

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>28 October 2015</b>
	REFERENCE: <b>RfQ15/01130</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **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 **10 November 2015, 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](mailto:tenders-Moldova@undp.org)**

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note "RfQ15/01130: Layout and Printing Services (UN Women/WMW)".

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
Exact Address of Delivery Location (identify all, if multiple)	1, Vasile Alecsandri str., office 507, 5th floor, Chisinau, MD2009, Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UN Women)	<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	<b>10 November 2015, 16:30 (Moldova local time)</b>

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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; TABLE 2: Offer to Comply with Other Conditions and Related Requirements; <input checked="" type="checkbox"/> Company profile (short info up to 2 pages); <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 type="checkbox"/> 90 days <input checked="" 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/services, according to the delivery timeframe
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 years experience in the field; <input checked="" type="checkbox"/> Proven work experience in providing or brokering printing services; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier which is eligible (qualified), technically responsive and offered the lowest price
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 20 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods/Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods/Services 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)	<b>Lilia Tulea, UN Women Program Manager,</b> <a href="mailto:lilia.tulea@unwomen.org">lilia.tulea@unwomen.org</a>  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/services 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](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  
Country Representative  
UN Women Moldova



## Technical Specifications

## Design and printing of promotional materials and knowledge products:

Items to be supplied:	Quantity:	Description/ Specification of services	Delivery date
<b>Printing of promotional materials and knowledge products:</b>			
Transparent folder with UN Women logo	100 units	Format: A4 Cover: plastic file, transparent, lateral opening Printed logo-1 color text printing on the front side	By 20 December 2015
Cardboard folder with UN Women logo	100 units	Format: A4+ Cover: color 4+0 pantone, cardboard 350 g/m2, matt varnish, internal pockets on both sides of the folder, sized 12 cm x 9 cm	By 20 December 2015
JISB Service Guide	1700 units: 200 units in RU 1500 units in RO	Format: 165 x 235 mm Inside: 190 pages, color 4+4, coated paper 100g/mp Cover: cardboard 350g/mp, color 4+1 Binding: Spiral	By 20 December 2015
Project briefs	100 in RO 100 in EN 100 in RU	Format: 290 X 165 mm, full color, gloss paper 250g/m2	By 20 December 2015
"Gender on the Move" Manual	500 units	Format: 273 * 214 mm Inside: 250 pages A4, color 4 + 4 Quality: paper off-set, 100 gr Cover: coated paper 350 gr, matt lamination 1 + 0, color 4 + 0 Binding: spiral 22 mm (diameter), white Application CD folder with CD, print 4 + 0	By 20 December 2015
<b>Layout and printing of knowledge products:</b>			
Brief 'how to guide'	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Brief 'how to mainstream'	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Fact sheet on situational and baseline analysis, and remittances study	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Brief on capacity building needs of women migrants in the Diaspora	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Brief on the mapped local NGOs in the area of migration, labour and human trafficking,	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Policy paper on gender, migration and development	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016
Country fact sheet on situation and key policy concerns of women migrant workers in Moldova at all stages of migration	100 in RO 100 in EN	A4, 8-9 pages, color 4+4, gloss paper 100g/mp	By 30 April, 2016