

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 2 November 2012
	REFERENCE: <i>RFQ 12/00611</i>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **12:30 (Chisinau time) on 12th of November 2012.**

Item	Generic Description	Quantity, pcs
1.	<p>Design, lay-out and printing of undated UN Women diaries with inserts combined in Romanian and Russian</p> <p>129 pages: 4 page-cover (inside & out), 125 pages inside</p> <p>Format: 16, 5 X 24 cm, undated</p> <p>Cover: cardboard, 350 g/m², CMYK, laminated 1+0</p> <p>Inside: 96 pages, 70 g/m², color 2+2, individualized with UN Women logo 22 pages, matt paper 150 g/m², CMYK 7 pages, matt paper 150 g/m², 2+2</p> <p>Binding: spiral on longer side</p>	500
2	<p>Design, lay-out and printing of undated UN Women diaries with inserts in English</p> <p>129 pages: 4 page-cover (inside & out), 125 pages inside</p> <p>Format: 16, 5 X 24 cm, undated</p> <p>Cover: cardboard, 350 g/m², CMYK, laminated 1+0</p> <p>Inside: 96 pages, 70 g/m², color 2+2, individualized with UN Women logo 22 pages, matt paper 150 g/m², CMYK 7 pages, matt paper 150 g/m², 2+2</p> <p>Binding: spiral on longer side</p>	150
	SPECIAL REQUIREMENTS	
	"Supplier" shall include in a separate line the cost of design and layout of materials. 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	100% upon delivery of final product
Validity of Quotation	<input checked="" type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted (by LOT) <input checked="" 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:
Delivery terms:

REQUIREMENTS

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Language: All documentation shall be in:

English French Spanish 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 promotional materials/diaries;
- 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: **Natia Cherkezishvili, CTA/International Programme Manager**

Signature:  DATE: 02.11.12

CONTACT PERSON: Violeta Bunescu, Communications Specialist (violeta.bunescu@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: Design and printing of UN Women diaries - WEE Program/UN Women**" and shall reach the UN Women office not later than **12th of November 2012, 12.30 (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 WEE Programme**

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

tenders-Moldova@undp.org