



United Nations Entity for Gender Equality
and the Empowerment of Women

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 18 November 2015
	REFERENCE: RfQ15/01164

Dear Sir / Madam:

We kindly request you to submit your quotation for Design, Layout and Printing of Booklets for 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 **25 November 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

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ15/01164: Design, Layout and Printing of Booklets 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
Customs clearance ¹ , 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)	131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova			

¹ Must be linked to INCO Terms chosen.

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 ²	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	25 November 2015, 10:30 (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 ⁴	<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"/> 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 ⁵	<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 ⁶ ;

² 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.

³ 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

⁵ 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.

⁶ 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.

	<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 10 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
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 ⁷	<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) ⁸	Alexandru Buliga, Procurement Associate alexandru.buliga@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 <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

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

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
Country Representative
UN Women Moldova

Technical Specifications

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date
1.	<p>Booklet "Principiile de Abilitare a Femeilor"</p> <p>Design, layout & printing of Booklet in Romanian: <i>No. of Pages:</i> 21 pages <i>Color:</i> full-color <i>Format:</i> 210mm x 148.5mm booklet <i>Paper:</i> gloss, 200 g/cm²</p> <p><i>Sample to be provided, after signature of contract, by UN Women, in PDF format.</i></p>	500 pcs.	10 days from the approving of the layout
2.	<p>Metal Binded Booklet with Set of Materials with separators.</p> <p>Printing of Booklet in Romanian: <i>No. of Pages:</i> 165 pages <i>Text Color:</i> black & white <i>Format:</i> A4: 297mm x 210mm <i>No. of Materials:</i> 15 <i>Paper:</i> 80g/m² <i>Printing Type:</i> 2 sided, 2 slides/page <i>Orientation:</i> Vertical</p> <p>Cover and End Page: <i>Color:</i> Full-color <i>Paper:</i> matte paper, 200g/m²</p> <p>Separators with Names of Materials <i>No. of Separators:</i> 15 <i>Text Color:</i> black and white <i>Format:</i> 210mm x 70mm <i>Paper:</i> matte paper, 200g/m²</p> <p><i>Materials to be provided, after signature of contract, by UN Women, in PDF and PPT format.</i></p>	300 pcs.	5 days from the receipt of materials

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)*

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. 15/01164:

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
1.	<p>Booklet "Principiile de Abilitare a Femeilor"</p> <p>Design, layout & printing of Booklet in Romanian: <i>No. of Pages:</i> 21 pages <i>Color:</i> full-color <i>Format:</i> 210mm x 148,5mm booklet <i>Paper:</i> gloss, 200 g/cm²</p> <p>Sample to be provided, after signature of contract, by UN Women, in PDF format.</p>	500 pcs.	10 days from the approving of the layout		
2.	<p>Metal Binded Booklet with Set of Materials with separators.</p> <p>Printing of Booklet in Romanian: <i>No. of Pages:</i> 165 pages <i>Text Color:</i> black & white <i>Format:</i> A4: 297mm x 210mm <i>No. of Materials:</i> 15 <i>Paper:</i> 80g/m² <i>Printing Type:</i> 2 sided, 2 slides/page <i>Orientation:</i> Vertical</p> <p>Cover and End Page: <i>Color:</i> Full-color <i>Paper:</i> matte paper, 200g/m²</p> <p>Separators with Names of Materials <i>No. of Separators:</i> 15 <i>Text Color:</i> black and white <i>Format:</i> 210mm x 70mm <i>Paper:</i> matte paper, 200g/m²</p> <p>Materials to be provided, after signature of contract, by UN Women, in PDF and PPT format.</p>	300 pcs.	5 days from the approving of the layout		
	Total Prices of Goods¹¹				
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				
	Total Final and All-Inclusive Price Quotation				

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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]

