REQUEST FOR QUOTATION
RFQ № 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:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Product Name</th>
<th>Product Description / Technical specifications</th>
<th>Unit of measure</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Metal pin</td>
<td>Metal pin</td>
<td>unit</td>
<td>1000 (one thousand)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Characteristics: Epoxy domed metal pin (badge);</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* Size: 26mm×14mm;</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Item to be printed:</strong> logo YC (26mm×14mm);</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Printing:</strong> 4+0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Polo shirt</td>
<td>Polo shirt</td>
<td>unit</td>
<td>500 (five hundred)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Characteristics: 100% cotton polo shirt with 3 wood-tone buttons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 214 g/m²;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* <strong>Size:</strong> - S: 150 pcs.;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- M: 175 pcs.;</td>
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<tr>
<td></td>
<td></td>
<td>- L: 125 pcs.;</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td>- XL: 50 pcs.;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Colour:</strong> black;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Item to be printed:</strong> logo YC (150mm×120mm) + Graphic element on back side</td>
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<tr>
<td></td>
<td></td>
<td>(250mm×300mm);</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Printing:</strong> 4+0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Umbrella</td>
<td>Umbrella</td>
<td>unit</td>
<td>150 (one hundred fifty)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Characteristics: Manual, windproof folding umbrella with 8 panels, fiberglass ribs, metal shaft and frame;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* <strong>Color:</strong> Black;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* <strong>Item to be printed:</strong> logo YC (170mm×70mm);</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>* <strong>Printing:</strong> 4+0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Product</td>
<td>Description</td>
<td>Unit</td>
<td>Quantity</td>
</tr>
<tr>
<td>-----</td>
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<td>-------------------------------------------------------------------------------------------------------</td>
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<td>----------------</td>
</tr>
</tbody>
</table>
| 4   | Reflective keyring | Reflective keyring  
*Characteristics:* Reflective, visibility keyring in house shape, with metal chain;  
*Size:* 55mm x 55mm;  
*Item to be printed:* logo YC (25mm x 30mm);  
*Printing:* 4+0 | unit | 500 (five hundred) |
| 5   | Thermo cup    | Thermo cup  
*Characteristics:* Double wall, plastic thermo mug with drinking lid.  
*Capacity:* 450 ml.  
*Product Size:* 7.7 x 6.8 x 21.3 cm.  
*Colour:* black;  
*Printing method:* Thermo transfer;  
*Item to be printed:* logo YC (50mm x 70mm);  
*Printing:* 4+0 | unit | 250 (two hundred fifty) |
| 6   | Cap           | Cap  
*Characteristics:* Baseball cap with 5 panels and adjustable plastic strap. Polyester and Microfiber.  
*Colour:* black  
*Item to be printed:* Graphic element (100mm x 45 mm);  
*Printing:* 4+0 | unit | 500 (five hundred) |
| 7   | Agenda ECO    | Agenda ECO  
*Characteristics:* Color: ECO with logo applied; 80 plain sheets;  
*Cardboard cover:* 147 x 210 x 15 mm;  
*Item to be printed:* logo YC and graphic element (90mm x 100 mm)  
*Printing:* 4+0 | Unit | 500 (five hundred) |
| 8   | Backpack      | Backpack  
*Characteristics:* Backpack with zipped front pocket, padded back and shoulder straps. 600D polyester;  
*Size:* 280 x 380 x 120 mm;  
*Printing method:* Thermo transfer;  
*Item to be printed:* logo YC (120mm x 50 mm);  
*Printing:* 4+0 | Unit | 150 (one hundred fifty) |
| 9 | Bag | **Bag**  
Characteristics: Drawstring bag with zipped pocket and earphone outlet, 210D polyester;  
Colour: black;  
Size: 345×450 mm;  
**Printing method:** Thermo transfer, White  
**Item to be printed:** logo YC and graphic element (200mm×100 mm). | Unit | 500 (five hundred) |
|---|---|---|---|---|
| 10 | Pen | **Pen**  
Characteristics: Recycled paper ballpoint pen (blue refill);  
Size: 40×158×3 mm;  
**Item to be printed:** logo YC (70mm×6 mm);  
**Printing:** 4+0 | Unit | 500 (five hundred) |
| 11 | Pencil set | **Pencil set**  
Characteristics: Wooden coloured pencils (4 pcs) in paper box;  
Size: 30×90×8 mm;  
**Item to be printed:** logo YC and graphic element (20mm×50 mm);  
**Printing:** 4+0 | Unit | 200 (two hundred) |
| 12 | Notepads | **Notepads**  
Characteristics: Paper bookmark and ruler with adhesive notes, and house shaped header;  
Size: 208×60 mm;  
**Item to be printed:** logo YC and graphic element (45mm×20 mm);  
**Printing:** 4+0 | Unit | 300 (three hundred) |
| 13 | Wristband | **Wristband**  
Characteristics: Silicone wristband with silver aluminium plate;  
Size: 202×12×3 mm;  
**Item to be printed:** graphic element (30mm×8 mm);  
**Printing method:** engraving | Unit | 250 (two hundred fifty) |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
</table>
| 14 | Cotton sweatshirt | Cotton sweatshirt  
*Characteristics:* brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastane;  
*Fabric:* at least 80% cotton;  
*Weight:* 280 g/m²;  
*Size:*  
  - S: 100 pcs.;  
  - M: 125 pcs.;  
  - L: 75 pcs.;  
*Item to be printed:* logo YC and graphic element (250 mm x 200 mm);  
*Printing:* 4+0 |
|   |   | Unit  | 300 (three hundred fifty) |
| 15 | Mouse pad | Mouse pad  
*Characteristics:* Mouse pad for sublimation printing.  
*Material:* rubber and polyester;  
*Size:* 230 x 190 mm;  
*Item to be printed:* logo YC and graphic element (230 mm x 190 mm);  
*Printing:* 4+0 |
|   |   | Unit  | 100 (one hundred) |
| 16 | Cotton bag | Cotton bag  
*Characteristics:* Cotton shopping bag, reusable with short handle (350 mm), 95 g/m²;  
*Size:* 370 x 410 mm;  
*Item to be printed:* logo YC and graphic element + text;  
*Printing:* 4+0, A4 format. |
|   |   | Unit  | 300 (three hundred) |
| 17 | Wall clock | Wall clock  
*Characteristics:* Custom made, square shaped wood wall clock with custom graphic;  
*Operates with:* 1 AA battery;  
*Size:* 220 x 220 mm;  
*Item to be printed:* logo YC and graphic element + text (220 mm x 220 mm);  
*Printing:* 4+0 |
|   |   | Unit  | 50 (fifty) |
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:**

