## FORM A. Tender Application

|  |  |
| --- | --- |
| To be filled in by an ATIC employee | |
| Date of receipt of the offer by ATIC | Registration number |
| "\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021 | No. \_\_\_\_\_\_\_\_\_ |
| Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION FOR PARTICIPATION IN TENDER**

Having read the *RFP#ICTEC-StartupCityCahul-T4M/S4T-2021-043: Provision of Communication and visibility support services for ATIC and its Projects (5 LOTs)– please specify the LOTs you are applying for,* we, the undersigned, hereby offer the following services in accordance with the terms of the above RFP.

**1. GENERAL INFORMATION ABOUT THE PARTICIPANT**

|  |  |  |
| --- | --- | --- |
| 1. | Legal name of the offeror: |  |
| 2. | Legal address: |  |
| 3. | Actual address: |  |
| 4. | Date of state registration: |  |
| 5. | Full name and position of the entity Head |  |
| 6. | Phone number of the entity Head: |  |
| 7. | Contact person: |  |
| 8. | Contact person's phone number: |  |
| 9. | Contact person's email address: |  |
| 10. | Web Site: |  |
| 11. | Bank details: |  |
| 12. | Nature of business of the offeror according to the Certificate from the Unified State Register and / or the Charter of the legal entity: |  |

By signing and submitting this application \_\_\_\_\_\_\_\_\_ [ name of the offeror] agrees to do the following if ATIC determines this offer to be successful:

* not to make any changes to the offer and adhere to the terms of this offer for the period of its validity, which is 120 calendar days from the date of its submission. This offer can be accepted by ATIC at any time before the end of its validity period;
* to sign a contract within 10 days from the date of acceptance of this offer with mandatory compliance with the provisions of the agreement;
* to provide the necessary services in accordance with the terms of this offer;
* to ensure the completeness and accuracy when executing this offer in the form, prices/tariffs and within the terms specified in this offer and RFP, in particular in the technical requirements for the subject of purchase.

By signing and submitting this Application, the offeror agrees to the following:

* the offeror has read the RFP published by ATIC;
* the offeror accepts all the requirements and conditions of the RFP
* ATIC is not obligated to accept the best-priced offer or any of the offers received. Until the moment of signing the contract ATIC does not have any obligations towards the offerors or potential offerors;
* ATIC reserves the right to reject offers of all offerors in case of non-compliance;
* this offer and RFP are integral parts of the relevant contract for the purchase of services to be concluded between ATIC and the successful offeror;
* participation of related persons in the tender or collusion of offerors is prohibited. If such facts have been discovered, the results of the tender will be canceled or the contract with the selected supplier will be terminated unilaterally before the deadline with the mandatory return of all assets received by such contractor under the contract and compensation for losses caused to ATIC;
* to provide services only through one legal entity/individual and not to have the right to change the service provider during the term of the agreement. The exception is the reorganization of a legal entity / name change / merger.

We / I hereby confirm our legal, financial and other ability to fulfill the terms of this offer and RFP to enter into a contract for the supply of services and faithful representation of all information specified in the offer.

Authorized person to sign the offer on behalf of [name of the offeror] in accordance with the Charter:

|  |  |
| --- | --- |
| Date: |  |
| Signatory’s Name: |  |
| Position: |  |
| Signatory: |  |

## FORM B. Letter of Transmittal

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror, as part of the Technical Volume:*

To: National Association of ICT Companies

9/11, Studentilor Str., Chisinau, Moldova

Tender reference No.: RFP # *…*

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any ATIC or above-mentioned project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to ATIC’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

## FORM C. Certificate of Independent Price Determination

**Certificate of Independent Price Determination**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the "offeror")

*(Name of Offeror)*

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to— (i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert full name of person(s) in the offeror’s organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror’s organization*];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FORM D. Certification Regarding Responsibility Matters

CERTIFICATION REGARDING RESPONSIBILITY MATTERS

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

1. Are ☐, are not ☐, presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Moldovan agency;
2. Have ☐, have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract; violation of state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Moldovan criminal tax laws, or receiving stolen property;
3. Are ☐, are not ☐, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
4. Have ☐, have not ☐, within a three-year period preceding this offer, been notified of any delinquent Moldovan taxes in an amount that exceeds $3,000 for which the liability remains unsatisfied.

