



Request for Proposal (RFP)

Ref. no. **RfP12/00505**

Date: **20 February 2012**

Dear Sir/Madam,

Subject: Provision of printing services to UNDP Moldova on Long Term Agreement basis.

1. You are requested to submit a proposal for printing services, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors (Annex I)
 - ii. General Conditions of Contract (Annex II)
 - iii. Terms of Reference (TOR) (Annex III)
 - iv. Technical Proposal Form (Annex IV)
 - v. Proposal Submission Form Letter (Annex V)
 - vi. Price Schedule/Financial Proposal (Annex VI)
3. Your offer comprising of samples, technical proposal and price schedule/financial proposal, in three separate sealed envelopes, marked with **"RfP12/00505: LTA Printing Services"** should reach the UNDP office no later than **23 March 2012, 16:30, Moldova local time**.

Offers can be submitted in hard copy only to the following address:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement**

Offers shall be clearly marked with **"RfP12/00505: LTA Printing Services"**


Contact person for clarifications:

Corneliu Martiniuc, Procurement Associate (corneliu.martiniuc@undp.org)

UNDP Moldova will organise on its premises a pre-bidding conference on **1 March 2012 at 10:00**. Representatives of all interested applicants are invited to attend. To confirm participation, please, send a message to corneliu.martiniuc@undp.org by COB on Wednesday, 29 February 2012.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,


Matilda Dimovska,
Deputy Resident Representative



Instructions to Offerors**A. Introduction****1. General**

The purpose of this Request for Proposal (RfP) is to solicit proposals from the qualified companies for provision of printing services to UNDP Moldova on Long Term Agreement basis. UNDP Moldova envisages entering into Long Term Agreement with two suppliers for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents**3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than ten days prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that have received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals**6. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long

as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form letter (Annex V);
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule/financial proposal, completed in accordance with clauses 9 and 10 (Annex VI) and submitted in a separate envelope.

8. Operational and technical documentation

The operational and technical part of the Proposal shall contain the following:

- Samples of printed works as per requirements mentioned under Clause 9;
- Duly completed Technical proposal form (Annex IV);
- Financial balance sheet for the last fiscal year.

9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(A) Samples

Samples on **recycled** stocks should demonstrate a wide range of printing techniques and must include:

- 4 colour stitched booklet;
- 2 colour stitched booklet with duotones;
- 4 colour thermally bound book;
- 4 or 6 colour stitched booklet showing crossovers;
- 5+ colour poster (please, fold this sample for ease of shipment and storage);
- printed samples of your "house" text sheets [offset, opaque, matt, coated and gloss coated];
- any speciality printing samples or other work you wish to submit.

Note: Each sample must be labelled with production process and the paper stock and weight. Samples should be placed in an envelope and labelled with your company name.

Printed samples will be evaluated based on the following criteria:

- Multi-colour press capable of printing at least 4-colour process in one pass, a minimum requirement;
- Full colour printing free of slurs; register, trapping and fit must be precise. Noticeable mis-register of screens, traps or fit will not be acceptable;
- Specify colour-monitoring / control equipment and procedures. Noticeable colour variation will not be acceptable;
- Solids and screens must be free of hickeys, streaks, ghosting and mottling. Noticeable streaks, ghosts or mottles will not be acceptable;
- Trim should be flush and clean;
- Demonstrate via samples colour brilliance on coated and uncoated recycled stocks;
- Demonstrate via samples knowledge and skill of metallic inks and varnish techniques.

(B) Technical Proposal Form (Annex IV)

- 1) This section should provide corporate orientation to include a brief description of the company, including the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.
- 2) This section should fully explain the Offeror's resources in terms of personnel. It should describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.
- 3) This section should fully explain the Offeror's resources in terms of equipment. It should advise on pre-press equipment, press room equipment, software compatibilities, proofing system, binding and finishing equipment, specialty equipment such as die cutting, stamping, embossing, fulfilment equipment, etc.
- 4) This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications. This section should address timing and other terms and/or conditions which the Offeror may feel necessary.
- 5) This section should fully explain the Offeror's environmental policy and include copies of environmental certifications. Please, specify proposed papers and inks.
- 6) This section should provide a recent Client List of the Offeror.

