Date: **9 November 2021**

REQUEST FOR QUOTATION

RFQ Nº UNFPA/MDA/RFQ/21/012 - Printing of learning materials on CSE

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: ***Design and printing services of learning materials on Comprehensive Sexuality Education (CSE) for students from general education schools*.** These materials will support teachers in the quality provision of the “Education for health” and “Biology“ courses and empower adolescents and youth to develop healthy and safe behaviors.

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.

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)

1. **Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services:**

The objective of the Request for Quotation (RFQ) is to identify a supplier who can provide UNFPA with the following service: Design and printing services of learning materials on Comprehensive Sexuality Education for students from general education schools as presented in the table below. These materials will support teachers in the quality provision of the “Education for health” and “Biology“ courses and empower adolescents and youth to develop healthy and safe behaviors.

In order to accomplish the above-mentioned objectives, the supplier will have to perform the below mentioned activities. The activities will be conducted in close coordination with UNFPA Moldova Country Office. The ownership of the deliverables under this RFQ will remain with UNFPA Moldova Country Office. UNFPA reserves all property rights.

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| **Item no.** | **Generic Description and Technical Specifications** | **Unit of measure** | **Quantity** |
| 1. | **Magnetic puzzles printing**Please see [Annex 1.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm) and [Annex 1.b](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm) for design. *Note: the disclaimer and logos will be replaced.****Characteristics:***Puzzle 900 \* 600 mm, 50 elements, UV printing, 4 + 0, with a rear magnetic stripe on the back, 4 mm organic glass exterior, contour cutting, provided with magnetic patch panel with 2 holes on the upper side 10 mm diameter.         105 units displaying female body and the changes that intervene in puberty ([Annex 1.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm))         105 units displaying male body and the changes that intervene in puberty ([Annex 1.b](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm)) | unit | 210 |
| 2. | **Posters printing**Please see [Annex 2.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm) and [Annex 2.b](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm) for design.*Note: the disclaimer and logos will be replaced.* ***Characteristics:***Size A2, 4+0, Paper foam board, 5 mm.         146 units displaying female genital organs ([Annex 2.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm))         146 units displaying male genital organs ([Annex 2.b](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm)) | unit | 292 |
| 3. | **Cardboard printing** Please see [Annex 3.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm) and [Annex 3.b](https://drive.google.com/drive/folders/1npXG7rehxbVE52S9ls6Gq6F7813agNkJ) for design.*Note: the disclaimer and logos will be replaced.*  ***Characteristics:***Double-sided cardboards A5, 4 + 4, Lamination, 250 mkr, one side Romanian, one side Russian         414 sets of 28 cardboards, 14 cardboards displaying two-sided information on different methods of contraception and 14 cardboards with images ([Annex 3.a](https://drive.google.com/drive/folders/1h9iRc5DURLQ6ROFLfgJoWiEyfvrfPTJm))         414 sets of 20 cardboards, each cardboard displaying two-sided information on HIV/AIDS transmission ([Annex 3.b](https://drive.google.com/drive/folders/1npXG7rehxbVE52S9ls6Gq6F7813agNkJ)) | unit | 19872 |
| 4. | **Cardboard boxes design and printing**The printed cardboards (see item 3) will be displayed in two different boxes of same size. One box will include 28 cardboards on methods of contraception and another box will include 20 cardboards on HIV/AIDS transmission. Each box will need a separate design according to the thematic of the cardboards, it will also include logos and disclaimer that will be provided by UNFPA.  ***Characteristics:***Cardboard box size 230x165x35 mm, made of technical cardboard 1.5mm thick, covered with oracle patterns (according to the design)* 414 boxes for 28 cardboards on methods of contraception
* 414 boxes for 20 cardboards on HIV/AIDS transmission

*Note: The provider has to present to UNFPA samples of proposed boxes.*  | unit |  |

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

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| Delivery Terms and Location: | Chisinau, Republic of Moldova*Note: UNFPA will pick-up the materials at the Supplier’s Warehouse and distribute it to 71 schools and 41 Youth Clinics throughout the Republic of Moldova.*  |
| Latest Expected Delivery Date | * 14 working days from receipt of approved design and layout from UNFPA and written confirmation for release of artwork, and
* 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 delivery and acceptance by UNFPA and submission of associated Invoice
 |
| 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;
* 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;
* Legally-constituted company that can provide the requested services and have legal capacity to deliver in the Republic of Moldova, or through an authorized representative;
* Minimum 2 (two) years of experience in the field of layout, design, printing and production of promotional and visibility items;
* Acceptability of the Delivery Terms;
* Acceptability of the General Conditions of Contract for UNFPA.
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1. **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, 11 November 2021, 16:30 (Moldova time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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.
* The bidder shall submit the following documents:

i. Copy of Company’s Registration Certificate;

ii. Company profile (short info up to 1 page) including experience in similar assignments and list of clients and similar materials produced;

iii. Detailed technical specifications of offered goods. Please insert it in the dedicated column in the Price Quotation Form.;

iv. Samples of materials for the item(s) / product(s) were this is requested according to the table provided above.

1. **Price quotation in USD, (exclusive of VAT)** to be submitted strictly in accordance with Price Quotation Form. Both parts of the quotation must be signed by the company’s relevant authority and submitted in PDF format.

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, are to be sent by e-mail to the contact person indicated below **no later than: Monday, 15 November 2021, 16:30 (Moldova local time).**

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| --- | --- |
| 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: RFQ Nº UNFPA/MDA/RFQ/21/012 –P*rinting of learning materials on 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.
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 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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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, Ms. Nigina Abaszada, 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.

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

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MDA/RFQ/21/012 - Printing of learning materials on CSE |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:**  | N/A |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of VAT and 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, USD | Total, USD |
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| 1. **Printing of magnetic puzzles**
 |
| 1.1 Printing of magnetic puzzles (female) |  | unit | 105 |  |  |
| 1.2 Printing of magnetic puzzles (male) |  | unit | 105 |  |  |
| *Sub-Total Expenses, USD* |  |
| 1. **Printing of posters**
 |
| 2.1 Printing of posters (female) |  | unit | 146 |  |  |
| 2.2 Printing of posters (male) |  | unit | 146 |  |  |
| *Sub-Total Expenses, USD* |  |
| 1. **Printing of cardboards**
 |
| 3.1 Printing of cardboards |  | unit | 19872 |  |  |
| *Sub-Total Expenses, USD* |  |
| 1. **Design and printing of cardboard boxes**
 |
| 4.1 Design of cardboard boxes |  | unit | 1 |  |  |
| 4.2 Printing of cardboard boxes |  | unit | 828 |  |  |
| *Sub-Total Expenses, USD* |  |
| ***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**:* 14 working days from receipt of approved design and layout from UNFPA and written confirmation for release of artwork, and
* Not later than 30 calendar days from the issuance of the Purchase Order (PO).
 |  |  |  |
| **Delivery Terms and Location**:Chisinau, Republic of Moldova*Note: UNFPA will pick-up the materials at the Supplier’s Warehouse and distribute it to 71 schools and 41 Youth Clinics throughout the Republic of Moldova.* |  |  |  |
| **Quantity change**: UNFPA reserves the right to increase or decrease, by up to 20%, the volume of services specified in this RFQ |  |  |  |
| **Validity Period of Quotation**: 90 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/21/012 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)