![Centrul de tineret](image1)

**Item to be printed 2. Graphic element:**

![Graphic element](image2)

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

Caracteristicile tehnice pentru utilizarea corectă a culorilor din logo
(pentru design materiale printate, web, etc)
Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

<table>
<thead>
<tr>
<th>Delivery Terms (INCO TERMS 2010)</th>
<th>□ FCA</th>
<th>□ CPT</th>
<th>□ CIP</th>
<th>✔ DAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery place</td>
<td>131, 31 August 1989, MD - 2012, Chisinau, Moldova (4th floor, UNFPA office)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customs clearance, if needed, shall be done by:</td>
<td>□ UNFPA</td>
<td>✔ Supplier/Offeror</td>
<td>□ Freight Forwarder</td>
<td></td>
</tr>
<tr>
<td>Latest Expected Delivery Date</td>
<td>30 calendar days from the issuance of the Purchase Order (PO)</td>
<td></td>
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</tr>
<tr>
<td>Preferred Currency of Quotation¹</td>
<td>✔ USD</td>
<td>□ EUR</td>
<td>□ MDL</td>
<td></td>
</tr>
<tr>
<td>Value Added Tax on Price Quotation</td>
<td>✔ Must be exclusive of VAT and other applicable indirect taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Term</td>
<td>✔ 100% upon complete delivery of goods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validity of Quotation</td>
<td>□ 30 DAYS</td>
<td>□ 60 DAYS</td>
<td>✔ 90 DAYS</td>
<td></td>
</tr>
<tr>
<td>Partial Quotes</td>
<td>Not Permitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of contract</td>
<td>Purchase Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All documents shall be in:</td>
<td>English or Romanian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Evaluation Criteria</td>
<td>• Technical responsiveness / Full compliance to requirements and lowest price;</td>
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<tr>
<td></td>
<td>• Full acceptance of the PO / Contract General Terms and Conditions;</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Acceptability of the Delivery Terms (30 calendar days).</td>
<td></td>
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</tr>
</tbody>
</table>

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 Nº: +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.Nº 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: [Signature]

DATE: 04.09.2019
PRICE QUOTATION FORM

Name of Bidder:
Date of the quotation: [Click here to enter a date.]
Request for quotation №:
Currency of quotation:
Validity of quotation:
(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

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

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

GRAND TOTAL

Vendor’s Comments:
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
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