(C) Financial capacity of company

Under this section the Offeror should provide copy of the company's financial balance sheet for the last fiscal year (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency), in order to prove its financial health and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror. A quick ratio lower than 1 shall be grounds to disqualify the Offeror from further evaluation of its technical proposal.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror fill out the attached Technical Proposal Form (Annex IV). The Word document may be downloaded at the following link: <http://www.undp.md/tenders/index.shtml> under the relevant competition "RfP12/00505: LTA Printing Services".

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

10. Proposal prices

The Offeror shall complete the appropriate Price Schedule/Financial Proposal (Annex VI) for all categories mentioned therein and complete the downloadable file. The Offeror must complete all sections of each "job" based on the timing/deadlines mentioned therein as well as other relevant details mentioned in the Terms of Reference (Annex III). The proposal will be voided should

incomplete Price Schedule/Financial Proposal be received. The Offeror should be aware that UNDP is exempt from VAT and other duties and taxes.

11. Proposal currencies

All prices shall be quoted in **Moldovan Lei or US Dollars and shall be exclusive of VAT**. For comparison purposes, all other currencies shall be converted into **Moldovan Lei** using the UN Operational Rate of Exchange on the day of the competition deadline.

12. Period of validity of proposals

Proposals shall remain valid for one hundred twenty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

13. Format and signing of proposals

A. Samples:

The Offeror shall provide necessary samples as mentioned in Clause 9 above. These samples should be sent in a separate envelope and addressed separately to the Technical and Pricing RfP component.

B. Technical Proposal

The Offeror shall submit two copies of the Technical Proposal, clearly marking each "Original Proposal, (your company name)" and "Copy of Proposal, (your company name)" as appropriate. In the event of any discrepancy between them, the original shall govern. Copies of the financial balance sheet for the last fiscal year shall be included together with the Technical Proposal Form. **Do not insert your Price Schedule / Financial Proposal into the Technical Proposal envelopes.**

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

C. Price Schedule / Financial Proposal

The Offeror shall submit two copies of the Price Schedule / Financial Proposal in envelopes, clearly marking "Original Financial Proposal, (your company name)" and "Copy of Financial Proposal, (your company name)" as appropriate. In the event of any discrepancy between them, the original shall govern.

14. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones. In the case of local supplier, all payments shall be made in Moldovan Lei as per the UN Operational Rate of Exchange on the day of payment.

D. Submission of Proposals

15. Sealing and marking of proposals

The Offeror shall insert and seal the samples in one package and clearly mark it "**SAMPLES for RfP12/00505: LTA Printing Services**". Please, ensure your company name is on the envelope.

The Offeror shall insert the Proposal Submission Form Letter (Annex V) and the sealed envelopes containing the documents which comprise the operational and technical part of the proposal (2 copies), as well as the sealed Financial Proposal envelopes (2 copies) into one outer envelope.

(a) The outer envelope shall be:

- addressed to –

UNDP Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: UNDP Registry Office/Procurement

and,

- marked with –

"RfP12/00505: LTA Printing Services"

(b) The inner envelopes shall indicate the name and address of the Offeror. Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

16. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **23 March 2012, 16:30, Moldova local time**.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

18. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

19. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

20. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

21. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

22. Evaluation and comparison of proposals

A three-stage procedure will be utilised in evaluating the proposals.

- i) The Samples envelope will first be reviewed. Only those Offerors who attain 75% of the obtainable score for Samples will have their Technical Proposal envelope opened.
- ii) The Technical Proposals will then be evaluated. Only those Offerors who attain 75% of the obtainable score of 1,000 points in the evaluation of the technical proposals will have their Financial Proposal envelope opened. The technical proposal will be evaluated on the basis of its responsiveness to the Term of Reference (TOR) and the Instructions to Offerors.
- iii) In the third stage, the financial evaluation will be conducted for all Offerors, who have attained minimum 75% score in the technical evaluation. The procedures of the financial evaluation are described below. The Long Term Agreement will be awarded to the two top-ranked Offerors, i.e. those which obtain the highest financial score.

