

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>18 November 2015</b>
	REFERENCE: <b>RfQ15/01134</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **design, printing and production 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 November 2015 2015, 10:30 (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 **"RfQ15/01134: Design, Printing and Production of Promo Materials for UN Women MDA CO"**.

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)	<b>131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova</b>
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 <sup>1</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<b>25 November 2015, 10:30 (Moldova local time)</b>
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 <sup>3</sup>	<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 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"/> Permitted by LOT
Payment Terms <sup>4</sup>	<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 <sup>5</sup> ; <input checked="" type="checkbox"/> Minimum 3 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 10 working days upon approval of designs;
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier (per each LOT)

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UN Women's issuance of Purchase Order.

<sup>2</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UN Women CO/BU requiring the goods.

<sup>3</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>4</sup> UN Women preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UN Women shall require the vendor to submit a bank guarantee or bank cheque payable to UN Women, in the same amount as the advanced payment made by UN Women to the vendor.

<sup>5</sup> UN Women reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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 <sup>6</sup>	<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) <sup>7</sup>	Alexandru Buliga, Procurement Associate; <a href="mailto:alexandru.buliga@unwomen.org">alexandru.buliga@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>Goods and 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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> 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.

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

## Annex 1

## Technical Specifications

Items to be Supplied*	Description / Specifications of Goods	Latest Delivery Date	Quantity
<b>LOT #1</b>			
UN Women tailored purse hanging device	<b>Branding of UN Women tailored purse hanging device with UN Women logo</b> Material: Metal Product size: Ø 4,7 X 0,7cm Printing Techniques: Pad Printing: full colors text printing on the front side  Similar to: <a href="#">here</a>	Design: 3 working days  Production: 10 working days from approval of lay-out	150 pc.
UN Women tailored metal card holder	<b>Branding of metal business card-holder with one logo</b> Material: Metal Product size: 9,4 X 6 X 0,6 cm Printing Techniques: digital, laser Printing: full colors text printing on the front side  Similar to: <a href="#">here</a>	Design and lay-out: 3 working days  Production: 10 working days from approval of lay-out	50 pc.
UN Women tailored badges	<b>Design and production of badges with UN Women Logo</b> Epoxy doming logo Size: 20 x 10mm Material: Metal Printed full color logo The grip - with special safety pin	Design: 3 working days  Printing: 10 working days from approval of lay-out	50 pc.
Tailored badges with "Romano Alav" logo	<b>Design and production of badges with "Romano Alav" logo</b>  Metal badges with pin Shape: round Size: Ø 38mm White background and the printed logo „Romano Alav"	Design: 3 working days  Production: 10 working days from approval of lay-out	250 pc.
Tailored badges with HeforShe logo	<b>Design and production of badges with HeforShe logo</b> Epoxy doming logo Size: Ø 15mm Material: Metal Printed full color logo on a glossy white sticker The grip - with special safety pin	Design: 3 working days  Printing: 10 working days from approval of lay-out	300 pc.
USB stick bracelets 8GB with UN Women and UNITE logos	<b>USB stick bracelets with UN Women and UNITE logos</b> Silicone Wristband USB Flash Memory Drive 8GB Preferred color: orange Printing: full color logos on the front side  Similar to: <a href="#">here</a>	Design: 3 working days  Production: 10 working days from approval of lay-out	200 pc.
USB stick bracelets 8GB with UN Women and Beijing20 logos	<b>USB stick bracelets with UN Women and Beijing20 logos</b> Silicone Wristband USB Flash Memory Drive 8GB Preferred color: blue Printing: full color logos on the front side Similar to : <a href="#">here</a>	Design: 3 working days  Production: 10 working days from approval of lay-out	200 pc.