(ii) The Offeror has ☐ has not ☐, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Moldovan agency.

(2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions). This certification concerns a matter within the jurisdiction of an agency of Moldova and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under local legislation.

(b) The Offeror shall provide immediate written notice to ATIC if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by ATIC may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available ATIC, ATIC may terminate the contract resulting from this solicitation for default.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM E. Evidence of Responsibility Statement

**Evidence of Responsibility Statement**

This statement describes the offeror’s internal policies and procedures, as well as its ability to comply with the terms and conditions of a potential subcontract resulting from RFP No.\_\_\_\_\_\_\_\_. The offeror shall complete the information in this statement as part of its proposal.

Company Name:

**1. Authorized Negotiators**

The offeror’s proposal in response to RFP No. may be discussed with any of the following individuals. These individuals are authorized to represent our company in negotiation of this proposal.

Names of authorized negotiator(s):

These individuals can be reached at the following office:

Address:

Telephone/Email:

**2. Adequate Financial Resources**

We hereby certify that the above-named company maintains adequate financial resources to manage any subcontract resulting from this offer.

**3. Ability to Comply**

We certify we are able to comply with the proposed schedule and period of performance, having taken into consideration all existing business commitments, commercial as well as governmental.

**4. Record of Performance, Integrity, and Business Ethics**

Our record of integrity is outstanding. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our Past Performance References, contained in the Technical Volume.

**5. Organization, Experience, Accounting and Operational Controls, and Technical Skills**

Describe how the subcontract will be managed:

**6. Equipment and Facilities**

We maintain the necessary facilities and equipment to carry out the subcontract.

**7. Eligibility to Receive Award**

We are qualified and eligible to receive an award under applicable laws and regulation. In addition, we have performed similar work/services/supplied similar goods – describe:

**8. Acceptability of Subcontract Terms and Conditions**

We have reviewed the solicitation document and attachments and agree to the terms and conditions set forth therein.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM F. FINANCIAL OFFER FORM

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror.*

**FINANCIAL OFFER for the RFP#ICTEC-StartupCityCahul-T4M/S4T-2021-043: Provision of Communication and visibility support services for ATIC and its Projects (5 LOTs) – please specify the lots for which the company applies**