Evaluation forms for samples and technical proposals, as well as the procedures to be applied in the financial evaluation follow on the next pages. The obtainable number of points specified for each

evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

Evaluation Criteria for Samples

Samples Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Samples on Recycled Stocks							
1.1	Multi-colour press capability	20					
1.2	Registration	10					
1.3	Colour variation	20					
1.4	Solids/screens	10					
1.5	Coated paper colour brilliance	20					
1.6	Uncoated paper colour brilliance	20					
1.7	Varnish techniques	20					
1.8	Crossovers images colour match	10					
1.9	Trim	10					
1.10	Folding	10					
1.11	Binding: thermal binding	20					
1.12	Binding: stitching	20					
1.13	Paper stocks and weights identified	10					
Grand Total Form 1		200					

Technical Evaluation Criteria

Technical Proposal Evaluation Form 2		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Technical Component							
2.1. Description of Company							
2.1.1	Reputation of Organisation and Staff (Competence / Reliability)	60					
2.1.2	Litigation and Arbitration history	30					
2.1.3	General Organisational Capability which is likely to affect implementation	50					
2.1.4	Extent to which any work would be subcontracted	60					
2.1.5	Relevance of Company's Specialised Knowledge	60					
2.1.6	Work with UNDP, UN or multilateral organisations	40					
Subtotal		300					
2.2. Personnel Resources							
2.2.1	Project Manager	30					
2.2.2	Workforce: General suitability and qualifications	60					
2.2.3	Organigram of the Company	30					
2.2.4	Experience on similar projects	30					
Subtotal		150					
2.3. Equipment							
2.3.1	Prepress equipment	20					

2.3.2	Software compatibilities	20					
2.3.3	Press room equipment including size, type and manufacture	20					
2.3.4	Binding and finishing equipment and capabilities	20					
2.3.5	Specialty equipment, i.e. die cutting, stamping, embossing, fulfilment	20					
Subtotal		100					
2.4. Understanding Requirements							
2.4.1	Have the working arrangements been addressed?	70					
2.4.2	Has the delivery been addressed?	70					
2.4.3	Have quality assurance procedures been addressed and demonstrated by certifications?	70					
2.4.4	Has necessary insurance been addressed?	70					
2.4.5	Have ground and digital storage arrangements been addressed?	70					
Subtotal		350					
2.5. Environment							
2.5.1	Demonstrated commitment to the environment in general	10					
2.5.2	Use of recycled/green stocks and supplies	10					
2.5.3	Byproduct recycling addressed	10					
2.5.4	Environmental certifications	10					
2.5.5	List of recycled products used	10					
Subtotal		50					
2.6. Client List							
2.6.1	Demonstrated client list over the last three years	20					
2.6.2	List of UN clients	15					
2.6.3	Demonstrated similar ongoing long term contracts with various clients	15					
Subtotal		50					
Grand Total Form 2		1000					

Procedures applied in the Financial Evaluation

Following are the procedures which will be applied in order to identify the winners of the competition, which will subsequently be offered to sign a Long Term Agreement for the provision of printing services to UNDP Moldova.

Offerors are requested to provide quotations as per Sample Job Orders described in detail in Annex VI (Price Schedule / Financial Proposal). The maximum obtainable scores, indicated in Form 3 below, are based on UNDP Moldova previous experience in placing orders for printing services and indicate the relative importance and frequency of similar orders, i.e. in 30% of cases UNDP Moldova placed orders for printing jobs of same or similar quantity and/or complexity as contained under Sample Job Order 1. **The lowest price among the technically qualified offerors for each Sample Order in Form 3 shall obtain the maximum obtainable score.** The other offerors shall be scored based on the following formula:

Sample Job Order Score = (Lowest Price / Offered Price) x Maximum Obtainable Score

For example, for Sample Job Order 1 Company A offered a price of 10,000 USD¹, Company B – a price of 10,500 USD and Company C – a price of 9,500 USD. Company C shall obtain a score of 30.00 points under Sample Job Order 1, as it offered the lowest price among all technically qualified offerors. The score for Company B shall be calculated according to the above formula: Sample Job Order 1 Score for Company B = (9,500 USD/ 10,500 USD) x 30.00 points = 27.14 points. Similarly, for Company A the Score under Sample Job Order 1 shall be 28.50 points.

