




Date: 5 September 2019

REQUEST FOR QUOTATION




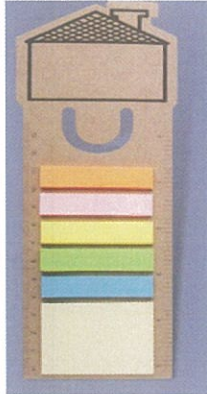

RFQ N° UNFPA/MDA/RFQ/2019/011 - Design, Layout, Printing and Production of Promo Products for Youth Centers

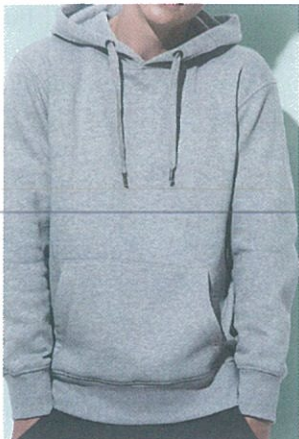



Dear Sir/Madam,


UNFPA hereby solicits a quotation for the following items:

Item No.	Product Name	Product Description / Technical specifications	Unit of measure	Quantity
Design, Layout, Printing and Production of Promo Products for Youth Centers				
1	Metal pin 	Metal pin <i>Characteristics:</i> Epoxy domed metal pin (badge); <i>Size:</i> 26mm×14mm; <i>Item to be printed:</i> logo YC (26mm×14mm); <i>Printing:</i> 4+0	unit	1000 (one thousand)
2	Polo shirt 	Polo shirt <i>Characteristics:</i> 100% cotton polo shirt with 3 wood-tone buttons. 214 g/m ² ; <i>Size:</i> - S: 150 pcs.; - M: 175 pcs.; - L: 125 pcs.; - XL: 50 pcs.; <i>Colour:</i> black; <i>Item to be printed:</i> logo YC (150mm×120mm) + Graphic element on back side (250mm×300mm); <i>Printing:</i> 4+0	unit	500 (five hundred)
3	Umbrella 	Umbrella <i>Characteristics:</i> Manual, windproof folding umbrella with 8 panels, fiberglass ribs, metal shaft and frame; <i>Color:</i> Black; <i>Item to be printed:</i> logo YC (170mm×70mm); <i>Printing:</i> 4+0	unit	150 (one hundred fifty)

4	Reflective keyring 	Reflective keyring <i>Characteristics:</i> Reflective, visibility keyring in house shape, with metal chain; <i>Size:</i> 55mm×55mm; <i>Item to be printed:</i> logo YC (25mm×30mm); <i>Printing:</i> 4+0	unit	500 (five hundred)
5	Thermo cup 	Thermo cup <i>Characteristics:</i> Double wall, plastic thermo mug with drinking lid. <i>Capacity:</i> 450 ml. <i>Product Size:</i> 7.7x6.8x21.3 cm. <i>Colour:</i> black; <i>Printing method:</i> Thermo transfer; <i>Item to be printed:</i> logo YC (50mm×70mm); <i>Printing:</i> 4+0	unit	250 (two hundred fifty)
6	Cap 	Cap <i>Characteristics:</i> Baseball cap with 5 panels and adjustable plastic strap. Polyester and Microfiber. <i>Colour:</i> black <i>Item to be printed:</i> Graphic element (100mm×45 mm); <i>Printing:</i> 4+0	unit	500 (five hundred)
7	Agenda ECO 	Agenda ECO <i>Characteristics:</i> Color: ECO with logo applied; 80 plain sheets; <i>Cardboard cover:</i> 147x210x15mm; <i>Item to be printed:</i> logo YC and graphic element (90mmx100 mm) <i>Printing:</i> 4+0	Unit	500 (five hundred)
8	Backpack 	Backpack <i>Characteristics:</i> Backpack with zipped front pocket, padded back and shoulder straps. 600D polyester; <i>Size:</i> 280×380×120 mm; <i>Printing method:</i> Thermo transfer; <i>Item to be printed:</i> logo YC (120mm×50 mm); <i>Printing:</i> 4+0	Unit	150 (one hundred fifty)

