



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

Date: **1 November 2021**

REQUEST FOR QUOTATION RFQ N° UNFPA/MDA/RFQ/2021/011

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Design, Layout, Proofreading and Printing of the approved by the Ministry of Health publication “Standardized Clinical Protocol on Clinical Management of Rape” (attached).**

UNFPA requires the provision of high quality design, layout, proofreading and full color printing services for the item as per the service requirements described below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the Republic of Moldova, 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. Service Requirements/Terms of Reference (ToR)

Item No.	Generic Description	Quantity
1	<p>Design, Layout, Proofreading and Printing of the approved by the Ministry of Health publication “Standardized Clinical Protocol on Clinical Management of Rape” (attached Annex 1):</p> <p>96 pages A4 format (297mm x 210mm) Color & double sided digital printing Cover: coated paper 350 gr 4+4, gloss laminated Interior: coated paper 170 gr 4+4 White metal spiral</p> <p>Note: the content of the Protocol is approved by the Ministry of Health - by proofreading is meant only - carefully to be checked and corrected in the publication before printing – any small grammatical errors if any, punctuation (any missing commas, apostrophes, hyphen etc.), any format errors (spacing, paragraphs, headings).</p>	3,000 copies



2	<p>Transportation and delivery of the printed publication “Standardized Clinical Protocol on Clinical Management of Rape” (3000 copies) - to the Institute of Mother and Child (93, Burebista str., mun. Chişinău - https://www.mama-copilul.md/)</p>	
<p>Delivery address: Institute of Mother and Child, 93, Burebista str., mun. Chişinău, Republic of Moldova Delivery terms: 7 working days from receipt of approved by UNFPA of the designed, layout and proofread version of the publication (services to be done by the winning bidder) and written confirmation for release of artwork. Payment terms: 100% upon delivery and submission of associated Invoice</p> <p>After receiving the final text for the publication, the Contractor will:</p> <ul style="list-style-type: none"> • Do proofreading of the publication. See important note on proofreading above. • Develop and submit to UNFPA the design and layout for discussion with UNFPA and beneficiary and make final corrections as requested by UNFPA; • Submit to UNFPA the final designed, layout and proofread version of the publication for approval and written confirmation on release of artwork; • Ensure all copyright belonging to UNFPA; • Ensure timely delivery as per agreed timeframe and delivery address. 		

III. Questions

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

Name of contact person at UNFPA:	Alexandru Rusu, Administrative Associate / Procurement Focal Point
Email address of contact person:	rusu@unfpa.org

The deadline for submission of questions is Thursday, 4 November 2021, 16:30 (Moldova local time).

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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 service requirements / TORs.

Technical proposal shall include:

- Copy of organization’s registration certificate.
- Organization’s profile including experience in similar design, layout and printing services and previous working experience with UN Agencies in Moldova.

b) **Price quotation in MDL (exclusive of VAT)**, to be submitted strictly in accordance with the Price Quotation Form (attached Annex 2).

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 IV 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: Tuesday, 9 November 2021, 23:59 (Moldova local time):**¹.

Name of contact person at UNFPA:	Violeta Mihailova, Designated 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: **UNFPA/MDA/RFQ/2021/011 – Design, Layout, Proofreading and Printing Services**. 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 services (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.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order on a fixed-cost basis to the Bidder that obtain the lowest-priced technically acceptable offer.

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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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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. Nigina Abaszada, UNFPA Representative at abaszade@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.

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:

Nigina Abaszada, UNFPA Representative

Signature:  43D750472CF14D1

DATE: 01-Nov-2021



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MDA/RFQ/2021/011 - Design, Layout, Proofreading and Printing Services
Currency of quotation:	MDL
Delivery charges based on the following 2010 Incoterm:	Choose an item.
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 VAT and all taxes**, since UNFPA is exempt from taxes.

Item	Description	Unit of measure	Quantity	Unit price, MDL	Total, MDL
1	Proofreading, Design and Layout of the approved by the Ministry of Health publication "Standardized Clinical Protocol on Clinical Management of Rape"	Lump Sum	1		
2	Printing of the approved by the Ministry of Health publication "Standardized Clinical Protocol on Clinical Management of Rape"	copy	3000		
3	Transportation and delivery costs Delivery address: Institute of Mother and Child, 93, Burebista str., mun. Chişinău, Republic of Moldova	Lump Sum	1		
Total Contract Price					

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/2021/011 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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Annex 3:
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](#)