USB stick bracelets 8GB with UN Women and HeForShe logos	<p>USB stick bracelets with UN Women and HeForShe logos</p> <p>Silicone Wristband USB Flash Memory Drive 8GB</p> <p>Preferred color: black or magenta</p> <p>Printing: full color logos on the front side</p> <p>Similar to: <a href="#">here</a> or <a href="#">here</a></p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
USB stick bracelets 8GB with Romano Alav logo	<p>Design and production of USB stick bracelets with Romano Alav logo</p> <p>Material: Silicone Wristband USB Flash Memory Drive 8GB</p> <p>Preferred color: light blue</p> <p>Printing: full color logos on the front side</p> <p>Full color text</p> <p>Similar to: <a href="#">here</a></p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
USB stick bracelets 8GB with Women in ICT and UN Women logo	<p>USB stick bracelets with inscription Women in ICT and UN Women logo</p> <p>Silicone Wristband USB Flash Memory Drive 8GB</p> <p>Preferred color: light green or see it <a href="#">here</a></p> <p>Printing: full color logos on the front side</p> <p>Similar to: <a href="#">here</a></p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	100 pc.

## LOT #2

Cotton bags with UN Women and SDGs	<p><b>Design &amp; manufacturing of tailored cotton bags with color UN Women and SDGs logos:</b></p> <p>Material: cotton 100%</p> <p>Size: 480mm x 320mm x 100mm</p> <p>Linen density: minimum 60 gr/m2,</p> <p>Preferred color: natural/ light beige.</p> <p>Printing: one side print, full colors</p> <p>Imprint area: 300x250mm</p> <p>Similar to: <a href="#">here</a></p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
Cotton bags with "Romano Alav" and UN Women logos	<p><b>Design and production of bags with "Romano Alav" and UN Women logos</b></p> <p>Material: cotton 100%</p> <p>Size: 420 mm x 320 mm x 100mm</p> <p>Linen density: minimum 60 gr/m2,</p> <p>Preferred color: Black or white, with flowers applique</p> <p>Area of applique: 320x150mm</p> <p>Printing: full colored text</p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	250 pc.
Cotton bags with UN Women and WEP logos	<p><b>Design &amp; manufacturing of tailored cotton bags with UN Women and WEP logos:</b></p> <p>Material: cotton 100%</p> <p>Size: 480mm x 320mm x 100mm</p> <p>Linen density: minimum 60 gr/m2,</p> <p>Preferred color: natural/ light beige</p> <p>Printing: full colors</p> <p>Imprint area: 300x250mm</p> <p>Similar to: <a href="#">here</a></p>	<p>Design: 3 working days</p> <p>Production: 10 working days from approval of lay-out</p>	300 pc.
Collapsible umbrella with UN Women and UNITE logos and text	<p><b>Manufacturing of UN Women tailored collapsible umbrella (with 4 logs and text):</b></p> <p>Foldable, 3 fold umbrella</p> <p>Matching colored pouch. 8 panels, polyester.</p>	<p>Design: 3 working days</p> <p>Printing:</p>	100 pc.

	<p>Automatic Umbrella  Wood Handle  Product size approx. : Ø97X57cm  Printing size approx.: 200x150mm  Preferred color: orange  Printing: full color text printing on the front side  Printed text:  <i>Sunt pentru o viață fără violență față de femei și fete</i>  and  <i>Я за жизнь без насилия против женщин и девочек</i></p>	10 working days from approval of lay-out	
Tailored T-shirts with "HeForShe" logo and text	<p>Design and production of tailored T-shirts with "HeForShe" logo and text:  Colour: White  Linen composition: 100% cotton  High quality  Printing: 2 colors (black and magenta)  In front to have: logo with 2 color and text HeforShe  On the back side: logo with 2 color</p>	<p>Design:  3 working days    Production:  10 working days from approval of lay-out</p>	<p>350 pcs in total of which size:  50pcs – S  100pcs–M  100 pcs – L  100 pcs–XL</p>
Tailored T-shirts with "HeForShe" logo and text	<p>Design and production of tailored T-shirts with "HeForShe" logo and text:  Colour: Black  Linen composition: 100% cotton  High quality  Printing: 2 colors (white and magenta)  In front to have: one logo with 2 color and text HeforShe  On the back side: one logo with 2 color</p>	<p>Design:  3 working days    Production:  10 working days from approval of lay-out</p>	<p>350 pcs in total of which size:  50pcs – S  100pcs–M  100 pcs – L  100 pcs–XL</p>