9	Bag 	Bag <i>Characteristics:</i> Drawstring bag with zipped pocket and earphone outlet, 210D polyester; <i>Colour:</i> black; <i>Size:</i> 345×450 mm; <i>Printing method:</i> Thermo transfer, White <i>Item to be printed:</i> logo YC and graphic element (200mm×100 mm).	Unit	500 (five hundred)
10	Pen 	Pen <i>Characteristics:</i> Recycled paper ballpoint pen (blue refill); <i>Size:</i> 40×158×3 mm; <i>Item to be printed:</i> logo YC (70mm×6 mm); <i>Printing:</i> 4+0	Unit	500 (five hundred)
11	Pencil set 	Pencil set <i>Characteristics:</i> Wooden coloured pencils (4 pcs) in paper box; <i>Size:</i> 30×90×8 mm; <i>Item to be printed:</i> logo YC and graphic element (20mm×50 mm); <i>Printing:</i> 4+0	Unit	200 (two hundred)
12	Notepads 	Notepads <i>Characteristics:</i> Paper bookmark and ruler with adhesive notes, and house shaped header; <i>Size:</i> 208×60 mm; <i>Item to be printed:</i> logo YC and graphic element (45mm×20 mm); <i>Printing:</i> 4+0	Unit	300 (three hundred)
13	Wristband 	Wristband <i>Characteristics:</i> Silicone wristband with silver aluminium plate; <i>Size:</i> 202×12×3 mm; <i>Item to be printed:</i> graphic element (30mm×8 mm); <i>Printing method:</i> engraving	Unit	250 (two hundred fifty)

14	Cotton sweatshirt 	Cotton sweatshirt <i>Characteristics:</i> brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastane; <i>Fabric:</i> at least 80% cotton; <i>Weight:</i> 280 g/m ² ; <i>Size:</i> - S: 100 pcs.; - M: 125 pcs.; - L: 75 pcs.; <i>Item to be printed:</i> logo YC and graphic element (250mmx200mm); <i>Printing:</i> 4+0	Unit	300 (three hundred fifty)
15	Mouse pad 	Mouse pad <i>Characteristics:</i> Mouse pad for sublimation printing. <i>Material:</i> rubber and polyester; <i>Size:</i> 230x190 mm; <i>Item to be printed:</i> logo YC and graphic element (230mmx190 mm); <i>Printing:</i> 4+0	Unit	100 (one hundred)
16	Cotton bag 	Cotton bag <i>Characteristics:</i> Cotton shopping bag, reusable with short handle (350 mm), 95 g/m ² ; <i>Size:</i> 370x410 mm; <i>Item to be printed:</i> logo YC and graphic element + text; <i>Printing:</i> 4+0, A4 format.	Unit	300 (three hundred)
17	Wall clock 	Wall clock <i>Characteristics:</i> Custom made, square shaped wood wall clock with custom graphic; <i>Operates with:</i> 1 AA battery; <i>Size:</i> 220x220 mm; <i>Item to be printed:</i> logo YC and graphic element+ text (220mmx220 mm); <i>Printing:</i> 4+0	Unit	50 (fifty)

18	Mug 	Mug <i>Characteristics:</i> mug with white inside, 300 ml; <i>Colour:</i> black; <i>Size:</i> 120×80×95 mm; <i>Item to be printed:</i> logo YC <i>Printing method:</i> decalcomany; 2+0, 40×40 mm	Unit	250 (two hundred fifty)
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The following Items: Logo of Youth Centre and Graphic Element will be printed / applied on the promo Products:

Item to be printed 1. Logo of Youth Centre:

