services, and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of **90** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

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

UNIT PRICES (Indicate the Price & Currency of Quotation):					
Item	Services to be provided	Quantity	Description / Specifications of Services	CURRENCY (please specify):	
				UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify)	TOTAL PRICE, (inclusive of shipping)
1	Detail script of the event	1	Script developed: description of events and products.		
2	Participants at the event	200	Developing of the list of participants for the event upon agreement with UN Women, disseminate the invitations for the event and handle RSVPs.		
3	Promotional materials developed	1	Banner layout development with support, full color (4+0), 3m x 5m. Design to be agreed with UN Women.		
		1	Printing banners, 330g/m ² , 3m x 5m, 720 dpi.		
		Up to 5000 pages.	Printing/copying of handouts and distribution materials in black and white (provide cost per page, A4, 80 g/m ²).		
4	Decorating the venue and ensure the logistical assistance during the event	1	Overall coordination of the event, as per developed scenario.		
		1	Organize sitting arrangements as per provided by UN Women format for the groups based on the number of participants and groups with detachable separators with name of the group in 3 languages (Ro, RU and Eng.) as per Annex 6.		
		1	Arrangement participants' registration to the event and ensure logistic assistance during the event. These include: (a) creation of participant list (with their institution and contact number) (b) staffing of event reception/registration desk (c) monitoring of and reporting on actual attendance at the event.		
5	Moderator contracted	1	Contract 1 female moderator for the event, after approval by UN Women. Requirements: 3 years of experience in moderating similar events. Previous experience with UN is considered an asset.		
6	Text for moderator developed	1	Develop the scenario of the event based on inputs received from UN Women and should be approved by UN Women before final production.		
7	Photo exhibition organized	1	Organize one photo exhibition in the hall of the event venue, selected by UN Women, including: <ul style="list-style-type: none"> - Overall coordination of the event, as per developed scenario; - Collect photos from the participant groups. 		
		Per photo for up to 50 photos	<ul style="list-style-type: none"> - Printing of the photos (up to 50 photos), if applicable with following technical specifications: 		

			full color (4+0), A2, Landscape/ Portrait, glossy, 250g/m2		
		1	- Ensure stands for photo exhibition, for up to 50 photos.		
8	Accommodation for participants	Up to 100 Provide cost per participant	Accommodation costs for participants, in 3 star hotel, in Chisinau, upon agreement with UN Women. This shall include booking the rooms (double) and all associated facilities (for the night from 20 th till 21 st March). Please consider accessibility requirements for persons with disabilities.		
9	Transportation for participants	Up to 100 persons	Ensuring of reimbursement of transportation costs for participants to/from the venue of the event for participants outside of Chisinau, as per agreed list and public transportation tariff.		
		Up to 20 persons	Ensuring of special transportation services for participants with special needs to/from the venue of the event, if applicable.		
10	Photo album printed	10	Layout developed with UN Women approval. Process of development coordinated. 10 copies of the album printed, full color (4+0), A5, Landscape, 150 g/m2, glossy, 20 pages each. Photographer will be provided by UN Women.		
11	Ensure the media coverage	1	Ensuring of media coverage of the event: - Invite media to the event, - Share the press-release elaborated by UN Women.		
12	Produce a high quality video documentary on the event	1 Master copy; 2 copy	Provision of audio-video production of high quality documentary summarizing video from the event. Script and flow of the documentary should be approved by UN Women before final production. Timeframe of the documentary will be up to 5 minutes.		
13	One Women Song	1	Contracting 1 female singer to interpret the 'One Woman' song. Additional in support will be contracted a men band who will perform two songs at the end of the event. The singers will be contracted after coordination with UN Women.		
13	Final report on the event	1	Final report on the outreach & engagement of the event.		
TOTAL PRICES (Indicate the Price & Currency of LOT 1)					
TOTAL DAP, FCA, CIP, CPT, other [please specify] PRICE:					
FREIGHT /INSURANCE/HANDLING COSTS:					
TOTAL COST:					

TABLE 2 : Offer to Supply Goods Compliant with Technical Specifications and Requirements LOT 2

UNIT PRICES (Indicate the Price & Currency of Quotation):					
Item	Services to be provided	Quantity	Description / Specifications of Services	CURRENCY (please specify):	
				UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify)	TOTAL PRICE, (inclusive of shipping)
1	Venue for participants of the event and required IT equipment	up to 5 hours	Conference hall for up to 250 persons, equipped with air conditioner, and comfy chairs and suitable area for photo exhibition. Venue shall have overall accessibility for persons with disabilities. Venue shall have simultaneous translation equipment with up to 50 earphones. Additional electronic and audio-visual equipment installed and fully functional (3 screens and projectors, LCD, pointers, notebooks/laptops, desktop, 1 printer, 1 photocopy machine, 5 microphones, lightning, cable extension, etc.)		
2	Catering services at the event	1	1 st Coffee break (up to 250 persons), min. incl.: - Croissants or muffins - Portioned cake or cookies - Non-sweet pies/pastry or sandwiches - Coffee & tea - Sliced lemon - Cream - Juice		
3		1	2 nd Coffee break (up to 250 persons), min incl.: - Croissants, muffins or cookies - Non-sweet pies or sandwiches - 2 different types of canapés - Coffee & tea - Sliced lemon - Cream - Mineral water - Fresh fruit plate - Juice		
4		500	200 bottles (150 still, 50 sparkling) – 1st coffee break 200 bottles (150 still, 50 sparkling) – 2nd coffee break 100 bottles (50 still, 50 sparkling) – in the conference room during the event		
TOTAL PRICES (Indicate the Price & Currency of LOT 2)					
TOTAL DAP, FCA, CIP, CPT, other [please specify] PRICE:					
FREIGHT /INSURANCE/HANDLING COSTS:					
TOTAL COST:					

TABLE 3: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: 21 calendar days from Contract Signature			
Validity Period of Quotation: 90 calendar days			
All Provisions of the UN Women General Terms and Conditions			

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

UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor's business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website
(<http://www.unwomen.org/en/about-us/procurement>)

or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between _____ (Name of the Contractor)

And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (_____) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women’s empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Hold gender-specific trainings or courses for staff;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____

Address: _____

Signature: _____

Date: ____/____/____

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MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL SERVICES

Contract No.
Business Unit:
Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN-Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);

2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN-Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN-Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of [insert currency & amount in figures and words]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....

Copy

