



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 17 September 2014
	REFERENCE: RFQ14/00873

Dear Sir / Madam:

We kindly request you to submit your quotation for **design, layout and printing services**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **25 September 2014, 13:30 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Entity for Gender Equality and the Empowerment of Women in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note "RFQ14/00873: Design and Printing Services/UN Women".

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN Women after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and is saved in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>[Pls. link this to price schedule]</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Exact Address of Delivery Location	Ministry of Labor, Social Protection and Family, 5th floor, of. 508A 1, Vasile Alecsandri Street, Chisinau, Moldova
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UN Women)</i>	<input checked="" type="checkbox"/> As per Delivery Schedule attached

Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA <input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	25 September 2014, 13:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Samples of printed awareness raising/promo materials; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Deadline Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UN Women may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted by LOT
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 3 years experience in the field; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Maximum delivery period not to exceed 10 working days upon approval of layouts.
UN Women will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: the supplier is eligible, technically responsive and offered the lowest price for the respective Lot.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).



	Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ¹	Viorica Culeac, Project Assistant: viorica.culeac@unwomen.org Any delay in UN Women's response shall be not used as a reason for extending the deadline for submission, unless UN Women determines that such an extension is necessary and communicates a new deadline to the Proposers.
General Conditions of Contract	- For <u>Services</u>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UN Women requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UN Women. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UN Women's re-computation and correction of errors, its quotation will be rejected.

After UN Women has identified the lowest price offer, UN Women reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UN Women's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN Women after it has received the quotation. At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UN Women herein attached.

UN Women is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

UN Women encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties

¹ This contact person and address is officially designated by UN Women. If inquiries are sent to other person/s or address/es, even if they are UN Women staff, UN Women shall have no obligation to respond nor can UN Women confirm that the query was received.

involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Ulziisuren Jamsran,
Head of Office, a.i
UN Women, Republic of Moldova



Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Lot 1: Designs and Layout			
Leaflet with JISB contacts	1000 pcs.	Design layout & printing of leaflet with JISB contacts: <i>Format:</i> pocket size folding booklet, 75 X 105mm, full color, both-side printing <i>Paper:</i> gloss paper 170g/m ²	Design and lay-out: 5 working days Printing: 10 working days from approval of lay-out
Posters on selected JISB services	50 sets 16 layouts each Total: 800 posters (400 Rom. 400 Rus.)	Design, layout & printing of posters on selected JISB services: 8 individual layouts in Romanian and Russian (total 16 layouts) <i>Format:</i> 880 x 480 mm, color 4+1 <i>Paper:</i> matt paper 200 g/m ² , matt lamination 1+0	Design and lay-out: 10 working days Printing: 10 working days from approval of lay-out
JISB Guide on services provided at local level	600 copies total: 500 - Rom. 100 - Rus.	Design, layout & printing of Guide on services provided at local level in 2 languages: Romanian and Russian. <i>Format:</i> 165 x 235 mm <i>Inside:</i> 98 sheets, color 4+4, coated paper 100g/mp <i>Cover:</i> cardboard 350g/mp, color 4+1 <i>Binding:</i> Spiral <i>Layout:</i> attached	Design and lay-out: 10 working days Printing: 10 working days from approval of lay-out
Business cards	Total: 200 pcs.	Layout & printing of business cards for WMW specialists, 3 layouts in 2 languages: English and Romanian Horizontal layout Trim, finished size: 89x51mm Two-sided color printing, 4+4 Paper: 230 g/cm ²	Design and lay-out: 5 working days Printing: 10 working days from approval of lay-out
Mobile banner on WMW project	1 unit	Layout & Printing/production of mobile banner for WMW project in 2 languages: Romanian and English. Roll-up banner <i>Format:</i> 80x200 cm (LxH), Full color print 4+1, polyester, retractable from aluminum cassette with 2 feet <i>Accessories:</i> carry bag	Design and lay-out: 10 working days Printing: 10 working days from approval of lay-out
Lot 2: Printing Services			
Leaflet for Rezina JISB	3000 pcs.	Printing of leaflet for Rezina JISB in 2 languages: Romanian and Russian upturn. 2 pages: two-fold flyer, artistic cut, color 4+4. <i>Format:</i> 25.4x19 cm, leaflet <i>Paper:</i> gloss, 170 g/m ² <i>Sample:</i> attached	10 working days from provision of lay-outs
Palette on JISB services	4000 pcs.	Printing of palette on JISB services in 2 languages: Romanian and Russian upturn. 12 pages: round corners, artistic cut with an opening on the left side, color 4+4, <i>Format:</i> 10x20 cm, palette <i>Paper:</i> gloss 300 g/m ² <i>Binding:</i> left side to be covered with metal ring. <i>Sample:</i> attached	10 working days from provision of lay-outs
Poster on JISB services for women migrant	4000 pcs.	Printing of poster on JISB services for women migrant, in 2 languages: Romanian and Russian: <i>Format:</i> 880 x 480 mm, 4+4 <i>Paper:</i> gloss 300 g/m ² <i>Layout:</i> attached	10 working days from provision of lay-outs
Notebook with JISB logo	500 pcs.	Printing of A5 notebooks (with JISB logo) <i>84 pages:</i> 4 page-cover (inside-out), 80 sheets inside, 4 logos <i>Format:</i> A5 <i>Cover:</i> gloss paper 250 g/m ² , colour 4+0 <i>Inside:</i> 80 sheets, 80 g/m ² , in lines, colour 1+0 <i>Binding:</i> scroll (metal spiral) on the short side <i>Sample:</i> attached	10 working days from provision of lay-outs



