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Date: **05 February, 2025**


REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2025/007




Dear Sir/Madam,


UNFPA hereby solicits a quotation for the following service: **Production of visibility materials for the Global Symposium on Comprehensive Sexuality Education (CSE)**

UNFPA Moldova CO is looking to contract a company for printing visibility and promotion materials for the event: Global Symposium on Comprehensive Sexuality Education (CSE), scheduled to take place on 2-4 April 2025 in Moldova. These materials are intended for distribution and use by participants and partners at the event.


Ite nr.	Item	Example photos (here are just samples, the final design for the materials would be different)	Quantity
1.	<p>Eco-friendly pens with logo (color print)</p> <p>Characteristics: Recycled bamboo pen with eco rub, colored clip. Customization by pad printing Product dimensions: 138 × diameter 10 mm, Colour: 4+0 (full color); Laser Printing</p> <p>Graphic elements and text to be printed on the item.</p> <p><i>Design will be provided by UNFPA</i></p>		370
2.	<p>Eco-friendly pens with logo (monochrome print)</p> <p>Characteristics: Recycled bamboo pen with eco rub, colored clip. Customization by pad printing Product dimensions: 138 × diameter 10 mm, Colour: 1+0 (monochrome); Laser Printing.</p> <p>Graphic element and text to be printed on the item.</p> <p><i>The design will be provided by UNFPA</i></p>		370




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<p>3.</p>	<p>Branded Spiral-bound hardback notebook (color print)</p> <p>Characteristics: (A5) Left-hand grip, Total number of sheets 90, Offset paper, 80 gr. Matt hardcover, white. Color: 4+0 (full color). Graphic element and text to be printed on the item.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>4.</p>	<p>Branded Spiral-bound hardback notebook (monochrome print)</p> <p>Characteristics: (A5) Left-hand grip, Total number of sheets 90, Offset paper, 80gr. Matt hardcover, white. Color: 1+0 (monochrome). Graphic element and text to be printed on the item.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>5.</p>	<p>Branded cotton bags (monochrome print one-sided)</p> <p>Characteristics: Cotton shopping bag, reusable with a long handle, 300 g/m²; Color: grey; Size: 370×410 mm; Graphic element and text to be printed on the item. Color: 1+0, Termo transfer.</p> <p>*mandatory to provide a sample of the item before printing;</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>




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<p>6.</p>	<p>Branded cotton bags (monochrome print, two-sided printing)</p> <p>Characteristics: Cotton shopping bag, reusable with a long handle, 300 g/m²; Color: grey; Size: 370×410 mm; Graphic element and text to be printed on the item. Color: 1+1 (two-sided printing), Termo transfer.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>7.</p>	<p>Branded cotton bags (color print one-sided)</p> <p>Characteristics: Cotton shopping bag, reusable with a long handle, 300 g/m²; Color: grey; Size: 370 × 410 mm; Graphic element and text to be printed on the item. Color: 4+0, Termo transfer.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>8.</p>	<p>Branded cotton bags (color print two-sided)</p> <p>Characteristics: Cotton shopping bag, reusable with a long handle, 300 g/m²; Color: grey; Size: 370×410 mm; Color: 4+4, Thermo transfer. Graphic element and text to be printed on the item</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>

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<p>9.</p>	<p>Glass bottles (color print)</p> <p>Reusable, transparent glass bottles with sleeve Cover; Size 57 x 190 mm; 500 ml. Print full color, 4+0. Graphic element and text to be printed on the cover.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>10.</p>	<p>Glass bottles (monochrome print)</p> <p>Reusable, transparent glass bottles with sleeve Cover; Size 57 x 190 mm; 400ml / 500 ml. Color 1+0. Graphic element and text to be printed on the cover.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>11.</p>	<p>Badges</p> <p>Two sides full-color badges, cardboard material, 350 mg, size: 700 mm x 110 mm</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>



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<p>12.</p>	<p>Lace for badge (color printing)</p> <p>Branded full-color (4+0) lace for the badge (all laces should be the same color), size: Length 440 mm; Width, 20 mm, metallic clips. Graphic element and text to be printed on the item.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>13.</p>	<p>Lace for badge (monochrome print)</p> <p>Branded lace for the badge (all laces should be the same color), 1+0 printing, size: Length 440 mm; Width, 20 mm, metallic clips. Graphic element and text to be printed on the item.</p> <p><i>The design will be provided by UNFPA</i></p>		<p>370</p>
<p>14.</p>	<p>Photo wall</p> <p>Branded photo wall 5 x 3 m, full color.</p> <p>The banner will be installed on a wooden support</p> <p>Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025</p> <p><i>The design will be provided by UNFPA</i></p>		<p>1</p>

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<p>15.</p>	<p>Banner</p> <p>Branded banner: 2 m x 4,6 m, full color.</p> <p>The banner will be installed on a wooden or suitable support that can hold its size.</p> <p>Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025</p> <p><i>The design will be provided by UNFPA</i></p>		<p align="center">2</p>
<p>16.</p>	<p>X stand banners</p> <p>Characteristics: 200 cm x 100 cm, 4+0, branded, including metallic support element</p> <p><i>The design will be provided by UNFPA</i></p>		<p align="center">8</p>

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<p>17.</p>	<p>Branded magnetic puzzle and the metallic wall on a stand, full-color size: 2m x 3m)</p> <p>Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025</p> <p><i>The design will be provided by UNFPA</i></p>		<p align="center">1</p>
<p>18.</p>	<p>Posters</p> <p>full-color, size: 30 x 45 cm, material PVH (0,5 cm) Tape Hook and Loop to be applied on the back (2 pieces, size: 2x5 cm)</p> <p><i>The design will be provided by UNFPA</i></p>		<p align="center">6</p>

The Winning Company will provide a sample of each item, before printing and will approve in writing all the final templates with a UNFPA Communication specialist.