A total score for each technically qualified offeror shall be calculated and offerors shall be ranked based on the accumulated grand total score – from highest to lowest (highest total score shall be ranked first, lowest – last). **Long Term Agreements shall be signed with the two top-ranked offerors, i.e. those which obtained the highest grand total scores in the financial evaluation.**

Financial Evaluation Form 3	Maximum obtainable score	Company / Other Entity									
		A		B		C		D		E	
		Amount	Score	Amount	Score	Amount	Score	Amount	Score	Amount	Score
Sample Job Order 1	40.00										
Sample Job Order 2	30.00										
Sample Job Order 3	15.00										
Sample Job Order 4	15.00										
Grand Total Form 3	100.00										

F. Award of Contract

23. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will issue the Long Term Agreement to the two top-ranked offerors, i.e. those which obtained the highest financial score, identified in accordance with the procedures described under Clause 22.

24. Purchaser’s right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

25. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

Failure of the successful Offeror to comply with the requirement of Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next evaluated Offeror or call for new Proposals.

¹ Mentioned prices are for illustration purposes only.

General Conditions of Contract

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - (i) Name UNDP as additional insured;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
 - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. 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.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, 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.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Terms of Reference

Provision of printing services to UNDP Moldova on Long Term Agreement basis

A. Duty Station: Chisinau, Moldova

B. Duration: one year, with the option of extension for two additional years

C. Background:

UNDP Moldova outsources the commercial printing required by office and its projects and is exploring the possibility of utilising the services of several printing companies on a recurrent basis as needs arise. UNDP Moldova envisages entering into Long Term Agreement with two suppliers for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation. The volume of outsourced printing services by UNDP Moldova during 2009-2011 amounted to approximately 550,000.00 USD. UNDP Moldova does not guarantee that similar volumes would be ordered during the next two years.

D. Objective:

Provision of high quality full colour and black & white printing of books, brochures, booklets, leaflets, folders, letterheads, illustrations, envelopes, posters etc. to UNDP Moldova on a Long Term Agreement basis.

E. Scope of work and expected output:

For individual printing requirements/orders UNDP Moldova shall ask for a price quotation from the two suppliers contracted under LTA in accordance with procedures described under "Placement of Orders" section below. Once the contractor for the individual order is identified and rates are accepted, UNDP Moldova shall issue a Purchase Order to the Contractor to provide printout.

UNDP Moldova shall provide the artwork to the identified contractor. Mechanical art is prepared in a number of ways, from conventional mechanicals to electronic files. Most electronic files are prepared in Pagemaker 6.0, QuarkXpress 4.1 or Adobe Illustrator 8.0, Photoshop 6.0, InDesign or press-ready PDFs. Occasionally there may be a job that has been prepared in an IBM-compatible software or a job for which laser proofs will be provided and conventional stripping needed.

Some jobs are produced in multiple language versions, those languages typically being English, Romanian and Russian.

Because one of the practice areas of UNDP is energy and environment, we are very conscious of the impact that printing has on the environment. Therefore, all printing for UNDP is done on recycled stock with vegetable-based inks and produced by means of environmentally-compatible technology.

UNDP Moldova requests that the contracted suppliers back-up all jobs and store final copies on tape or CD-ROM for two years, or until UNDP Moldova requests the tape and/or CD-ROMs.

After receiving the final text for the publication, the supplier will:

1. Submit the preliminary layouts / samples for discussion with UNDP Moldova and make final corrections as requested by UNDP Moldova;
2. Coordinate with UNDP Moldova staff and Design agent to finalize the layout of publication;
3. Submit the preliminary sample to UNDP Moldova or the Design agent for approval;
4. Ensure all corrections on printing have been inserted;
5. Work on the electronic files as described in the Design Specifications;
6. The supplier should be capable of receiving electronic files from Designer (either via CD or FTP) and liaise with Designer during printing process, receive and mark up final blueprint with final corrections from UNDP or appointed Designer;

7. Facilitate full supervision on printing production by UNDP Moldova staff or the appointed graphic designer to ensure that printing is finalized as per requested specification;
8. Ensure coordination and supervision under guidance of the UNDP Moldova team;
9. Ensure all copyright belonging to UNDP Moldova;
10. The contractor must be in a position to visit UNDP Office frequently or allow UNDP Moldova staff to visit the print house (if required) in order to present proposals and discuss any details;
11. The contractor must be in a position to guarantee timely delivery to UNDP Moldova premises.

