**Attachment 2 – Proposal Template**

1. **Vendor contact information**

|  |  |
| --- | --- |
| **RFP No.:** | **RFP #2024-02** |
| **RFP Title:** | **Logistical support services for a high-profile international meeting in Chisinau** |
| **Submission Date:** | **Insert here** |
| **Vendor contact information** | **Entity name (as per registration certificate)**  | **Insert here** |
| **Email** | **Insert here** |
| **Phone** | **Insert here** |
| **Address (legal registration address)** | **Insert here** |
| **Web-page** |  |
| **Contact person authorized to negotiate for Vendor** | **Insert Name, title, and contact information** |

1. **Offer**

In response to your invitation to tender, we offer to provide service as requested in the RFP. The total price is EUR XXX (taxes and discounts included). This tender is valid for a period of contract.

We consent for Internews to store our data in line with Internews’ privacy policy:<https://internews.org/internews-privacy-policy>.

1. **List of submitted documentation**

Enclosed are the following documents:

* **Insert here**
* **Insert here**
1. **Qualification and Experience**

*Please state below your qualifications and experience for providing the services as described in the RFP.*

1. **References**

*Please include below three references and contact information for whom your company/organisation provided similar services in the Republic of Moldova.*

|  |  |  |
| --- | --- | --- |
| **Name of the vendor**  | **Dates of Performance**  | **Contact Person (name, title, place of work, email, and mobile number)**  |
|   |   |   |
|   |   |   |
|  |  |  |
|   |   |   |

1. **Response to Scope of Work**

*Refer to the specifications included in section 2.2.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***#*** | ***Description/Specification of Services*** | ***Cost per item*** | ***Quantity*** | ***Total Price*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 | *[add/remove rows as needed]* |  |  |  |
|  |  |  | **Total EUR** |  |

*Please note that the proposal should be submitted in EUR. Any taxes and discounts should be acknowledged and listed as a separate item. The contract will be concluded in EUR and the payment for services rendered to Internews will be made in EUR currency. Internews will not compensate for any foreign currency exchange losses. State here also your payment terms, if any.*

1. **Declarations**

If awarded the contract, we will comply with Internews’ Code of Conduct for Suppliers:

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

* + Employment is freely chosen
	+ Freedom of association and the right to collective bargaining are respected
	+ Working conditions are safe and hygienic
	+ No exploitation of children
	+ Living wages are paid
	+ Working hours are not excessive
	+ No discrimination is practised
	+ Regular employment is provided
	+ No harsh or inhumane treatment is allowed

Specifically, we will not enter into any procurement relationship with companies that have:

* + Significant Involvement in the arms trade
	+ Unacceptable levels of Third World debt
	+ Infringement of pharmaceutical marketing practices with essential drugs policies
	+ Tobacco marketing in the Third World
	+ Significant involvement in the alcohol industry
	+ Significant involvement in gambling
	+ Significant involvement in pornography
	+ Involvement in terrorism

ENVIRONMENTAL IMPACT

We strive to purchase and source goods, services and work, which have the least negative

impact on the environment.

We make procurement decisions and look to work in partnership with suppliers to ensure that:

* Sustainability is maximised and purchasing decisions are based on whole life principles
* Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
* Undue and unnecessary use of materials is avoided and recycled materials used whenever possible.
* Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
* All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

In the event that we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier’s supply chain we will engage with the supplier constructively to address identified weaknesses.

**We also declare that:**

All actual or potential conflicts of interest are resolved **prior** to the submission of our bid. In the event that any actual or potential conflict of interest comes to our attention following the submission of this Bid, we will immediately notify Internews. Conflicts of interest are not limited to the Bidder organisation. They include all involved entities, such as sub-contractors, advisers, or partner organisations associated with the contract.

We will remain subject to an ongoing obligation to notify Internews of any material changes in our financial or other circumstances. This includes, but is not limited to, changes to the identity of our company or our sub-contractors, or the ownership or financial or other circumstances thereof and solvency of our company. Internews will be notified of any material change as soon as it becomes apparent.

Failure to notify Internews or to comply with any of these provisions may lead to immediate disqualification or termination of contract.

Name and Position/Job Title: [……………..…………………………………………]

Duly authorised to sign this tender on behalf of:

[……………………………………………………………………………………………]

Place and date: [……………………………………………………………..………….]

Stamp of the firm/company: […………………………………………………………..]

[End of Attachment 2]