



Date: 01/11/2023



Request for Quotation No. UNFPA/MD/RFQ/030/2023



Dear Sir/Madam,


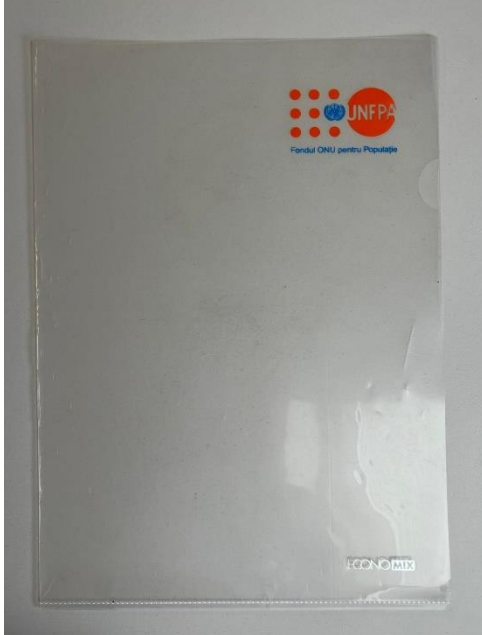
We hereby solicit your quotation for the supply of Visibility Items’s named below to UNFPA office at DAP Incoterms:


UNFPA, United Nations Population Fund
 131, 31 August str.
 Chisinau, Moldova


No.	Item	Quantity(unit s)	Description of Items/Specifications & Symbol Picture
1	Rectangular UNFPA badges	200	<p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Dimension: 35 mm width, 1 mm thick (circle) • Material: inox (stainless steel), cut on the contour • Matt rubber finish • Print color: Black and blue with UNFPA logo on it • Fastening system: pin with magnet <p><u>Indicative /Symbol picture of badge:</u></p> <div style="display: flex; justify-content: space-around;">   </div> <p>Note: The design is needed and the possibility to choose between different color options</p>
2	Backpacks with the printed UNFPA logo and the tagline: <i>Ensuring rights and choices for all</i>	100	<p><u>Specifications:</u></p> <p>Backpacks with convenient and roomy interior compartment feature with a protective pocket for the laptop. The adjustable, padded shoulder straps together with the ergonomic back, and external front pare pocket, convenient and useful for both work and leisure.</p> <ul style="list-style-type: none"> • Material: Polyester, Water Resistant, metal zippers • Color: Blue with white UNFPA logo printed • Size: 44 x 294 x 119 mm • Internal pockets for laptops and tablets • Front pocket with zip closure • Adjustable, padded shoulder straps



			<p><u>Indicative/Symbol picture of the backpack:</u></p>  <p>Note: mandatory to provide a sample of the fabric for coordination before starting printing.</p>
3	Winter vests with UNFPA logo	100	<p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Minimum Requirement in Fabric Composition: Outer lining: 100% Nylon/Polyester; Inner lining: min. 50% cotton up to 50% other fibers • Filling: Hollow fiber or Feather filling acceptable – Fill Power min. 500 • Use of anti-carcinogen, and anti-allergic materials • Female/ Male Adult desirable Sizes range: S-M-L-XL-XXL • UNFPA Moldova logo on front left chest and on the back as on the image below • Color: dark blue <p><u>Indicative /Symbol picture of vest:</u></p>  <p>Sizes: equal amount of XL, L, M, S</p> <p>Note: mandatory to provide a sample of the fabric for coordination before starting printing.</p>
4	Mugs with the printed UNFPA logo	100	<p><u>Specifications:</u></p> <ul style="list-style-type: none"> • porcelain mug with hydro glaze, • matte finish, • capacity of up to 300ml/350 ml, • mug color: black • size: Ø 95 x 100 mm <p><u>Imprint area:</u></p> <p>Front: UNFPA logo (in the middle) – color of the logo: orange</p> <p>Back: Message: Ensuring rights and choices for all</p> <p><u>Indicative/ Symbol picture of the mug:</u></p>



