

Date: 16 March 2017

From: **UNICEF Moldova**

To: Potential Supplier

Pages: 10

Subject: **REQUEST FOR QUOTATION, LRQS-DSU-2017-9130707 (extended)**

Support UNICEF in organising "Public presentation of Age Matters report's findings", 1-day workshop and 1 day panel discussion.

Duration: 11-12 April 2017

UNITED NATION CHILDREN'S FUND (UNICEF) wishes to invite you to submit a quotation for support in organizing "Public presentation of Age Matters report's findings", 1-day workshop and 1 day panel discussion, as per specifications provided in the Deliverables Table below, and the Quotation Form attached (Annex II).

Please advise as to:

1. General conditions
 - (a) Unit and total price shall be designated in MDL, exclusive of VAT, excise and other duties or taxes. Other currency will be converted in MDL at the UN operational Rate of exchange on the day of competition deadline. Payment will be done in MDL.
 - (b) Validity of your offer – not less than 30 days;
2. The capacity building events are planned for 11-12 April 2017 in Chisinau.
3. We request your price quotation and additional details as outlined, **on or before 17:00, 24 March 2017.**
4. Any request for information regarding this RFQ must be forwarded by e-mail at chisinau@unicef.org, with specific reference to the LRQS-DSU-2017-9130707.
5. UNICEF General Terms and Conditions (Annex I) apply to any potential purchase order resulting from this Request for Quotation.
6. SUBMISSION OF OFFERS

Offers shall be marked with **"UNICEF Moldova LRQS-DSU-2017-9130707"**

Offers can be submitted either in hard copy or electronically:

- a) Documents/offers in hard copy need to be enclosed in a sealed envelope clearly marked with **"UNICEF Moldova LRQS-DSU-2017-9130707"**, and company name, addressed to:
UNICEF Moldova, 131, '31 August 1989' Street, Chisinau, MD-2012
- b) Offers sent electronically need to be addressed to the following e-mail address:
chisinau@unicef.org, with **"UNICEF Moldova LRQS-DSU-2017-9130707"** as the subject line of the message.

TERMS OF REFERENCE

Company to support UNICEF in organising “Public presentation of Age Matters report findings”, 1-day workshop and 1 day panel discussion.

1. Background

In the context of the increased focus of UNICEF on adolescence as a distinct area of programming and attention, a renewed impetus arise to explore the ways in which minimum ages impact on the abilities of children to realise their rights, make decisions, express opinions, access services and be protected.

In order to map age-related barriers to service access and the realisation of adolescents' rights, UNICEF undertook a regional study in the Eastern Europe and Central Asia. The report “Age Matter” aim to identify where minimum age-legislation positively supports or significantly hinders the wellbeing of adolescents and youth. The research takes stock of existing age-related legal provisions for children, adolescents and youth on more than 70 issues across 6 domains for 22 countries and territories in Europe and Central Asia, including Republic of Moldova.

In this context, UNICEF Moldova organizes a consultation workshop with adolescents to take note of existing age related barriers in Moldova and provide solutions and suggestions for duty-barriers and right-holders to overcome these challenges. The consultations will be organized, based on the adapted Four Circles Cycle methodology¹. Findings of the report “Age Matters” and outputs of the consultation will be presented and debated with decision-makers, service providers and other relevant stakeholders.

2. Purpose of the contract

UNICEF Moldova seeks to hire an event organizing company to ensure high quality realization of the 1-day workshop and 1 day panel discussion **“Public presentation of Age Matters report’s findings”**. The duration of the event is planned for 2 days, on 11-12 of April 2017. Intended audience is expected to about 65 participants, including minors of 14-16 years old.

