



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

**Date: 22 April 2022**

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/MDA/RFQ/2022/007**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Design, layout and printing services of handbooks for Biology teachers.**

These materials will support teachers in the quality provision of the “Biology” course and empower adolescents and youth to develop healthy and safe behaviors.

**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)**

**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, layout and printing services of handbooks for Biology teachers as presented in the table below. These materials will support teachers in the quality provision of the “Biology” course 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.

| Item no. | Generic Description and Technical Specifications   | Unit of measure | Quantity |
|----------|--|-----------------|----------|
| 1.       | <p><b>Design and layout of the didactic support on module “Human body and health” of Biology course (Russian version).</b></p> <p>The didactic support is available separately for four grades: VI, VII, VIII and IX (4 separate documents). It was translated from Romanian into Russian language and has now to be designed according to the Romanian original materials.</p> <p>Please find <a href="#">here the Romanian version</a> of the didactic support (4 separate documents, one for each grade). The didactic support translated into <a href="#">Russian is available here</a>.</p> | unit            | 1        |



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|    |   |      |     |
|----|---|------|-----|
|    | <p><i>Note: UNFPA will provide the final version of the Russian didactic support before the supplier will proceed with the design and layout service.</i></p> <p><b>Characteristics:</b><br/>format: B5; text colours: 2; cover page colours: 4+0 @ 4 covers; pages (A4): 330</p>   |      |     |
| 2. | <p><b>Printing the Romanian version of the didactic support” Human body and health” for grade VI.</b></p> <p>Please see the <a href="#">didactic support for grade VI here</a>.</p> <p><b>Characteristics:</b><br/>Format: B5; number of text colors: 4; number of cover colors: 4 + 0; number of pages’ text: 40 (A4); paper: offset 80g / m2; soft cardboard cover 220 g / m.p. laminated on one side.</p>      | unit | 200 |
| 3. | <p><b>Printing the Romanian version of the didactic support” Human body and health” for grade VII.</b></p> <p>Please see the <a href="#">didactic support for grade VII here</a>.</p> <p><b>Characteristics:</b><br/>Format: B5; number of text colors: 4; number of cover colors: 4 + 0; number of pages’ text: 96 (A4); paper: offset 80g / m2; soft cardboard cover 220 g / m.p. laminated on one side.</p>    | unit | 200 |
| 4. | <p><b>Printing the Romanian version of the didactic support” Human body and health” for grade VIII.</b></p> <p>Please see the <a href="#">didactic support for grade VIII here</a>.</p> <p><b>Characteristics:</b><br/>Format: B5; number of text colors: 4; number of cover colors: 4 + 0; number of pages’ text: 126 (A4); paper: offset 80g / m2; soft cardboard cover 220 g / m.p. laminated on one side.</p> | unit | 200 |
| 5. | <p><b>Printing the Romanian version of the didactic support” Human body and health” for grade IX.</b></p> <p>Please see the <a href="#">didactic support for grade IX here</a>.</p> <p><b>Characteristics:</b><br/>Format: B5; number of text colors: 4; number of cover colors: 4 + 0; number of pages’ text: 40 (A4); paper: offset 80g / m2; soft cardboard cover 220 g / m.p. laminated on one side.</p>      | unit | 200 |

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

|                              |  |
|------------------------------|--|
| Delivery Terms and Location: | Chisinau, Republic of Moldova<br><i>Note: The supplier has to deliver the printed materials to UNFPA office.</i> |
|------------------------------|--|



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|  |   |
|--|---|
| Latest Expected Delivery Date                | <ul style="list-style-type: none"> <li>• 14 working days from receipt of approved design and layout from UNFPA and written confirmation for release of artwork, and</li> <li>• Not later than 30 calendar days from the issuance of the Purchase Order (PO).</li> </ul>   |
| Preferred Currency of Quotation <sup>1</sup> | <input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MDL   |
| Value Added Tax on Price Quotation           | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  |
| Payment Term                                 | <input checked="" type="checkbox"/> 100% upon delivery and acceptance by UNFPA and submission of associated Invoice   |
| Validity of Quotation                        | <input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS <input checked="" type="checkbox"/> 90 DAYS   |
| Partial Quotes                               | Not permitted   |
| Type of contract                             | Purchase Order  |
| All documents shall be in:                   | English or Romanian   |
| Technical Evaluation Criteria                | <ul style="list-style-type: none"> <li>• Full compliance of offered goods to the Technical Specifications and required quality standards;</li> <li>• 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;</li> <li>• Minimum 2 (two) years of experience in the field of layout, design, printing and production of promotional and visibility items;</li> <li>• Acceptability of the Delivery Terms.</li> <li>• Acceptability of the General Conditions of Contract for UNFPA.</li> </ul> |