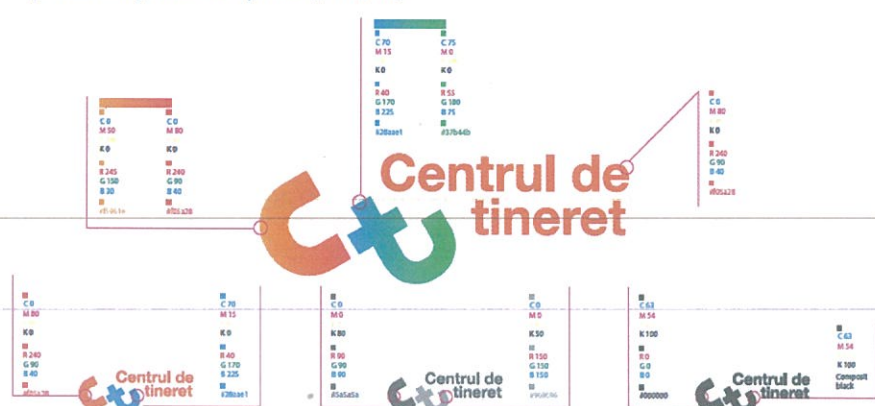


Item to be printed 2. Graphic element:



Please see below the technical characteristics for the correct use of the colors in the logo:

Caracteristici tehnice pentru utilizarea corectă a culorilor din logo
(pentru design materiale printate, web, etc)



The image displays the logo 'Centrul de tineret' with various color codes and technical specifications for its use in print and web design. The logo consists of a stylized 'C' and 'U' in orange and green, followed by the text 'Centrul de tineret' in red. The technical specifications include color codes for CMYK, RGB, and Pantone, as well as color names and codes for the logo elements.



Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

Delivery Terms (INCOTERMS 2010)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery place	131, 31 August 1989, MD - 2012, Chisinau, Moldova (4 th floor, UNFPA office)
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Latest Expected Delivery Date	30 calendar days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MDL
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Payment Term	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS <input checked="" type="checkbox"/> 90 DAYS
Partial Quotes	Not Permitted
Type of contract	Purchase Order
All documents shall be in:	English or Romanian
Technical Evaluation Criteria	<ul style="list-style-type: none">• Technical responsiveness / Full compliance to requirements and lowest price;• Full acceptance of the PO / Contract General Terms and Conditions;• Acceptability of the Delivery Terms (30 calendar days).

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Arama Luminita, Project Assistant, Procurement Focal Point
Tel N°:	+373 69824068
Email address of contact person:	arama@unfpa.org

¹ Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline



The **deadline for submission of questions is Friday, 13 September 2019, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

a) Technical proposal, in response to the requirements outlined in the specifications should comply with:

- The bidder shall submit the following documents:
 - i. Copy of Company's Registration Certificate;
 - ii. Organization's profile (short info up to 2 pages) including experience in similar assignments and list of clients and visibility items produced.
 - iii. Detailed technical specifications of offered goods.

b) Price quotation in USD, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Monday, 23 September 2019, 23:59 (Moldova local time)**.

Name of contact person at UNFPA:	Irina Dragutanu, Bid Receiver
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2019/011 - Design, Layout, Printing and Production of Promo Products for Youth Centers**
Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award



UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

NAME, FUNCTIONAL TITLE:

Natalia Plugaru, UNFPA Officer-in-Charge

Signature: _____

DATE: _____

05.09.2019



PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

UNFPA/MDA/Rfq/2019/011 - Design, Layout, Printing and
Production of Promo Products for Youth Centers

Currency of quotation:

USD

Validity of quotation:

(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Metal pin	Each		1000	
2	Polo shirt	Each		500	
3	Umbrella	Each		150	
4	Reflective keyring	Each		500	
5	Thermo cup	Each		250	
6	Cap	Each		500	
7	Agenda	Each		500	
8	Backpack	Each		150	
9	Bag	Each		500	
10	Pen	Each		500	
11	Pencil set	Each		200	
12	Notepads	Each		300	
13	Wristband	Each		250	
14	Cotton sweatshirt	Each		300	
15	Mouse pad	Each		100	
16	Cotton bag	Each		300	
17	Wall clock	Each		50	
18	Mug	Each		250	
19	Delivery Charges based on the following 2010 Incoterm, to: DAP, Chisinau, Republic of Moldova	Each		1	
GRAND TOTAL					

Vendor's Comments:



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: tender.mda@unfpa.org
Website: <http://moldova.unfpa.org>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **UNFPA/MDA/RFQ/2019/011 - Design, Layout, Printing and Production of Promo Products for Youth Centers** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a
date.

Name and title

Date and place



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: tender.mda@unfpa.org
Website: <http://moldova.unfpa.org>

ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)