F. Organisational Settings:

The printer (contracted supplier) shall appoint a Customer Relations Manager or similar responsible for the smooth running and execution of printing orders placed by UNDP Moldova. The printer shall visit the UNDP Moldova main office and/or projects' offices as needed to pick-up or drop-off electronic files, preliminary layouts, samples or other materials necessary for the smooth execution of printing orders. The printer shall make deliveries to the specified location in Chisinau, Moldova. Deliveries outside Chisinau shall be negotiated separately.

G. Placement of Orders:

UNDP Moldova shall enter into Long Term Agreement with two suppliers of printing services for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

In order to identify the contractor for each individual printing order, UNDP Moldova shall conduct limited competitions among the two LTA holders. Every LTA holder shall be requested to submit a price quotation as per requirements of each individual printing order. These requests for quotation shall not be public and shall be sent directly to the two LTA holders by email. The quotations, submitted by the LTA holders, shall contain detailed printing job specifications, shall indicate unit prices and total job order price based on DAP Chisinau delivery terms (Incoterms 2010). The quotations shall also indicate job execution and delivery period.

The LTA holders shall be expected to send their quotations within 2 working days upon receipt of request by email, or inform UNDP about any problems in submitting the requested quotation and/or about the need to extend the solicitation period. Failure of any LTA holder to submit its quotation by the specified deadline shall not warrant the extension of the limited competition, unless it is deemed in the best interest of UNDP to do so.

Pursuant to an evaluation that shall consist of a compliance check of the specifications, quantities and execution & delivery period against the requested ones, the order shall be placed with the LTA holder that quotes the lowest price among those that meet the minimum technical requirements.

The Customer Relations Managers designated by the LTA holders shall be responsible for the submission of quotations to UNDP Moldova, as well as for the smooth running and execution of printing orders placed by UNDP Moldova.

H. Payment terms:

Goods purchased will be paid through bank transfer to the bank account of the LTA holder, within 30 days upon delivery and submission of supply invoice. Please, note that all UNDP purchases are exempt of customs duties, VAT and other taxes.

I. Qualification Requirements:

- Minimum three years of experience in provision of printing services (for companies younger than three years, proof of three years of experience of the Project Manager and of the key specialists is required);
- A quick ratio greater than 1 (as per Clause 9(C) of Annex I. Instructions to Offerors);
- Adherence to UNDP General Conditions of Contract (Annex II).

TECHNICAL PROPOSAL FORM
(download and complete this Word document)

The narrative below may be as long as necessary. Answer all questions using this form.

Submitted by: (Name of company, address)

1. Company description:

Year of incorporation _____
City, state, country of incorporation _____
Hours of operation _____

Describe your company here and/or indicate attachment of your company brochure.

Insert a copy of the company terms and conditions for service/trade customs here or indicate attachment.

Indicate here any history of litigation with the UN.

Describe the general organizational capacity of your company which is likely to affect implementation of our printing jobs (i.e. loose consortium, holding company or one firm, size of the organization, strength of project management support).

Will subcontractors be used in any part of the prepress, printing or fulfillment process and if so to what extent?

Describe how your company – with its specialized knowledge – will respond to our requirements.

Has your company worked with any UNDP unit, the United Nations or any other multilateral agency (i.e. World Bank)? Indicate who and briefly what projects.

2. Personnel Resources

Project manager – insert *curriculum vitae* or describe the project manager’s general qualifications, suitability for the project, international experience, professional experience, language capabilities.

Briefly describe your company’s workforce.

Insert here your company’s organizational diagram/organigram or indicate attachment.

Describe your company’s experience on similar projects.

3. Equipment

List your prepress equipment.

List your software capabilities.

List your pressroom equipment including type, quantity, size capacity and manufacturer.

List your bindery and finishing equipment.

List any specialty equipment (ie. die cutting, stamping, embossing, fulfillment).

4. Requirements

Describe how your company will handle the requirements of the RFP.

Describe how your company intends to deliver the required products. (Please address delivery of proofs, advance copies and large shipments).

Describe the quality assurance procedures used by your company. Include/attach any certifications in this area. Include any warranties.

