

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 11 April 2012
	REFERENCE: RFQ12/00525

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **14:00 (Chisinau time) on 25th of April 2012.**

Item	Generic Description	Quantity, pcs
Lot A: (Samples of the items are included in the Annex 1)		
1.	Printing of Folders with 4 logos Format: A4+ Paper: gloss cardboard, 350 g/m ² , color 4+2 pantone, artistic cut. Internal pocket on the right side of the folder sized: 12cm x 9cm.	1,000
2.	Printing of Notebooks with 4 logos 84 pages: 4 page-cover (inside-out), 80 sheets inside Format: A5 Cover: gloss paper 250 g/m ² , color 4+0 Inside: 80 sheets, 80 g/m ² , in lines, color 1+0 Binding: scroll (metal spiral) on the short side	1,500
3.	Branding of Pens with 1 logo Format: polo, white color, plastic, printing – 4 colors (serigraphy or tampoprint)	1,500
4.	Layout & Printing of generic leaflet on Joint Information and Services Bureau (JISB) (Romanian & Russian upturn) 2 pages: two-fold flyer, artistic cut, color 4+4. Format: 25.4x19 cm, Paper: gloss, 170 g/m ² Note: *5 types leaflets: Singerei, Telenesti, Nisporeni, Cantemir, Ungheni	12,500 – total 2,500 – Singerei 2,500 – Telenesti 2,500 – Nisporeni 2,500 – Cantemir 2,500 – Ungheni
5.	Layout & Printing of generic Leaflet on services provided by the Joint Information and Services Bureau (Romanian & Russian upturn) 12 pages: round corners, artistic cut with an opening on the left side, color 4+4, Format: 10x20 cm, palette Paper: gloss 300 g/m ² Binding: left side to be covered with metal ring.	5,000 –total
6.	Printing of Poster – Mobile Team visit 1 Page: color 4+0, two-sided lamination. Format: A2 Paper: gloss 300 g/m ²	500
Lot B: (Samples of the items are included in the Annex 1)		
7.	Layout & Printing/production of Boards – Joint Information and Services Bureau Format: 115x62 cm with 2 pockets: superior -13.5x8.5 cm, inferior - 21x9 cm	5

	<p>Material: board - plastic 4 mm, pockets -transparent plexiglas 2 mm. Print of text and images on adhesive paper.</p> <p>NB: To envisage elements for placement of board on wall</p>	
8.	<p>Layout & Printing/production of Door Tiles for Joint Information and Services Bureau door tile</p> <p>Format: 0.55 x 0.35 cm</p> <p>Material: plastic of 4 mm covered with plexiglas of 4 mm. Print of text and images on adhesive layer.</p> <p>Note: To envisage elements for placement of door tiles on wall and glass</p>	11
9.	<p>Printing/production of Mobile Banner for Joint Information and Services Bureau</p> <p>Format: X-banner stand, 1,6 x 0,6 m, with 4 staples in the corner, and support mechanism</p> <p>Material: frontlit, 330 g/m²</p>	5
10.	<p>Printing of Billboard for Joint Information and Services Bureau</p> <p>Format: 18 sq.m. (6 x 3 m),</p> <p>Material: frontlit, 330 g/m²</p>	30
11.	<p>Printing of Over-the-street-liner for Joint Information and Services Bureau</p> <p>Format: 7 x 0.7 m, two-sided frontlit banner</p> <p>Material: 440 g/m², 55 rings.</p>	30
SPECIAL REQUIREMENTS		
Prior to starting the printing process the "Supplier" will seek "Customer" approval for every item subject to printing.		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Place: 1, Vasile Alecsandri str., Chisinau, MD2009
Payment Terms	20% advance payment, 80% upon delivery of final product
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted (by LOT) <input type="checkbox"/> Partial bids not permitted
Quantity change	UN Women reserves the right to modify the quantity by 25% of the tendered goods
General Terms and Conditions	UN Women General Terms and Conditions for Goods/Services http://www.undp.org/procurement/conditions_contract.htm

Please state
Quantity discount and early payment discount
Details on any warranty/guarantee conditions:
Delivery terms:

REQUIREMENTS
<u>Language:</u> All documentation shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following (not subject to return upon evaluation):
➤ General information about the Offeror (Company profile);

- Copy of company's registration certificate;
- Company's list of customers/beneficiaries of service for the past year;
- Statement of adherence to UNDP General Terms & Conditions and Payment above;
- Samples of printed awareness raising/promo materials;
- Quotation in MDL, VAT exclusive (other currencies shall be converted into MDL at the UN Operational Exchange Rate on the day of competition deadline);
- Additional information as requested under the "Please State" section;

MINIMUM QUALIFICATION REQUIREMENTS:

- Minimum 1 year experience in provision of printing services and production of informational/advocacy materials;
- Adherence to UNDP General Terms & Conditions and Payment above.

Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Natalia Galat, Operations Manager**

Signature:  DATE: _____

CONTACT PERSON: Galina Corgoja, Programme Finance Associate (galina.corgoja@unwomen.org)

CONTACT ADDRESS: UN Women Moldova Office, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfQ: Printing of JISB materials - WEE Program/UN Women**" and shall reach the UN Women office not later than **25th of April 2012, 14.00 (Chisinau time)**.

Offers can be submitted either in hard copy, or electronically. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be addressed to:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau
Attention: UN Women Gender Advisor**

b) Offers sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org