**2.1. Financial Offer per Deliverable:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Deliverables** | **Estimated period** | **Q-ty** | **Unit price, MDL (VAT excl.)** | **Total price, MDL (VAT excl.)** |
| **1** | **LOT 1: Communication and Outreach for ICTEC/Tekwill Project**  (Tekwill in Every School, Tekwill Academy, Tekwill in Every University, Startup Moldova, Tekwill Regional Development) | | | | **MDL [Total here]** |
| 1.1 | **Strategic Vision, Support and Assistance for Monthly Communication Plan**  1. Defined communication tools and channels  2. Developed calendar of activities and its integration in the communication plan   * Presentation of the methodology. Detailed framework/design, implementation plan and data collection tools * Strategic Communication plan and methodology to reach the plan * Presentation to the team members * Other that may be required.   3. Development of a 3-year communication plan for the Tekwill network (regional Centers from Balti and Comrat) | TBD | 1 |  |  |
| 1.2 | **Monthly Communication Assistance provided:**   * Continuous update and implementation of the Communication and PR plan in order to achieve the set communication targets (PR activity, local media coverage to include interviews and appearances, concepts for press events, etc.) * Development of the communication materials (press releases, announcements, articles, press invitations and any other required PR materials – an average of 10 communication products per months); * Development and publication in the local mass media of success stories to reflect and document the progresses reached within the project; * Press event organization, including media relations before, during and after the press events; * Media monitoring and reporting; * Planning and providing support for the participation of Project representatives in interviews, TV and radio shows etc (preparing the information for the press and the possible questions, preparing the messages for the speakers etc.); * Executing targeted public relations campaigns to generate feature articles, event listings, and related publicity for Project activities; * Support for developing special tools to reinforce the relation with the partners; * Final report on the implemented communication activities (5-7 pages) in Ro and En;   \*The company will be given access to the social media accounts to post communication materials upon necessity. | monthly | 7 |  |  |
| 1.3 | ***EVENTS:***  ***1.3.1. Tekwill 5th Anniversary***  ***1.3.2. Opening of two Tekwill regional Centers (Balti & Comrat)***  ***1.3.3. Tekwill project closure campaign***  Communication concept/plan drafted and communication campaign implemented (before, during and post event)  1. Event Communication Plan developed (incl. instruments & channels)  2. Media and social media relations  -Development of communication materials as follows: article describing the event, about the most important results dedicated to the event, article for lobby and advocacy, workforce development, robotics program, women in IT  -Negotiating with the media  - media monitoring  - Text posts for social media web pages  3. Support for video production (Collaboration with the service provider to identify the protagonists, Logistics organization of filming; Assistance for synchronous selection and interviews of the protagonists;  4. Event organization support | March 15, 2021  TBD  May-June 2022 | 3 |  |  |
| 1.4 | ***STUDENT ADMISSION CAMPAIGN:***  **Communication Support provided to 7 (seven) Universities for the 2022 student admission campaign** to strengthen their institutional communication capacities in promoting the educational offers in IT related areas. | June-September 2022 | 1 |  |  |
|  | ***1.4.1. Online training on communication plan development /update for the student admission campaign***  *Training topics:*  *1. Institutional communication and Strategic Communication Plan development/update*  *2. Creation of communication messages*  *3. Identification of communication channels and developing tools: social media*  *4. PR & Media relations* |  | 1 |  |  |
|  | ***1.4.2. Mentorship and consultancy for consolidation of universities’ capacities provided***  *A team of communication experts keeping close cooperation with each university in the process of development/update implementation of the communication plan; assisting universities in carrying out research, analysis of data from social media and other channels used for promotion, information about activities.*  *Developed schedule of consultancy meetings for improvement of content or activities, planned by universities; Support to universities in formulating strategic messages, guidance on how to collaborate with PR companies contracted for various communication campaigns.* |  | 7 |  |  |
|  | ***1.4.3. Monitoring of the campaign and Report of all media/PR campaigns provided (1 report x 7 universities)***  *showing the achievements of each of university, included in the program.* |  | 7 |  |  |
| 2 | **LOT 2: Communication and Outreach for Startup Moldova Foundation** | | | | **MDL [Total here]** |
| 2.1 | **Development of the Institutional Strategic Communication Plan**  1. Defined objectives of communication with Foundation’s stakeholders;  2.Defined communication tools and channels  3. Developed calendar of activities and its integration in the communication plan.   * Presentation of the methodology. Detailed framework/design, implementation plan and data collection tools * Strategic Communication plan and methodology to reach the plan * Presentation to the team members * Other that may be required. | TBD | 1 |  |  |
| 2.2 | **Monthly Communication Assistance provided:**   * Continuous update and implementation of the Communication and PR plan in order to achieve the set communication targets (PR activity, local media coverage to include interviews and appearances, concepts for press events, etc.) * Development of the communication materials (press releases, announcements, articles, press invitations and any other required PR materials; Estimates about 15-20 communication posts, on various platforms, out of which up to 5 press releases); * Development and publication in the local mass media of success stories to reflect and document the progresses reached within the project; * Press event organization, including media relations before, during and after the press events; * Media monitoring and reporting; * Planning and providing support for the participation of Project representatives in interviews, TV and radio shows etc. (preparing the information for the press and the possible questions, preparing the messages for the speakers etc.); * Executing targeted public relations campaigns to generate feature articles, event listings, and related publicity for Project activities; * Support for developing special tools to reinforce the relation with the partners; * Final report on the implemented communication activities (5-7 pages) in Ro and En   \*The company will be given access to the social media accounts to post communication materials upon necessity. | monthly | 7 |  |  |
| 2.3. | **EVENT: Two Conferences**  Event Communication plan drafted and communication campaign implemented (before, during and post event)  1. Event Communication Plan developed (incl. instruments & channels)  2. Media and social media relations  -Development of communication materials as follows: article describing the event, about the most important results dedicated to the event, article for lobby and advocacy, workforce development, robotics program, women in IT  -Negotiating with the media  - Media monitoring &reporting  -Text posts for social media web pages  3. Support for video production (Collaboration with the service provider to identify the protagonists, Logistics organization of filming.  Assistance for synchronous selection and interviews of the protagonists;  4. Event organization support | TBD | 2 |  |  |
| **3** | **LOT 3: Communication and Outreach for Eu4Moldova: Startup City Cahul Project** | | | | **MDL [Total here]** |
| 3.1 | **Strategic Vision, Support and Assistance for Monthly Communication Plan**  1. Defined communication tools and channels  2. Developed calendar of activities and its integration in the communication plan   * Presentation of the methodology. Detailed framework/design, implementation plan and data collection tools * Strategic Communication plan and methodology to reach the plan * Presentation to the team members * Other that may be required. | TBD | 1 |  |  |