How will digital files be stored? What kind of access will UNDP units have to these files?

What insurances do you carry to protect UNDP against loss?

Does your company have space available for short term storage of our products? What fees are involved?

5. Environmental Policies

Describe/insert/attach your company's environmental policy.

What byproducts of the printing process does your company recycle?

List any environment certifications your company has obtained. Attach copy of certificate in each case.

List the recycled products used by your company.

6. Client List

List your clients for the past three years or indicate attachment. Please, indicate contact information of persons who could provide references.

List here any UN clients with which you have worked.

Does your company have any similar long term contracts and if so with what companies?

PRICE SCHEDULE/FINANCIAL PROPOSAL

UNDP Moldova outsources the commercial printing required by office and its projects and is exploring the possibility of utilising the services of several printing companies on a recurrent basis as needs arise. UNDP Moldova envisages entering into Long Term Agreement with two suppliers for a period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation. The volume of outsourced printing services by UNDP Moldova during 2009-2011 amounted to approximately 550,000.00 USD. UNDP Moldova does not guarantee that similar volumes would be ordered during the next two years.

Based on volumes indicated above Offerors are requested to submit quotations for each of the following Sample Job Orders. Prices shall be based on DAP Chisinau (INCOTERMS 2010) delivery terms and shall be exclusive of customs duties, VAT and other taxes.

The price for each Job must provide a detailed cost breakdown, including for shipping and handling charges. Estimated weight/volume must be part of the documentation submitted. Offerors must complete all sections of each Job based on the specifications and timing (due dates) mentioned therein, as well as other relevant details mentioned in the Terms of Reference (Annex III). The proposal will be voided should incomplete Price Schedule/Financial Proposal be received. The quantities indicated under each Job are based on UNDP Moldova previous experience in placing orders for printing services and are a good representation of UNDP Moldova tendencies.

Offerors which fail to submit their quotations for all Sample Job Orders or submit partial quotations shall be disqualified. Partial bids are not permitted.

The format shown below should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as an example.

Sample Job Orders Specifications

Sample Job Order 1:

Job no.	Generic Description
1.1	Annual Report (English & Romanian – upturn) 200 pages: 4 page-cover, 196 pages inside Format: A4 Cover: color 4+0, cardboard 250 g/m ² , matt varnish Inside: color 4+4, 80 g/m ² Binding: thermo binder Quantity: 1,000 copies Due date: fifteen working days from release of artwork
	Price for printing
	Estimated weight/volume
	Delivery charges to Chisinau, Moldova
	Total
1.2	Progress Report (2 languages – English & Russian) 28 pages: 4 page-cover, 24 pages inside Format: A4 Cover: color 4+0, 200 g/m ² Inside: color 4+4, 150 g/m ² Binding: stapled Quantity: English – 170 copies; Russian – 330 copies Due date: fifteen working days from release of artwork
	Price for printing
	Estimated weight/volume
	Delivery charges to Chisinau, Moldova
	Total
1.3	Annual Report 48 pages: 4 page-cover (inside & out), 44 pages inside, 4 colors throughout Format: 220x240 mm Cover: 350 gr/m ² , matt varnish + selective UV coating on photos (spot UV, not exceeding 30% of cover area) Inside: 170 gr/m ² , matt finish on all pages Binding: thermo binder Quantity: 1,000 copies Due date: five working days from release of artwork
	Price for printing
	Estimated weight/volume
	Delivery charges to Chisinau, Moldova
	Total
1.4	Brochure 32 pages: 4 page-cover, 28 pages inside Format: A4 Cover: color 4+4, matt paper 300 g/m ² , external lamination Inside: color 4+0, matt paper 200 g/m ² Binding: thermo binder Quantity: 1,000 copies Due date: fifteen working days from release of artwork

	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
1.5	<p>Quarterly Magazine – 4 issues</p> <p>32 pages: 4 page-cover, 28 pages inside</p> <p>Format: A4</p> <p>Cover&inside: color 4+4, 115 g/m² with matt finish on all pages</p> <p>Binding: stapled</p> <p>Quantity: 1,000 copies per issue</p> <p>Due date: five working days from release of artwork</p>	
	Price for printing 4 issues	
	Estimated weight/volume of each issue	
	Delivery charges to Chisinau, Moldova for 4 issues	
	Total	

