

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 5 November 2014
	REFERENCE: RfQ14/00914

Dear Sir / Madam:

We kindly request you to submit your quotation for design and printing visibility package for Women in Politics Program/ UN Women, 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 **19 November 2014, 16:30 (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 **"RfQ14/00914: Design and printing visibility package for Women in Politics Program"**.

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]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UN Women <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address of Delivery Location (identify all, if multiple)	29, Sfatul Tarii street, Chisinau, 2 nd floor, of. 202
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 type="checkbox"/> LAND <input checked="" 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

After-sales services required	<input checked="" type="checkbox"/> Others: 12 months warranty for USB memory sticks and umbrellas
Deadline for the Submission of Quotation	19 November 2014, 16:30 (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"/> Detailed technical description of the offered goods; <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 checked="" type="checkbox"/> 60 days <input 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"/> Not permitted
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 2 year 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 30 working days upon signature of contract.
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Services Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 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)	Elena Ratoi, UN Women Component Manager, elena.ratoi@unwomen.org Any delay in U 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 Goods

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 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 Moldova

Technical Specifications

Purpose: The Women in Politics Program is seeking for a company/ companies which can provide services of design and printing the visibility package, composed of the items described in the below inserted table, which aims to ensure the proper visibility and promotion of the program.

#	Generic Description	Q-ty
1	Design, layout and printing of Programme brief: <ul style="list-style-type: none"> Number of sheets: 2 Format A4, coated - glossy paper; 300 gr/m2 Colour: 4+4 	2000 (1500 Ro + 500 Ru)
2	Design and production of Programme tailored badges: <ul style="list-style-type: none"> Metal badges with pin, round shape; diameter 38mm, white background and text print coloured logos (up to 5 colours) 	4100 (3000 Ro, 100 Eng, 1000 Ru)
3	Printing of Leaflets (e-nomination platform ealider.md): <ul style="list-style-type: none"> Number of sheets: 4 Format: 19,5 x 13 cm, Colour: 4+4, coated paper, 200 gr/m², 	5000 (3500 RO+1500 Ru)
4	Design & production of programme tailored black bags from 100% from natural cotton, unbleached, high quality with long handles and locking mechanism; <ul style="list-style-type: none"> Size - 38cmX40 cm (without handles), (black and white printed logos and the name of the programme on both sides (Ro/Ru) 	1000
5	Design and production of programme tailored Ceramic mugs: <ul style="list-style-type: none"> White ceramic cup Minimum 200 ml cup volume Printed logo on both sides, 34x65mm (coloured, up to five colours) 	50
6	Design, layout and printing of programme tailored Poster : <ul style="list-style-type: none"> Format A3, glossy paper, 150 gr/m2; 4+0 A picture and the logo: „Eu susțin femeile în politică” / „Я поддерживаю продвижение женщин в политику” + 6 logos on the bottom of the poster (coloured) 	1000 (700 RO, 300 RU)
7	Design and production of Programme tailored small stickers: <ul style="list-style-type: none"> Coloured logos , Eu susțin femeile în politică’: White stickers (12cmx3,5cm) High quality, glossy paper 	1000 (700 RO, 300 RU)
8	Wooden USB Memory Stick with logo „Eu susțin femeile în politică’: <ul style="list-style-type: none"> Flash drive memory capacity: 16 GB; Interface - USB 2.0 or higher; None removable metallic swivel style cowl; 12 months warranty; 6 colours tampon-printed logos, 18x34mm 4 colours text printing on the back side (RO/RU), 10x34mm 	500
9	Branding of Pens with logo „Eu susțin femeile în politică’’: <ul style="list-style-type: none"> Format: Polo White colour, Plastic material, Printing tampoprint 1+1 4 colours text printed on the both sides (Ro/Ru), 10x34mm 	2000
10	Design, layout and production of Mini-flags with logo „Eu susțin femeile în politică’’:	1000

	<ul style="list-style-type: none"> • Glossy white paper, • 200gr./m² • wooden stick • 4+4, 19 cm x 9 cm • with a stick and with coloured logos • 4 colours text „Eu susțin femeile în politică” printed on the both sides (Ro/Ru), 10x34mm 	
11	<p>Programme tailored Umbrellas:</p> <ul style="list-style-type: none"> • Transparent material, • bent wooden handle (80-85 cm), • coloured logos • 4 colours text „Eu susțin femeile în politică” printed on the two sides (Ro/Ru), 10x34mm 	150
12	<p>Programme tailored Wall calendar 2015:</p> <ul style="list-style-type: none"> • Glossy coated paper • 80cm x 60cm, • 200 gr./m², 4+0, • with the selected pictures and 6 coloured logos and with the message „Eu susțin femeile în politică” (Ro/Ru) 	150
13	<p>Design and production of tailored T-shirts:</p> <ul style="list-style-type: none"> • White cotton T-shirts, • High quality • In front to be written – Programul ONU „Femeile în politică”, back – „Eu susțin femeile în politică” (in 4 colors) (ro+ru) • Women sizes (X, M, L) • Men sizes (M, L, XL) 	300 - women (100 each size, of which: 200 – ro; 100 - ru) 300 men (100 each size, of which: 200 – ro; 100 - ru)

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

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. RFQ14/00914.