### LOT #3

UN Women tailored envelopes #1	<p>Design, layout &amp; printing of UN Women tailored envelopes    Type: Standard Wallet with silicone band  Dimension: DL/110x220 mm  Paper: 80 g / m  Opens along the long edge  LOT 3 :  Printing : full colors text and logo printing on the front side  Similar to : <a href="#">here</a></p>	<p>Design:  5 working days    Production:  10 working days from approval of lay-out</p>	500 pc.
UN Women tailored envelopes #2	<p>Design, layout &amp; printing of UN Women tailored envelopes    Type: Pocket with silicone band  Dimension: B4/250x353 mm  Paper: 80 g / m  Opens along the short edge  Printing : full colors text and logo printing on the front side    Similar to : <a href="#">here</a></p>	<p>Design:  5 working days    Production:  10 working days from approval of lay-out</p>	500 pc.
UN Women tailored envelopes #3	<p>Design, layout &amp; printing of UN Women tailored envelopes    Type: Banker with silicone band  Dimension: C6/ 114 x 162 mm  Paper: 80 g / m  Opening along the long edge  Printing : full colors text and logo printing on the front side    Similar to : <a href="#">here</a></p>	<p>Design:  5 working days    Production:  10 working days from approval of lay-out</p>	250 pc.

Tailored Weekly Wall Planner 2016	<p><b>Design , layout &amp; printing of 2016 Wall Planner</b></p> <p>Type: Horizontal  Unmounted Grid with Highlighted Weekends  Dimension: W915xH610mm  Paper: laminated paper  Printing : full colors text and logo printing  Similar to: <a href="#">here</a></p>	<p>Design: 5 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
Tailored Notepad A5 with UN Women logo	<p><b>Design, layout &amp; printing of Tailored Notepad with UN Women logo</b></p> <p>Type: Vertical  Size: A5  Paper: 180 gr/m2  Printing: full colors text and logo printing</p> <p>Similar to: <a href="#">here</a></p>	<p>Design: 5 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
Tailored Notepad A6 with UN Women logo	<p><b>Design, layout &amp; printing of Tailored Notepad with UN Women logo</b></p> <p>Type: Vertical  Size: A6  Paper: 180 gr/m2  Printing : full colors text and logo printing  Similar to: <a href="#">here</a></p>	<p>Design: 5 working days</p> <p>Production: 10 working days from approval of lay-out</p>	200 pc.
Tailored A5 notebook with lined paper with elastic band closure with "Romano Alav" logo	<p><b>Design, layout &amp; printing of Tailored A5 notebook with Romano Alav logo</b></p> <p>Format: A5 booklet  Cover: 300 g/m2, color cover with elastic band closure  Inside: 70 white lined sheets, 70 gr/m2.  Binding: perfect binding on the long side with a thin line of perforations  Preferred color: light blue  Printing : full colors text and logo printing on the front side</p>	<p>Design: 5 working days</p> <p>Production: 10 working days from approval of lay-out</p>	250 pc.
Ring binder A4 SIZE clip file with "Romano Alav" logo	<p><b>Design, layout &amp; printing of Ring binder A4 SIZE clip file with Romano Alav logo</b></p> <p>Shape: Wallet  Type: Ring Binder.  Clip style: small O ring  Material: PP  Size: A4  color: light blue  Logo: offset printing, UV printing  Printing : full colors text and logo printing on the front side  Similar to: <a href="#">here</a></p>	<p>Design: 5 working days</p> <p>Production: 10 working days from approval of lay-out</p>	250 pc.

*\*Pls. attach delivery schedule, if relevant, and cluster by separate option. Specify delivery locations if go*