| **3.2** | **Monthly Communication Assistance provided:**   * Continuous update and implementation of the Communication and PR plan in order to achieve the set communication targets (PR activity, local media coverage to include interviews and appearances, concepts for press events, etc.) * Development of the communication materials (press releases, announcements, articles, press invitations and any other required PR materials; estimated 7-10 posts on various platforms); * Development and publication in the local mass media of success stories to reflect and document the progresses reached within the project; * Press event organization, including media relations before, during and after the press events; * Media monitoring and reporting; * Planning and providing support for the participation of Project representatives in interviews, TV and radio shows etc (preparing the information for the press and the possible questions, preparing the messages for the speakers etc.); * Executing targeted public relations campaigns to generate feature articles, event listings, and related publicity for Project activities; * Support for developing special tools to reinforce the relation with the partners; * Prepare newsletter requested by the donors; * Social media communication activities: * Generate ideas of communication content (except campaigns around special events/ campaigns and paid advertising)   - Guidance for creating content on the social media;  - Support in administrating the interactions with the page (comments, answers etc.).   * Final report on the implemented communication activities (5-7 pages) in Ro and En;   \*The company will be given access to the social media accounts to post communication materials upon necessity. | monthly | 12 |  |  |
| 3.3 | **EVENT:**  **3.3.1 Europe Day**  **3.3.2. Opening of the Startup City Cahul Center**  **3.3.4. Other events/conferences**  Event Communication plan drafted and communication campaign implemented (before, during and post event)  1. Event Communication Plan developed (incl. instruments & channels)  2. Media and social media relations  -Development of communication materials as follows: article describing the event, about the most important results dedicated to the event, article for lobby and advocacy, workforce development, robotics program, women in IT  -Negotiating with the media  - Media monitoring &reporting  -Text posts for social media web pages  3. Support for video production (Collaboration with the service provider to identify the protagonists, Logistics organization of filming.  Assistance for synchronous selection and interviews of the protagonists;  4. Event organization support | May 2022  TBD  TBD | 1  1  Up to 4 |  |  |
| 3.4 | **STUDENT ADMISSION CAMPAIGN:**  **Communication Support provided to the Cahul State University “B.P. Hasdeu” for the 2022 students admission campaign** to strengthen their institutional communication capacities in promoting the educational offers in IT related areas. | June-September 2022 | 1 |  |  |
|  | ***3.4.1. Online training on communication plan development /update for the student admission campaign***  *Training topics:*  *1. Institutional communication and Strategic Communication Plan development/update*  *2. Creation of communication messages*  *3. Identification of communication channels and developing tools: social media*  *4. PR & Media relations* |  | 1 |  |  |
|  | ***3.4.2. Mentorship and consultancy for consolidation of universities’ capacities provided***  *A team of communication experts keeping close cooperation with each university in the process of development/update implementation of the communication plan; assisting universities in carrying out research, analysis of data from social media and other channels used for promotion, information about activities.*  *Developed schedule of consultancy meetings for improvement of content or activities, planned by universities; Support to universities in formulating strategic messages, guidance on how to collaborate with PR companies contracted for various communication campaigns.* |  | 1 |  |  |
|  | ***3.4.3. Monitoring of the campaign and Report of all media/PR campaigns provided (1 report x 1 university)***  *showing the achievements of each of university, included in the program.* |  | 1 |  |  |
| **4** | **LOT 4: Communication and Outreach for Digital Talents for Moldova – Slovakia for Talents: Labour mobility programme of ICT graduates between Slovakia and Moldova Project** | | | | **MDL [Total here]** |
| **4.1** | **Strategic Vision, Support and Assistance for Monthly Communication Plan**  1. Defined communication tools and channels (oriented to target youth)  2. Developed calendar of activities and its integration in the communication plan  3. Communication Plan developed, including information on required/recommended:   * Media partnerships * Google adwords * Social media services * Social media content * Copywriting & media relations * Video production * Presentation of the methodology. Detailed framework/design, implementation plan and data collection tools * Strategic Communication plan and methodology to reach the plan * Presentation to the team members * Other that may be required. |  | 1 |  |  |
| **4.2** | **Monthly Communication Assistance provided:**   * Continuous update and implementation of the Communication and PR plan in order to achieve the set communication targets (PR activity, local media coverage to include interviews and appearances, concepts for press events, etc.) * Development of the communication materials (press releases, announcements, articles, press invitations and any other required PR materials); estimated average number of communication posts 2-3; * Development and publication in the local mass media of success stories to reflect and document the progresses reached within the project; * Press event organization, including media relations before, during and after the press events; * Media monitoring and reporting; * Planning and providing support for the participation of Project representatives in interviews, TV and radio shows etc. (preparing the information for the press and the possible questions, preparing the messages for the speakers etc.); * Executing targeted public relations campaigns to generate feature articles, event listings, and related publicity for Project activities; * Support for developing special tools to reinforce the relation with the partners; * Final report on the implemented communication activities (5-7 pages) in Ro and En;   \*The company will be given access to the social media accounts to post communication materials upon necessity. | monthly | 12 |  |  |
| **5** | **LOT 5: Communication and Outreach for ATIC general needs/events.**[[1]](#footnote-1) | | | | **MDL [Total here]** |
| **5.1** | ***EVENT: ATIC 16th Anniversary***  Event Communication plan drafted and communication campaign implemented (before, during and post event)  1. Event Communication Plan developed (incl. instruments & channels)  2. Media and social media relations  -Development of communication materials as follows: article describing the event, about the most important results dedicated to the event, article for lobby and advocacy, workforce development, robotics program, women in IT  -Negotiating with the media  - Media monitoring &reporting  -Text posts for social media web pages  3. Support for video production (Collaboration with the service provider to identify the protagonists, Logistics organization of filming.  Assistance for synchronous selection and interviews of the protagonists;  4. Event organization support | July 26, 2022 | 1 |  |  |
| **5.2** | ***EVENT: Moldova ICT Summit 2022***  Event Communication plan drafted and communication campaign implemented (before, during and post event)  1. Event Communication Plan developed (incl. instruments & channels)  2. Media and social media relations  -Development of communication materials as follows: article describing the event, about the most important esults dedicated to the event, article for lobby and advocacy, workforce development, robotics program, women in IT  -Negotiating with the media  - Media monitoring &reporting  -Text posts for social media web pages  3. Support for video production (Collaboration with the service provider to identify the protagonists, Logistics organization of filming.  Assistance for synchronous selection and interviews of the protagonists;  4. Event organization support | September 23, 2022 | 1 |  |  |
|  | ***GRAND TOTAL PER LOT 1 + LOT 2 + LOT 3+LOT 4 + LOT 5 (please specify the total for the LOTs applied)*** |  |  |  |  |