3. Objectives of the contract

The objectives of the contract are:

1. To print and organise in files workshop materials for 1-day workshop and 1-day panel discussion in Chisinau;
2. To ensure venue/hall rent for up to 65 participants in close cooperation with UNICEF;
3. To ensure accommodation for up to 45 participants outside Chisinau municipality;

¹Four Circles Cycle methodology, http://static1.squarespace.com/static/54b5958fe4b04ef644d837cb/t/54de54e3e4b0409b06548d09/1423856867517/Unicef_Cards_cycles_v4_11.14.pdf

4. To provide necessary audio and video equipment as per moderators requests;
5. To prepare packages of materials; arrange for display of publications, banners and other UNICEF visibility materials;
6. Based on the official travel price list, reimburse costs of public transportation expenses to participants and guardians outside Chisinau;
7. Provide support staff to be available throughout the event and after the events closure;
8. To organize coffee breaks and lunches for 65 participants (including for guardians and moderators)
9. To take photos of the events and to embed into the final report;

4. Details of how the work should be delivered

To achieve the above-mentioned objectives, the agency will ensure the provision of following outputs:

- All necessary technical equipment installed
- Photos (electronic version)
- Catering provided according to standards agreed with UNICEF
- Files with materials for all participants printed
- Facilitators (to be selected with UNICEF, at a pre-approved rate of 1500 MDL/day)
- Badges
- Visibility items printed and arranged in the events facility (banner)

The contractor will be expected to implement all activities in April 2017. Exact timeframe for deliverables will be mutually agreed before contract signature.

The venue to host the event will be determined and pre-booked from 11th to 12th of April 2017 by the selected company. Participants out of Chisinau Municipality area will be accommodated at the same venue workshop shall take place, including guardians responsible for the safety and welfare of the children in their care for the period of the consultation. The hotel identified will ensure meals for accommodated participants and guardians during both days of the event.

Arrangements list enclosed in the Annex II provides detailed list of services to be provided by the contractor.

5. Delivery dates (based on the work plan)

Nr.	Activity	Deliverables	Tentative deadlines*
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1.	To print and organize in files workshop materials for the consultation	<ul style="list-style-type: none"> • Workshop materials printed in black and white (infographics and other information support, around 20 pages per participants) • Badges printed • Folders for participants prepared for the info session • Printed out worksheets prepared by moderators 	10 April 2017
2.	To organise the consultation workshop and panel discussion	<ul style="list-style-type: none"> • Venue rented • Workshop materials distributed • Coffee and lunches provided • Multimedia functional during the event • Accommodation for participants out of Chisinau area provided • Reimbursement of incurred transportation costs processed 	11-12 April 2017
3.	To report on finalization of the events	Report on implementation of the workshop, including original pictures	15 April 2017

*Exact deadlines will be mutually agreed upon contract signature

4. Performance indicators for evaluation of results

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in this ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Initiative and promptitude;
- Demonstration of high standards of work with UNICEF and with counterparts.

All events and activities will need to be performed under strict UNICEF guidance. All materials to be produced under this contract will be forwarded for production only after the final version will be approved by UNICEF. The materials, which will contain in their final version deviation from UNICEF requirements will not be accepted and will not be paid.

5. Qualifications and experience

- Extended experience in organization and implementation of training events and workshops.
- Ability to deliver good products in short terms and work under pressure.

- Flexibility in responding to the needs of the UNICEF team.

6. Financial Proposal

The financial proposal shall indicate total lump sum amount, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR.

7. Materials to be submitted for the bidding

- Portfolio of the organization with a proven record of relevant experience
- List and CVs of persons to be involved in the activities
- Proposed work plan for the activities
- Estimated budget with breakdown per budget lines

8. Payment schedule:

The payment will be linked to the following deliverables upon satisfactory completion and acceptance by UNICEF:

- 50 per cent upon finalization of the workshop
- 50 per cent upon the submission of the final report in English

UNICEF will proceed with payment for delivered materials, within fifteen working days from the receipt of the invoice with the contracted agency's bank details. UNICEF will make the payment in MDL.

9. Definition of supervision arrangements

The selected Agency will work under the supervision of the UNICEF Youth and Adolescent Development Officer. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables.

10. Unsatisfactory performance

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to the termination date. In the meantime, UNICEF will initiate another selection in order to identify appropriate candidate

11. Support provided by UNICEF

To achieve the above-mentioned objectives, UNICEF will provide timely workshop materials for training events, including agenda, list of participants and PPT presentations.

Annex I

"UNICEF GENERAL TERMS AND CONDITIONS"

A. ACKNOWLEDGEMENT COPY

Acceptance of a Purchase Order shall form a binding contract with the Supplier signing and returning the acknowledgement copy or by the timely delivery of the goods specified.

