



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: **16 October 2023**



**REQUEST FOR QUOTATION
RFQ № UNFPA/MDA/RFQ/2023/006**

Dear Sir/Madam,





UNFPA hereby solicits a quotation for the following service:

Production of visibility materials for VET institutions

UNFPA Moldova CO is looking to contract a company for the production of the visibility materials for the event: Life skills education in Vocational Educational and Training (VET) institutions “results and perspectives” which will be offered to event participants and partners.

1. Production of visibility materials for <i>Life skills education in Vocational Educational and Training (VET) institutions: results and perspectives</i>” event. (printing)	Branded Black T-shirts Characteristics: 100% cotton, 180-200 g/m ² ; Size: S – 50; M: 60; L: 60, XL - 30. Color: black. Item to be printed: graphic element (150mm x 120 mm) front side, up left. Colour: 4+0; Printing method: Term transfer; Design will be provided;		200
	Branded Polo black/white T-shirts with logos and text Characteristics: 100% cotton, Fabric weight: 220 Size: M – 50, L – 50. Color: black. Item to be printed: graphic element (150mm x 120 mm) front side, up left. Colour: 4+0; Printing method: Term transfer; Design will be provided;		100



	<p>Branded hoodies, black color, with logos and text Characteristics: Fabric at least 80% cotton; Color: black. Weight: 280 g/m²; brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastin; Size: S - 20; M - 35; L – 30, XL -15. Printed area with the logo of donors (color 4+0) and text: 25 cm x 20 cm; front side – 10 cm x 5 cm. Design will be provided;</p> 	100
	<p>Characteristics: Eco friendly pens with logo Recycled bamboo pen with eco rub, colored clip. Customization by pad printing Product dimensions: 138 x diameter 10 mm, Colour: 4+0; Logo size: 0.5 x 6 mm Laser Printing Design will be provided.</p> 	400
	<p>Stickers collage Stickers Characteristics: 5 various shapes and design on one band, for phones / laptops / tablets, branded with logo for mobiles/tablets; Thin & flexible; Residue-free removal; various shapes. Item size: 7cm x 5 cm; Printed size: A5. Gloss paper. Design will be provided;</p> 	400
	<p>Custom pine wood buttons with pin lock Characteristics: Round or heart custom. Material: wood Item size: 37 mm, Color 4+0; Messages and logo to be on the front side. Design will be provided.</p> 	400






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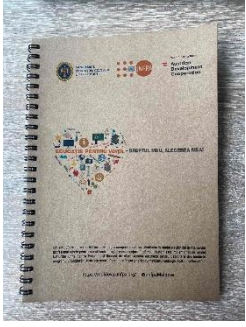

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	<p>Branded Dated agenda with logo Characteristics: monochrome cover made of imitation leather, with logo applied 147*210*15mm; Printing: 4+0; Item to be printed: logos of partners & text (90mm x 100 mm). 70 g/m² offset paper 96 squared pages Design will be provided.</p>		80
	<p>Branded Undated agenda with logo and text (A5) Characteristics: monochrome cover made of imitation leather, with logo applied 147*210*15mm; Printing: 4+0; Item to be printed: logos of partners & text (90mm x 100 mm). 70 g/m² offset paper 96 squared pages Design will be provided.</p>		200
	<p>Cotton bags with logo. Characteristics: Cotton shopping bag, reusable with a long handle, 300 g/m²; Size: 370x410 mm; Item to be printed: logos of partners, text and graphic element. Color: grey. Color: 4+0 Logo size:250x220 mm Termo transfer. Design will be provided</p>		400
	<p>Selfie frame sticker Characteristics: Size: A1 (594x841mm); Full Colour Printing; Single Sided Print; Cad Cut Design will be provided;</p>		1



	<p>Two sided Postcards: photos on one side and messages to another</p> <p>Characteristics: The company is expected to design A5 format post cards based on the images provided. The post cards will be two side colored, Colour: 4+0; Gloss paper – 200 gr Printing method: printed;</p> <p>The design will be provided.</p>		200
	<p>Engraved certificates for the wall A4</p> <p>Base material MDF, redwood (mahagon) or cherry wood Base material thickness: 1.5cm - 2cm Material for information plate aluminum of different colors, brass or stainless steel Personalization: engraving. Item to be printed with logos of partners and text. The design will be provided.</p>		12
	<p>Pens in branded boxes</p> <p>Twist ball pen made of bamboo with stainless steel details. Presentation in a bamboo case with magnetic clasp. Blue ink. Case size: 17,5 x 2,5 x 5,7 cm. Presentation in a wood effect cardboard box. The box to be engraving with logo and text, size: 5 cm. The design will be provided.</p>		30