			 <p>Note: Mugs shall be free of harmful toxic substances/ are not hazardous for the human health.</p>
5	Agendas with the printed UNFPA logo	200	<p>Specifications:</p> <ul style="list-style-type: none"> • A5 format (approx. 14x21cm) • Hardcover, with a business touch • 120 math pages • Color: dark blue with white logo <p>Imprint area: <u>Front cover:</u> UNFPA logo engraved on the cover page. <u>Back cover:</u> Website address: moldova.unfpa.org</p> <p>Indicative/ Symbol picture of the agenda:</p>  <p>Note: high-quality leather cover of the planner that leave no marks when touched, with engraved logo</p>
6	Pens with the printed UNFPA Logo, tagline and website	100	<p>Specifications:</p> <ul style="list-style-type: none"> • dark blue, orange, black- or white color • customized printing with UNFPA logo • metal ball • twist action • blue writing color <p>Indicative/ Symbol picture of the pen:</p>


			 <p>Note: mandatory to provide a sample of the fabric for coordination before starting printing.</p>
7	<p>Transparent Protection Folder "L" for A4 documents/ sheets with the printed UNFPA logo</p>	500	<p>Specifications:</p> <ul style="list-style-type: none"> • transparent protection folder, • PP - 90 microns, • L-shaped opening (for insertion and removal of A4 format documents from the folder). <p>Imprint area:</p> <p><u>Front cover:</u></p> <ul style="list-style-type: none"> • UNFPA logo, orange color <p>Indicative/ Symbol picture of the Protection Folder for A4 sheets:</p> 

8	UNFPA roll-ups	5	<p>Specifications:</p> <ul style="list-style-type: none"> • Height: 100*200cm • Color 4:0 • Material: standard for roll-ups • Customized printing with full-length UNFPA logo • Design to be provided by UNFPA
9	Print UNFPA table calendars for 2024	200	<p>Specifications:</p> <ul style="list-style-type: none"> • Size: 20 x 15 cm • Table calendar with photos inside for each month. The calendar will be provided for print by UNFPA. <p>Indicative/ Symbol picture of the calendar:</p> 
10	UNFPA and UN flags	2 set of flags with 2 support bar with 2 holes	<p>Specifications:</p> <ul style="list-style-type: none"> • Material: atlas • Size: 1mx1x50m • 2 flags with UNFPA logo • 2 flags with UN logo <p>2 support bars</p> <ul style="list-style-type: none"> • Height: 2.25 m • Material: stein + wooden to hold 2 flags <p>Indicative/ Symbol picture of the flags:</p>

			
11	<p>Small table flags (UNFPA, Government) and metal support</p>	<p>10 stands for 1 flag from atlas</p> <p>1 stand for 1 flag</p> <p>1 stand for 2 flags</p> <p>1 stand for 3 flags</p>	<p><u>Specifications:</u></p> <ul style="list-style-type: none"> • 10 table flag stands to hold 3 flags • 10 table flag stands to hold 2 flags of UNFPA and UN • Table stand material: metal • Standard height: 40-44 cm • For use on tables and counters • Image appears on both sides • Size (W x H): 25 x 15 cm • Finish: sides with stitching, flagpole side (left side) with continuous rope for mounting • Material of the flags: atlas <p><u>Indicative/ Symbol picture of the calendar:</u></p>

			
12	Paper bags with UNFPA logo	150	<p>Specifications:</p> <ul style="list-style-type: none"> • Kraft paper bag with twisted handle • Size: 310*410 mm • Color: blue with UNFPA logo <p>Indicative/ Symbol picture of the bag:</p> 
13	UNFPA branded lanyards	100	<p>Specifications:</p> <ul style="list-style-type: none"> • Safety Break • Material: Polyester • Size: 20mm x 900mm • Color: 50 Black with orange UNFPA logo and 50 Blue with orange UNFPA logo • Double Sides Printing with UNFPA logos • Metal trigger clip <p>Indicative/ Symbol picture of the calendar:</p>