Sample Job Order 2:

Job no.	Generic Description	
2.1	<p>Statistical compilation</p> <p>80 pages: 4 page-cover, 76 pages inside</p> <p>Format: A5</p> <p>Cover: color 4+0, matt paper 250 g/m²</p> <p>Inside: color 4+4, 80g/m²</p> <p>Binding: thermo binder</p> <p>Quantity: 500 copies</p> <p>Due date: fifteen working days from release of artwork</p>	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
2.2	<p>Brochure</p> <p>150 pages: 4 page-cover (inside & out), 146 pages inside</p> <p>Format: 165 x 240 mm</p> <p>Cover: color 4+0, matt paper 350 g/m²</p> <p>Inside: color 3+3, matt paper 130 g/m²</p> <p>Binding: stitching & thermo binder</p> <p>Quantity: 1,000 copies</p> <p>Due date: fifteen working days from release of artwork</p>	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	

2.3	Photo Book 120 pages: 4 page-cover (inside & out), 116 pages inside Format: 210 x 210 mm Cover: color 4+4, cardboard 350 g/m ² , matt varnish Inside: color 4+4, matt paper 170 g/m ² Binding: thermo binder Quantity: 2,000 copies Due date: fifteen working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
2.4	Phrase Book 72 pages: 4 page-cover, 68 pages inside Format: A5 Cover: color 4+0, 170 g/m ² Inside: color 2+2, 80 g/m ² Binding: stitching Quantity: 10,000 copies Due date: fifteen working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	

Sample Job Order 3:

Job no.	Generic Description	
3.1	Notebook with UNDP logo 25 sheets: 1 page-cover (cardboard), 25 sheets inside Format: A4 Cover: cardboard 300 g/m ² , on the backside Inside: color 3+0, 80 g/m ² Binding: metal spiral Quantity: 2,500 copies Due date: five working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
3.2	Folder with UNDP logo Format: A4 Cover: color 4+0, cardboard 290 g/m ² , matt varnish, embossing, folding punch lines Quantity: 2,500 copies Due date: five working days from release of artwork	
	Price for printing	
	Estimated weight/volume	

	Delivery charges to Chisinau, Moldova	
	Total	
3.3	Bag with UNDP logo Format: 250 (width) x 320 (height) x 80 (depth) Specification: color 4+0, matt paper 200 g/m ² , matt lamination 1+0, white cords Quantity: 2,500 copies Due date: five working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
3.4	Notebook with UNDP and Project logo 50 sheets: 4 page-cover (cardboard), 50 sheets inside Format: A6 Cover: color 4+0, cardboard 250 g/m ² Inside: color 3+0, 80 g/m ² Binding: metal spiral Quantity: 3,000 copies Due date: five working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	

Sample Job Order 4:

Job no.	Generic Description	
4.1	Monthly Newsletter – 12 issues 10 pages Format: A4 Cover&inside: color 4+4, paper offset 115 gr/m ² , matt finish Binding: stapled Quantity: 500 copies per issue Due date: five working days from release of artwork	
	Price for printing 12 issues	
	Estimated weight/volume of each issue	
	Delivery charges to Chisinau, Moldova for 12 issues	
	Total	
4.2	Leaflet 12 pages: 4 page-cover (inside & out), 8 pages inside Format: 150 x 200 mm Cover: color 4+4, gloss paper 250 gr/m ² Inside: color 4+4, matt paper 130 gr/m ² , unequal folding Binding: stapled Quantity: 300 copies Due date: five working days from release of artwork	
	Price for printing	

	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
4.3	Poster Format: 840 x 600 Specification: color 4+0, matt paper 200 g/m ² , matt lamination 1+0 Quantity: 100 copies Due date: five working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	
4.4	Book 514 pages: 4 page-cover, 510 pages inside Format: B5 Cover: hard cover, color 4+0, 1.75 mm-2,00mm cardboard (carton), matt lamination Inside: black, 80g/m ² , with matt finish on all pages Binding: stitching Quantity: 300 copies Due date: fifteen working days from release of artwork	
	Price for printing	
	Estimated weight/volume	
	Delivery charges to Chisinau, Moldova	
	Total	