Date: **4 November 2022**

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/MDA/RFQ/22/020**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“*Production of visibility materials for Youth Centers Network*”.**

UNFPA Moldova CO is looking to contract a company for the production of the visibility materials for Youth Centers for increasing the visibility of the Youth Centers network, by promoting programs and activities that are offered by Youth Centers, engaging young people and positioning the Youth Centers as main regional hubs for youth development in Moldova.

1. **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](http://www.unfpa.org/about-us)

**II – Service Requirements/Terms of Reference (ToR)**

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| **1. Production of visibility materials for Youth Centres (design and printing services)** | 1. **Thermo-cup: stainless steel vacuum flask with thermometry.** Capacity 450 ml; Color: white; Laser engraving; 4+0;   Printed area with logos of partners + YC: up to 15 cm x 5 cm.  Sample to be provided mandatory from the winning company | 700 units |
| 1. **Sweatshirt**: Fabric at least 80% cotton; Weight: 280 g/m²; brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastin; Size: S 300; M: 250; L: 150; Printed area with the logo of donors: 25 cm x 20 cm; front side – 10 cm x 5 cm.   Sample to be provided mandatory from the winning company | 700 units |
| 1. **Notebook**: Cardboard cover ECO with logo applied 147\*210\*15mm;   Printing: 4+0; 80 plain sheets; Item to be printed: logos of partners & YC and graphic element (90mm x 100 mm). | 1000 units |
| 1. **Backpack** with zipped front pocket, padded back and shoulder straps. 600D polyester; Size: 280×380×120 mm; Printing: 4+0, Item to be printed: logo of partners + YC (120×50 mm).   Sample to be provided mandatory from the winning company | 700 units |
| 1. **Desk clock with integrated wireless charger.** Bamboo desk clock(14.8 x 7 x 7 cm) with smartphone charger, wireless. USB charging cable to be included. Printed area with the logo of partners + YC: up to 14 x 7 cm, full color.   Sample to be provided mandatory from the winning company | 100 units |

The Winning Company will develop the promo materials, including text and design, in close coordination with contracting company. The UNFPA Moldova CO will provide the Company the contact list of the YCs Network.

The bidder will be responsible for communication with YC in developing and consulting the key images, graphics, in coordination with UNFPA Communication Associate.

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

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| Delivery Terms  (INCOTERMS 2010) | ☐FCA ☐CPT ☐CIP DAP |
| Delivery place | 63, Vlaicu Pircalab street, MD-2012 Chisinau, Moldova |
| Latest Expected Delivery Date | Not later than 30 calendar days from the issuance of the Purchase Order (PO). |
| Preferred Currency of Quotation[[1]](#footnote-1) | USD EUR MDL |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes |
| Payment Term | * 100% upon complete delivery of goods |
| Validity of Quotation | 30 DAYS  60 DAYS 90 DAYS |
| Partial Quotes | Not Permitted |
| Type of contract | Purchase Order |
| All documents shall be in: | English or Romanian |
| Technical Evaluation Criteria | * Full compliance of offered goods to the Technical Specifications and required quality standards; * Legally-constituted company that can provide the requested products/servicesand have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative; * Acceptability of the Delivery Terms; * Full compliance of the fabric / materials to the technical specifications required based on the physical evaluation of the samples submitted to UNFPA CO by bidders for the items were samples presentation is required; * Acceptability of the General Conditions of Contract for UNFPA. |

1. **Questions**

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

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| --- | --- |
| Name of contact person at UNFPA: | **Ion Ratoi, Administrative and Finance Associate / Procurement Focal Point** |
| Email address of contact person: | [**ratoi@unfpa.org**](mailto:ratoi@unfpa.org) |

The **deadline for submission of questions is Tuesday, 8 November 2022, at 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **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/servicesand have legal capacity to enter into a contract with UNFPA to perform 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](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).

1. **Content of quotations**

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

1. **Technical proposal**, in response to the requirements outlined in the service requirements / TORs that shall include:

* Copy of organization’s registration certificate;
* Company profile (short info up to 1 page) including experience in similar assignments;
* List of clients and similar material produced;
* Detailed technical specifications of offered goods. Please insert it in the dedicated column in the Price Quotation Form.

1. **Price quotation in USD**, to be submitted strictly in accordance with the price quotation form (attached).

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

1. **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 : **Friday, 11 November 2022, 16:30 (Moldova local time):**[[2]](#footnote-2).

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| Name of contact person at UNFPA: | **Diana Condrat, Designated Bid Receiver** |
| Email address of contact person: | [**tender.mda@unfpa.org**](mailto: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/22/020 – Production of visibility materials for Youth Centers Network.** 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.

1. **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.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](https://www.unfpa.org/sites/default/files/admin-resource/Eths_Fraud_policy.pdf). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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](mailto: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, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRICE QUOTATION FORM**

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| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MDA/RFQ/22/020 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2020 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 60 Days after the submission deadline.)* | |

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

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| Item | Description and technical specifications of offered items | Unit of measure | Quantity | Unit rate, MDL | Total, MDL |
| 1. Thermo-cup |  |  | 700 |  |  |
| 2. Sweatshirt |  |  | 700 |  |  |
| 3. Notebook |  |  | 1000 |  |  |
| 4. Backpack |  |  | 700 |  |  |
| 5. Desk clock |  |  | 100 |  |  |
| ***Total Contract Price*** | | | | | USD |

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| --- | --- | --- | --- |
| **Compliance Requirements** | **Your Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **Provide reasons for non-compliance** |
| **Payment terms:** 100% upon delivery and acceptance by UNFPA and submission of associated invoice |  |  |  |
| **Latest Expected Delivery Date**: Not later than 30 calendar days from the issuance of the Purchase Order (PO). |  |  |  |
| **Delivery Terms and Location:** The finished items/products shall be delivered and unloaded at the following address: 63, Vlaicu Pircalab street, Chisinau, Republic of Moldova |  |  |  |
| **Quantity change:** UNFPA reserves the right to increase or decrease, by up to 20%, the volume of services/items specified in this RFQ without any change in unit prices or other terms and conditions |  |  |  |
| **Validity Period of Quotation:** 60 days |  |  |  |
| **All provisions of the UNFPA’s General Conditions of Contract** |  |  |  |

*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/22/020 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.

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| --- | --- | --- |
|  | 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline [↑](#footnote-ref-1)
2. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-2)