			
<p>15 T-shirts with UNFPA logo (large logo)</p>		<p>50</p>	<p>Specifications:</p> <ul style="list-style-type: none"> • Material: 100% cotton • Sleeve style: short sleeve, regular • Style: casual • Customized with UNFPA logo • Color: equal amount of blue with white logo and black with orange logo <p>Indicative/ Symbol picture of the t-shirt:</p>  <p>Sizes: equal amount of: 2XL, XL, L, M,</p> <p>Note: mandatory to provide a sample of the fabric for coordination before starting printing.</p>

16	Umbrellas (black with orange logo)	50	<p>Specifications:</p> <ul style="list-style-type: none"> • Automatic foldable umbrella with protective cover of the same colour; • Customized with UNFPA logo • Material: polyester • Velcro closing
17	Tote-bags	100	<p>Specifications:</p> <ul style="list-style-type: none"> • Material: linen • Style: casual • Customized with UNFPA logo and message • Customized with national ornament <p>Indicative/ Symbol picture of the tote-bag:</p> 

The goods are to be delivered maximum in **30 calendar days** upon issuing of PO. The quotation shall be valid at least for 90 days after the RFQ closing date.

Note: Partial bids will be accepted.

Note: Contractor shall mandatorily present to UNFPA Moldova Country Office - for coordination - a sample of each item, before starting printing the materials and applying the logos. The finalized produced items shall be free of harmful toxic substances/ being not hazardous for the human health.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address indicated below:

Email: tender.mda@unfpa.org

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.

Your earliest response to this query would be highly appreciated, but not later than **06/11/2023, 16:30 (GMT +3, Moldova Local Time)**.



Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Qualification Criteria:

- Full acceptance of the PO/Contract General Terms and Conditions
- Maximum delivery period not to exceed 30 calendar days upon issuing of PO.
- Provided quotation with catalogue or detailed technical description including picture of each item quoted for.
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

Evaluation method:

- Lowest priced offer that is substantially responsive to the requirements of the RFQ

Conditions for Release of Payment:

- Passing Inspection
- Written Acceptance of Goods based on full compliance with RFQ requirements.

Best regards,

Prepared by:

Tarcenco Iurie/ Procurement Analyst

Tel. No. +373 79785684

Email: tarcenco@unfpa.org

DocuSigned by:
Iurie Tarcenco
85CA7739315F46C...

Approved by:

Nigina Abaszade

Resident Representative

UNFPA Moldova

DocuSigned by:
Nigina Abaszade
43D750472CF14D1...



Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (from receipt of order till dispatch): _____

Expiration of Validity of Quotation *(The quotation shall be valid for a period of at least 90 days after the Closing date.)*

Price Schedule:

No.	Item	Quantity	Unit Price (Insert Currency)	Total DAP, Chisinau (Currency)	Delivery schedule
1	Rectangular UNFPA badges	200			(days)
2	Backpacks with the printed UNFPA logo and the tagline: Ensuring rights and choices for all	100			(days)
3	Winter vests with UNFPA logo	100			(days)
4	Mugs with the printed UNFPA logo	100			(days)
5	Agendas with the printed UNFPA logo	200			(days)
6	Pens with the printed UNFPA Logo, tagline and website	100			(days)
7	Transparent Protection Folder "L" for A4 documents/ sheets with the printed UNFPA logo	500			(days)
8	UNFPA roll-ups	5			(days)
9	Print UNFPA table calendars for 2024	200			(days)
10	UNFPA and UN flags	2 set of flags with 2 support bar with 2 holes			(days)
12	Small table flags (UNFPA, UN, Government) and metal support	10 stands for 1 flag from atlas			(days)



		1 stand for 1 flag 1 stand for 2 flags 1 stand for 3 flags			
13	Paper bags with UNFPA logo	150			(days)
14	UNFPA branded lanyards	100			(days)
15	T-shirts with UNFPA logo (large logo)	50			(days)
16	Umbrellas (black with orange logo)	50			(days)
17	Tote-bags	100			(days)

In your offer, please include the following (mandatory documents):

1. Detailed technical description of the offered goods, or product catalogue/leaflet, with detailed technical specifications as detailed in RFQ. Photos of the device product and packaging (preferably in a format where the dimensions and features can be visually verified)
2. Company registration documents
3. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
4. Fast Track Procurement Questionnaire for Medical Devices

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

Name and title

Date and Place