All the visibility and promotion materials will be delivered in the center of Chisinau, Republic of Moldova (the exact location address for the delivery will be provided later). The company will install the banners and photo

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wall on 01.04.2025 and uninstall the banners and photo wall at the event venue on 04.04.2025 in the center of Chisinau, Republic of Moldova.

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 childbirth 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:	<i>Iurie Tarcenco, Procurement Analyst</i>
Email address of contact person:	<i>tarcenco@unfpa.org</i>

The **deadline for submission of questions is Friday, 07 February 2025, at 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders


This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process, you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the technical description provided in this RFQ. Provided technical proposal catalogue or detailed technical description including model no. and picture of each item quoted for.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form

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Prices indicated in the Price Quote should include associated delivery charges, Items: 14,15,17 should include installation and uninstall services as per RFQ description.

Please submit your quotation in **MDL (local suppliers)** or **USD (international suppliers)** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) at the competition deadline date. **Indicated Prices should be exclusive of VAT, customs duties and other taxes.**

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

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Wednesday, 12 February 2025, 16:30 (Moldova local time)**¹.

Name of contact person at UNFPA:	<i>Diana Condrat, Designated Bid Receiver</i>
Email address of contact person:	<i><u>tender.mda@unfpa.org</u></i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/2025/007 – Production of visibility materials for the Global Symposium on Comprehensive Sexuality Education (CSE).**

- Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the Item(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. Partial bids are allowed under this RFQ per each item, however full quantities per Item should be provided in the quotes. UNFPA shall award the contract(s) based on per item comparison to the lowest priced technically compliant offeror(s). **For technical evaluation purposes each qualified offeror may be requested to provide a sample of the items at own expense.**

The following Qualification Criteria will be used to qualify the received quotes for technical evaluation.

Qualification Criteria:

- Full acceptance of the PO/Contract General Terms and Conditions.
- The delivery period not to exceed 25 calendar days upon issuing of PO.

¹ <https://www.timeanddate.com/worldclock/moldova>



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- Provided quotation with catalogue or detailed technical description including model no. and picture of each item quoted for.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order per ITEM to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. 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 services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. 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](#).

XI. 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](#).

XII. 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 Dr. Karina A. Nersesyan, UNFPA Representative at nersesyan@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 of the Supply Chain Management Unit at procurement@unfpa.org.

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XIII. 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).

Thank you, and we look forward to receiving your quotation.


NAME, FUNCTIONAL TITLE:

Karina A. Nersesyan, Ph.D
Representative for Republic of Moldova

Signature: 
FDB85A2300DB4C3...

05-Feb-2025

Date: _____


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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MDA/RFQ/2025/007
Currency of quotation:	MDL
Delivery term:	(days)
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

LOT Nr.	Product Name & Description	UOM	Unit Price	Number of Units	Total (MDL)
1.	Eco-friendly pens with logo (color print), including delivery charges	Unit		370	
2.	Eco-friendly pens with logo (monochrome print), including delivery charges	Unit		370	
3.	Branded Spiral-bound hardback notebook (color print), including delivery charges	Unit		370	
4.	Branded Spiral-bound hardback notebook (monochrome print), including delivery charges	Unit		370	
5.	Branded cotton bags (monochrome print one-sided printing), including delivery charges	Unit		370	
6.	Branded cotton bags (monochrome print two-sided), including delivery charges	Unit		370	
7.	Branded cotton bags (color print one-sided), including delivery charges	Unit		370	
8.	Branded cotton bags (color print two-sided), including delivery charges	Unit		370	
9.	Glass bottles (color print), including delivery charges	Unit		370	
10.	Glass bottles (monochrome print), including delivery charges	Unit		370	
11.	Badges, including delivery charges	Unit		370	
12.	Lace for badge (color printing), including delivery charges	Unit		370	
13.	Lace for badge (monochrome print), including delivery charges	Unit		370	
14.	Photo wall Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025	Unit		1	


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15.	Banner Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025	Unit		2	
16.	X stand banners including delivery charges	Unit		8	
17.	Branded magnetic puzzle wall Including delivery and installation services on 01.04.2025 & Uninstall on 04.04.2025	Unit		1	
18.	Posters, including delivery charges	Unit		6	
Grand Total:					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ **UNFPA/MDA/RFQ/2025/007** 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	


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DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

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6	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
7	The Company and its Management have not been included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature: _____

Date: _____


Name and Title: _____

Name of the Company: _____

UNGM N°: _____

Postal Address: _____

Email: _____

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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](#)