**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**INTENT TO RESPOND FORM**

**Solicitation no:** *UNWHQRFQ130*

**Title: Photo-realistic 360-degree video animation**

**Deadline Date/Local time:** *24 May 2017 at 11:59PM ET*

**Please complete (A), (B), or (C) and return to** [procurement@unwomen.org](mailto:procurement@unwomen.org) **by 19 May 2017**

|  |  |
| --- | --- |
| **(A) We intend to submit our proposal by:\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(B) We may submit our proposal and will confirm our intent by:\_\_\_\_\_\_\_\_\_\_\_\_\_ (date/time)** | **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(C) We do not intend to submit a proposal for the following reason(s):** | * **Our current workload does not permit us to take on additional work at this time** * **We do not have the required expertise** * **There is insufficient time to prepare a proper submission in response to this solicitation** * **Our funds or other resources are insufficient to carry out the work required** * **We choose not to participate due to a conflict of interest involving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**STATEMENT OF CONFIRMATION**

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

To : UN WomenDate: *[insert date of Proposal Submission]*

*Attn : Procurement Section, Ref: UNWHQRFQ130*

*220 East 42nd Street*

New York, NY 10017, USA

We, the undersigned, declare that:

1. 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*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the RFQ, the following ***[Title of Services]*** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
4. We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **[\_\_\_]** 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;
6. 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 CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED 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 ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL. | |
| *Exact name and address of company*  COMPANY NAME: \_\_\_\_\_\_\_\_\_\_  ADDRESS: \_\_\_    PHONE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT)  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference 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.** | |

**Technical Information**

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| **Section A: Expertise and Capability of Supplier** |
| 1.1 The organization   * Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings. * Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). * Provide certificate(s) for any accreditation of processes, policy (e.g. ISO). * Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in. |
| 1.2 Adverse judgments or awards   * The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment; * The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| 1.3 Subcontracting and partnerships   * Explain reasons for, scope and rationale for any subcontracting. Include relevant contact information and experience for all subcontractors. The role of the Supplier as well as that of any sub-contractors shall be clear and unequivocal. * Explain any partnerships that are planned for the implementation of this project. The role of each entity shall be clear. Information on past collaborative experience should be included. |
| 1.4 Relevance of Specialized Knowledge and Experience on Similar Projects   * Provide details of specialized knowledge to be utilized for this RFQ as well as recent relevant experiences on projects of a similar nature and/or with other UN organizations. * References and/or samples of work must be provided upon request |

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| **Section B: Proposed Work Plan and Approach** |
| 2.1 Analysis approach, methodology   * Provide a description of the company’s approach, methodology, and timeline for how the organization will achieve the Terms of Reference (TOR) of the project while meeting or exceeding the stipulations of the TOR. * Explain your company’s understanding of UN Women’s needs for the services or works. * Describe how your company will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women |
| **Section C: Resource Plan, Key Personnel** |
| 3.1 Composition of the team proposed to provide, and the work tasks (including supervisory)  Describe the availability of resources in terms of personnel and facilities needed for this RFQ. Describe the structure of the team which you would propose to provide, and the work tasks (including supervisory) which would be assigned to each. |
| 3.2 Gender profile   * Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier’s organization, women in leadership positions, and percentage of women shareholders. * Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women’s core mandate. |

**Sample CV template:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | |  | |
| Position for this Assignment: | | |  | |
| Nationality: | | |  | |
| Language Skills: | | |  | |
| Educational and other Qualifications | | |  | |
|  | | | | |
| Employment Record: [Insert details of as many other appropriate records as necessary]  From [Year]: To [Year]: \_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_ Positions held: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | | | |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary] | | | | |
| Period: From - To | Name of project/organization: | | | Job Title, main project features, and Activities undertaken |
|  |  | | |  |
|  | | | | |
| References (minimum 3) | | (Name/Title/Organization/Contact Information – Phone; Email) | | |

**Financial Quotation**

The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Financial Quotation should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UN Women General Conditions of Contract.

\* **Cost Breakdown per Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Adaptation of script to visual storyboard |  |  |
| 2 | Production of 4 X 15 seconds’ animation |  |  |
| 3 | Production of sound effects for each animation |  |  |
| 4 | Export to spherical 4K MP4 format. |  |  |
|  | Total |  |  |

\*Total cost should include 1 rounds of edits in the script phase and 1 rounds of edits in the moodboard phase and 1 rounds of edits in the final export phase.

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

**End of Annex 2**

**ANNEX 3**

# 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:**  \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

DD MM YYYY