**2.2. Financial Offer per Types of Costs:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2.2.1. Professional fees:** |  |  |  |  |
| **#** | **Role/title** | **First Name, Last Name** | **Daily Fee[[2]](#footnote-2), MDL**  **(VAT Exclusive)** | **No. of Days** | **Total Amount, MDL (VAT Exclusive)** |
| 1. | Project Manager |  |  |  |  |
| 2. | Communication and Outreach specialist |  |  |  |  |
| 3. | Text Editor |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Professional Fees** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2.2.2. Other Costs** |  |  |  |  |
|  | **Description** | **Measurement unit** | **Unit Price, MDL**  **(VAT Exclusive)** | **Q-ty** | **Total Amount, MDL**  **(VAT Exclusive)** |
| 1. | Administrative costs | month |  |  |  |
| 2. | Other Costs: (please specify) |  |  |  |  |
| 3. | Other Costs: (please specify) |  |  |  |  |
| … |  |  |  |  |  |
|  | **Total Other Costs** | | | |  |
|  | **TOTAL 2.2. FINANCIAL OFFER per type of costs (Professional fees + Other Costs)** | | | |  |

The financial offer is valid for 120 calendar days from the RFP deadline.

All other requirements and information not provided in the above tables, automatically implies our full compliance with the requirements, terms and conditions of the RFP.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

1. To be financed proportionally from project budgets too. [↑](#footnote-ref-1)
2. Fee should be all inclusive (gross, including benefits and taxes). [↑](#footnote-ref-2)