



Empowered lives.  
Resilient nations.

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>3 May 2012</b>
	REFERENCE: <b>RfQ12/00535</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 28 May 2012**.

### Background Information:

Within the project PAF 2011/2012 it is proposed to elaborate a distant learning course for youth. The project will set up a platform at the level of the school curricular for empowering young people to protect from HIV through institutionalizing a school curricular in the education system of Moldova and launching in the school system of an internet-based curricular on empowering young people to prevent infecting with HIV/STIs. The major aim of the project is to launch a distance learning course on health education for youth, through internet, CD or mobile based system which is expected to be very efficient, innovative and attractive for young people.

Based on the collaboration agreement of 07/07/2011 between UNAIDS and Ministry of Education it was decided to adjust the course to the open software package Moodle and to launch it on internet, DVD and mobile base. There are 1489 schools in the Republic of Moldova and it is necessary to multiply approximately 10 personalized DVDs per school. The Ministry of Education will be in charge of distributing the 15,000 DVDs in all the schools from the country. The DVDs will contain a health education course for 5<sup>th</sup> to 12<sup>th</sup> form in Romanian language, which shall be provided to the winning company. The winning company shall buy 15,000 standard printable DVDs of 4.7 GB and 15,000 printable cardboard envelopes, and copy/install the health education course on each DVD.


In order to facilitate the use of the website and the DVD for teachers from schools it is necessary to print booklets with a tutorial that will contain screenshots with explanation on how to use and manage it.

Item No.	Generic Description	Quantity
1.	Design of the cover page to be printed on the DVDs and on the cardboard envelopes.	1 (one)
2.	Multiplication of the DVDs and printing of the cover page on the envelopes and DVDs	15,000 (fifteen thousand) copies
3.	Printing of booklets (statement of use for information from DVDs) Format: A5 Cover: 4 page cover (inside-out), gloss paper 250 g/m <sup>2</sup> , color 4+0, the back cover page must contain a pocket to put the DVD inside Inside: 20 sheets inside, 80 g/m <sup>2</sup> , color 4+4 Binding: 2 staples	15,000 (fifteen thousand) copies

CONDITIONS	
Delivery Term (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP
Delivery Place	67 Bucuresti Street, Chisinau, Republic of Moldova
Payment Terms	<b>100% upon delivery of goods</b>
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted by Item</b> <input type="checkbox"/> Partial bids not permitted
Quantity change	<b>The UNDP reserves the right to modify the quantity by 25% of the tendered goods</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html">http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html</a>

Please state
Details on delivery period
Details on any warranty/guarantee conditions

REQUIREMENTS
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b></p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• Company profile (short info up to 1 page);</li> <li>• Company's registration certificate;</li> <li>• Quotation for each item in MDL, or USD exclusive of VAT, excise and other duties or taxes (Evaluation shall be done in USD. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline. Contract shall be signed with the winner in the currency of the offer. Payment to local suppliers will be done in MDL at the UN Operational Rate of Exchange on the day of payment.);</li> <li>• Statement on adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• List of customers/beneficiaries of services over the past year;</li> <li>• Offers shall be submitted in English or Romanian duly signed and stamped.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year experience in recording and multiplication of audio/video materials (for Item 2) or in provision of printing services (Item 3);</li> <li>• Adherence to UNDP General Terms &amp; Conditions and Payment &amp; Delivery Terms above;</li> <li>• Maximum delivery period not to exceed 2 calendar weeks upon signature of contract.</li> </ul> <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: <b>Gabriela Ionascu, UNAIDS Country Coordinator</b>
Signature:  DATE: 3 May 2012

CONTACT PERSON: Svetlana Andries, Communications Assistant ([svetlana.andries@unaids.md](mailto:svetlana.andries@unaids.md))

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note "**RfQ12/00535: DVD Recording & Multiplication and Printing Services**".

Offers shall reach the UNDP office not later than **28 May 2012, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:

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

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

**[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)**