Folder with JISB logo	400 pcs.	<p>Printing of A4 paper based folders <i>Format:</i> A4+, Internal pocket on the right side of the folder sized: 12cm x 9cm <i>Paper:</i> gloss cardboard, 350 g/m², colour 4+2 pantone, artistic cut. <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Pen with JISB logo	500 pcs.	<p>Branding of pens with JISB logo <i>Format:</i> polo, white colour, plastic, printing – 4 colours (serigraphy or tampo print) <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Pen with three logos and text	500 pcs.	<p>Branding of pens with three logos and text (on two sides in two languages) <i>Format:</i> cardboard pens, printing – 1colour <i>Thickness of the line of writing</i> - 0.5 mm. <i>Ink color:</i> black <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Notebook (with logos)	250 pcs.	<p>Printing of A5 notebooks (with logos) 25 sheets: 1 page-cover (cardboard), 25 sheets inside <i>Format:</i> A5 <i>Cover:</i> cardboard 300 g/m², on the backside <i>Inside:</i> 25 sheets, offset 80g/m², in lines, color 2+0 pantone <i>Binding:</i> perfect binding on the short side with a thin line of perforations <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Folder with logos	250 pcs.	<p>Printing of A4 paper based folders <i>Format:</i> A4+ <i>Cover:</i> color 4+0 pantone, cardboard 350 g/m², matt varnish, partial UV coating (up to 30%), internal pockets on both sides of the folder, sized 12 cm x 9 cm <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Notebook with UN Women logo	150 pcs.	<p>Printing of A5 notebooks with UN Women logo 25 sheets: 1 page-cover (cardboard), 25 sheets inside <i>Format:</i> A5 <i>Cover:</i> cardboard 300 g/m², on the backside <i>Inside:</i> 25 sheets, offset 80g/m², in lines, color 2+0, pantone <i>Binding:</i> perfect binding on the short side with a tin line of perforation <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Folder with UN Women logo	150 pcs.	<p>Printing of Folders with UN Women logo <i>Format:</i> A4 <i>Cover:</i> plastic file, transparent, lateral opening Printed logo-1 color text printing on the front side <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Pen with UN Women	150 pcs.	<p>Branding of pens with UN Women Logo <i>Format:</i> cardboard pens, printing – 1colour <i>Thickness of the line of writing</i> - 0.5 mm. <i>Ink color:</i> blue <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Info-graphic on Women migrants in Moldova	Total 450 copies: - 250 – Rom. - 100 – Eng. -100 – Rus.	<p>Layout & printing of info-graphic on Women migrants in Moldova in three languages: Romanian, Russian and English: <i>Format:</i> 14 x 33 cm, full color, <i>Paper:</i> gloss paper 250 g/m² <i>Layouts:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Info-graphic on WMW Project brief	Total 450 copies: - 250 – Rom. - 100 – Eng. -100 – Rus.	<p>Layout & printing of info-graphic on WMW Project brief in three languages: Romanian, Russian and English: <i>Format:</i> 290 X 165mm, full color, <i>Paper:</i> gloss paper 250 g/m² <i>Layouts:</i> as per sample provided by the organization</p>	10 working days from provision of lay-outs
Info-graphic on issues faced by women migrant workers	Total 450 copies: - 250 – Rom. - 100 – Eng. -100 – Rus.	<p>Layout & printing of info-graphic on issues faced by women migrant workers in three languages: Romanian, Russian and English: <i>Format:</i> 290 X 165mm, full color, <i>Paper:</i> gloss paper 250 g/m² <i>Layouts:</i> as per sample provided by the organization</p>	10 working days from approval of lay-out
Small flags with JISB logo	200 pcs.	<p>Printing small flags: <i>Format flag:</i> 180 x 100 mm <i>Logo:</i> 80x123 mm <i>Color:</i> 4+4 <i>Stick:</i> 38 cm <i>Sample:</i> as per sample provided by the organization</p>	10 working days from provision of lay-out

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)*

We, the undersigned, hereby accept in full the UN Women General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UN Women as per RFQ Reference No. 00873:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods⁴				
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated volume of the Consignment:			
Validity of Quotation			
All Provisions of the UN Women General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]*

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