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

Purpose: The Women in Politics Program is seeking for a company/ companies which can provide services of design and printing the visibility package, composed of the items described in the below inserted table, which aims to ensure the proper visibility and promotion of the program.

#	Generic Description	Estimated Q-ty	Price quote	Unit Price, MDL	Total Price, MDL
1	Design, layout and printing of Programme brief: <ul style="list-style-type: none"> Number of sheets: 2 Format A4, coated - glossy paper; 300 gr/m2 Colour: 4+4 	2000 (1500 Ro + 500 Ru)	Per unit		
2	Design and production of Programme tailored badges: <ul style="list-style-type: none"> Metal badges with pin, round shape; diameter 38mm, white background and text print coloured logos (up to 5 colours) 	4100 (3000 Ro, 100 En, 1000 Ru)	Per unit		
3	Printing of Leaflets (e-nomination platform ealider.md): <ul style="list-style-type: none"> Number of sheets: 4 Format: 19,5 x 13 cm, Colour: 4+4, coated paper, 200 gr/m², 	5000 (3500 RO+1500 Ru)	Per unit		
4	Design & production of programme tailored black bags from 100% from natural cotton, unbleached, high quality with long handles and locking mechanism; <ul style="list-style-type: none"> Size - 38cmX40 cm (without handles), (black and white printed logos and the name of the programme on both sides (Ro/Ru))	1000	Per unit		
5	Design and production of programme tailored Ceramic mugs: <ul style="list-style-type: none"> White ceramic cup Minimum 200 ml cup volume Printed logo on both sides, 34x65mm (coloured, up to five colours) 	50	Per unit		
6	Design, layout and printing of programme tailored Poster : <ul style="list-style-type: none"> Format A3, glossy paper, 150 gr/m2; 4+0 A picture and the logo: „Eu susțin femeile în politică”/ „Я поддерживаю продвижение женщин в политику” + 6 logos on the bottom of the poster (colored) 	1000 (700 Ro, 300 Ru)	Per unit		
7	Design and production of Programme tailored small stickers: <ul style="list-style-type: none"> Coloured logos , Eu susțin femeile în politică’: White stickers (12cmx3,5cm) High quality, glossy paper 	1000 (700 Ro, 300 Ru)	Per unit		

8	<p>Wooden USB Memory Stick with logo „Eu susțin femeile în politică”:</p> <ul style="list-style-type: none"> • Flash drive memory capacity: 16 GB; • Interface - USB 2.0 or higher; • None removable metallic swivel style cowl; • 12 months warranty; • 6 colours tampo-printed logos, 18x34mm • 4 colours text printing on the back side (RO/RU), 10x34mm 	500	Per unit		
9	<p>Branding of Pens with logo „Eu susțin femeile în politică”:</p> <ul style="list-style-type: none"> • Format: Polo • White colour, • Plastic material, • Printing tampoprint 1+1 • 4 colours text printed on the both sides (Ro/Ru), 10x34mm 	2000	Per unit		
10	<p>Design, layout and production of Mini-flags with logo „Eu susțin femeile în politică”:</p> <ul style="list-style-type: none"> • Glossy white paper, • 200gr./m² • wooden stick • 4+4, 19 cm x 9 cm • with a stick and with coloured logos • 4 colours text „Eu susțin femeile în politică” printed on the both sides (Ro/Ru), 10x34mm 	1000	Per unit		
11	<p>Programme tailored Umbrellas:</p> <ul style="list-style-type: none"> • Transparent material, • bent wooden handle (80-85 cm), • coloured logos • 4 colours text „Eu susțin femeile în politică” printed on the two sides (Ro/Ru), 10x34mm 	150	Per unit		
12	<p>Programme tailored Wall calendar 2015:</p> <ul style="list-style-type: none"> • Glossy coated paper • 80cm x 60cm, • 200 gr./m², 4+0, • with the selected pictures and 6 coloured logos and with the message „Eu susțin femeile în politică” (Ro/Ru) 	150	Per unit		
13	<p>Design and production of tailored T-shirts:</p> <ul style="list-style-type: none"> • White cotton T-shirts, • High quality • In front to be written – Programul ONU „Femeile în politică”, back – „Eu susțin femeile în politică” (in 4 colours) (ro+ru) • Women sizes (X, M, L) • Men sizes (M, L, XL) 	300 - women (100 each size, of which: 200 – ro; 100 - ru) 300 men (100 each size, of which: 200 – ro; 100 - ru)	Per unit		

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>
Warranty and After-Sales Requirements			
a) Others: 12 months warranty for USB memory sticks and umbrellas			
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]