	<p>Branded Laptop Bags Characteristics: Recycled polyethylene terephthalate Volume (L.) : 10; Laptop/Tablet pocket size (") : 15,6; PVC free; Weight (gr) : 512 Size 45 x 8 x 29 cm Max. print size 200 x 70 mm Item to be printed: white logos of partners, text and graphic element. Print technique Screen transfer. The design will be provided.</p>		100
	<p>Branded Spiral bound hardback notebooks (A5) Left-hand grip, Total number of sheets 90, Offset paper, 80gr. Matt hard cover, craft color. Item to be printed: logos of partners & text, full color Branded Spiral bound hardback notebooks (A5) Left-hand grip, Total number of sheets 90, Offset paper, 80gr. Matt hard cover, craft color. Item to be printed: logos of partners & text, full color.</p>		400
	<p>X stand banners: 1,80 cm x 80 cm, 4+0, branded, including support element - 3 PVC stickers, 5x15 cm, color 4+0, glossy adhesive tape, 4 logo to be printed - 500 The design will be provided.</p>		3
	<p>Branded Laptop backpack made of 600D high density. Padded main compartment with zipper closure containing a divider and several interior pockets. Backpack with two side mesh pockets and one or two front pockets, 1 with zipper. Padded straps and back with padded support system. Size:340 x 450 x 175 mm. Black color. Branded with text and logo of the donors, full color.</p>		100




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	<p>Branded Thermo Coffee Mug with Leak-Proof lid – Double-Walled Stainless Steel. 420 ml Branded with white color logo and text. Size: 8 x 8 x 20.4 cm; 420 ml</p>		<p>100</p>
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The Winning Company will provide a sample of each item, before printing and will approve all the final templates with UNFPA Communication specialist.

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>Ion Ratoj, Administrative and Finance Coordinator / Procurement Focal Point</i>
Tel N°:	<i>+373 68830055</i>
Email address of contact person:	<i>ratoj@unfpa.org</i>

The **deadline for submission of questions is Wednesday, 18 October 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.

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:

- Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- Price quotation, to be submitted strictly in accordance with the price quotation form

Both parts of the quotation must be signed by the 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 : **Monday, 23 October 2022, 16:30 (Moldova local time):**¹.

Name of contact person at UNFPA:	<i>Diana Condrat, Designated Bid Receiver</i>
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 № UNFPA/MDA/RFQ/2023/006 – Production of visibility materials for VET institutions**. 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 acceptance of the 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 compliance with the technical specifications and the total cost of the goods (as per 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

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order 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

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



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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.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by 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. 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, Supply Chain Management Unit 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:

Dr. Nigina Abaszada,
UNFPA Moldova Representative,

DocuSigned by:
Signature: 
43D750472CF14D1...

Date: 16-Oct-2023



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/MDA/RFQ/2023/006
Currency of quotation:	MDL
Validity of quotation:	(The quotation shall be valid for a period of at least 30 Days after the submission deadline.)

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

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (MDL)
1	Branded Black T-shirts	Unit		200	
2	Branded Polo black/white T-shirts with logos and text	Unit		100	
3	Branded hoodies, black color, with logos and text	Unit		100	
4	Eco friendly pens with logo	Unit		400	
5	Stickers collage	Unit		400	
6	Custom pine wood buttons with pin lock	Unit		400	
7	Branded Dated agenda with logo	Unit		80	
8	Branded Undated agenda with logo and text (A5)	Unit		200	
9	Cotton bags with logo.	Unit		400	
10	Selfie frame sticker	Unit		1	
11	Two sided Postcards: photos on one side and messages to another	Unit		200	
12	Engraved certificates for the wall A4	Unit		12	
13	Pens in branded boxes	Unit		30	
14	Branded Laptop Bags	Unit		100	
15	Branded Spiral bound hardback notebooks (A5)	Unit		400	
16	X stand banners:	Unit		3	
17	Branded Laptop backpack	Unit		100	
18	Branded Thermo Coffee Mug with Leak-Proof lid	Unit		100	
	Delivery Charges based on the following 2020 Incoterm, to: Choose an item.	Each		1	
	the applicable delivery address, 63 Vlaicu Pircalab str.				



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	Chisinau, Republic of Moldova				
					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/2023/006 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



DECLARATION FORM

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"/>

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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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"/>
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"/>

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:



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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](#)