B. DELIVERY DATE

Delivery Date to be understood as the time the goods have to be available at the location indicated under Delivery Terms (INCOTERMS).

C. PAYMENT TERMS

1. UNICEF shall, on fulfilment of the Delivery Terms, unless otherwise specified in the Purchase Order or Contract, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the customary shipping documents specified in the contract.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
3. Unless authorized by UNICEF, a separate invoice must be submitted in respect of each Purchase Order or Contract. Each invoice shall indicate the identification number of the corresponding Purchase Order or Contract.
4. The prices shown in the Purchase Order or Contract may not be increased except by express written agreement of UNICEF.
5. Inspection prior to shipment does not relieve the Supplier from his contractual obligations.
6. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order or Contract; payment for goods pursuant to the Purchase Order or Contract shall not be deemed an acceptance of the goods.

D. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides inter-alia that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

E. EXPORT LICENCES

If an export license or licenses are required for the goods, the Supplier shall obtain the license or licenses.

F. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the Supplier until physical delivery of the goods has been completed in accordance with the Purchase Order or Contract.

G. FITNESS OF GOODS/PACKING

The Supplier warrants that the goods, including adequate packing, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

H. WARRANTY CLAUSE

The Supplier warrants that the use or supply by UNICEF of the goods offered for sale under the Purchase Order or Contract do not infringe any patent, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold harmless UNICEF and the United Nations from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising from the Purchase Order or Contract.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to perform under the terms and conditions of the Purchase Order or Contract, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.
2. Refuse to accept delivery of all or part of the goods.
3. Terminate the Purchase Order or Contract.

J. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order or Contract, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order or Contract.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may without prejudice to any other rights or remedies, terminate the Purchase Order or Contract by giving the Supplier written notice of termination.

K. USE OF UNICEF NAME AND EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF for any purpose.

L. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that the Supplier is furnishing goods or services to UNICEF without specific permission of UNICEF.

M. ARBITRATION

Any controversy, claim or dispute arising out of, or in connection with this Contract or any breach thereof, shall unless it is settled amicably by direct mutual negotiations, be referred to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

N. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

O. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of the Supplier to Article 32 of the Convention which, inter-alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

P. ANTI-PERSONNEL MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the Supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the Supplier.

QUOTATION FORM

THIS PAGE/Quotation FORM must be completed, signed and returned to UNICEF.

Quotation must be made in accordance with the instructions contained in this Request for Quotation.

Fill in the blank lines in the lot description sheets below.

TERMS AND CONDITIONS OF CONTRACT

UNICEF's General Terms and Conditions will apply to any resulting Purchase Order. Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this RFQ.

INFORMATION

Any request for information regarding this RFQ must be forwarded by e-mail (chisinau@unicef.org) to the attention of the person who prepared this document, with specific reference to the RFQ.

The Undersigned, having read the Terms and Conditions of **LRQS-DSU-2017-9130707**, set out in the attached document, hereby offers to supply the services specified in the Table below, at the price or prices quoted below, in accordance with specifications stated and subject to the Terms and Conditions set out or specified in the document.

Event dates: 11-12 April 2017

Arrangements list, support provided to UNICEF in organising “Public presentation of Age Matters report’s findings”, 1-day workshop and 1 day panel discussion.

List of services	No. of units / quantity	Price, MDL without VAT
Conference hall (for 65 persons), including projector, sound equipment (3 radio microphones, 4 flipcharts with paper), water	For 2 days	
Accommodation (same location as conference hall, for 1 night, breakfast included)	45 persons: 12 double rooms and 21 single rooms	
Printing and organizing in file materials (20 pages/participant); Badges, Folders, notebooks, pens	55 persons	
Lunches and coffee-breaks for 2 days (2 lunches and 4 coffee-breaks)	70 persons	
Dinner 1 day	65 persons	
Event assistances, for 2 days	1 person	
Facilitators (to be selected with UNICEF, at a pre-approved rate of 1500 MDL/day)	4 persons for 2 days	12000
Event banner (3.6 x 2.5 m)	1 unit	
Report on the event activity including pictures	1 unit	
Travel expenses for public transport reimbursement	45 persons	
Total, MDL without VAT		

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel. No.: _____

E-mail: _____

Validity of Offer: _____

Currency of Offer: _____