### III. Questions

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

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | <b>Roman Odesschii, Administrative and Finance Associate / Procurement Focal Point</b> |
| Email address of contact person: | <a href="mailto:odesschii@unfpa.org">odesschii@unfpa.org</a>                           |

The **deadline for submission of questions is Friday, 29 April 2022, 16:30 (Moldova time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### IV. 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 services 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](#)

<sup>1</sup> Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline



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[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](#).

## V. 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 service requirements / TORs.  
The bidder shall submit the following documents:
  - Copy of Company's Registration Certificate;
  - Company profile (short info up to 1 page) including experience in similar assignments and list of clients and similar materials produced;
- Price quotation, to be submitted strictly in accordance with the price quotation form.

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

## VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V 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: Sunday, 8 May 2022, 16:30 (Moldova time)**.

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | <b>Violeta Mihailova, Designated Bid Receiver</b>              |
| Email address of contact person: | <a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2022/007 – Design, layout and printing services of handbooks for Biology teachers.**
- 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.

## VII. 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.

## VIII. 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.



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#### IX. 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.

#### X. 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.

#### XI. 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](#).

#### XII. 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](#).

#### XIII. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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](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).

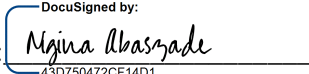
#### XIV. Disclaimer

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: 22-Apr-2022



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## PRICE QUOTATION FORM

|  |                             |
|--|-----------------------------|
| <b>Name of Bidder:</b>   |                             |
| <b>Date of the quotation:</b>  | Click here to enter a date. |
| <b>Request for quotation N°:</b>   | UNFPA/MDA/RFQ/2022/007      |
| <b>Currency of quotation:</b>  | USD                         |
| <b>Delivery charges based on the following 2010 Incoterm:</b>  | N/A                         |
| <b>Validity of quotation:</b><br>(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.

| Item   | Description                | Unit of measure (ex. Day, hour, person, etc.) | Quantity | Unit rate, USD | Total, USD |
|--|----------------------------|---|----------|----------------|------------|
| <b>1. Design and layout of the didactic support on module “Human body and health” of Biology course (Russian version).</b> |                            |   |          |                |            |
| 1.1  | Design and layout services | unit  | 1        |                |            |
| <b>2. Printing the Romanian version of the didactic support” Human body and health” for grade VI.</b>                      |                            |   |          |                |            |
| 2.1  | Printing services          | unit  | 200      |                |            |
| <b>3. Printing the Romanian version of the didactic support” Human body and health” for grade VII.</b>                     |                            |   |          |                |            |
| 3.1  | Printing services          | unit  | 200      |                |            |
| <b>4. Printing the Romanian version of the didactic support” Human body and health” for grade VIII.</b>                    |                            |   |          |                |            |
| 4.1  | Printing services          | unit  | 200      |                |            |
| <b>5. Printing the Romanian version of the didactic support” Human body and health” for grade IX.</b>                      |                            |   |          |                |            |
| 5.1  | Printing services          | unit  | 200      |                |            |
| <b>Total Contract Price, USD</b>   |                            |   |          |                |            |

| Compliance Requirements :  | Your Responses      |                      |                                    |
|--|---------------------|----------------------|------------------------------------|
|  | Yes, we will comply | No, we cannot comply | Provide reasons for non-compliance |
| <b>Payment terms:</b> 100% upon delivery and acceptance by UNFPA and submission of associated Invoice  |                     |                      |                                    |
| <b>Latest Expected Delivery:</b> <ul style="list-style-type: none"> <li>14 working days from receipt of approved design and layout from UNFPA and written confirmation for release of artwork, and</li> <li>Not later than 30 calendar days from the issuance of the Purchase Order (PO).</li> </ul> |                     |                      |                                    |
| <b>Delivery Terms and Location:</b><br>Chisinau, Republic of Moldova   |                     |                      |                                    |



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|  |  |  |  |
|--|--|--|--|
| <b>Quantity change:</b> UNFPA reserves the right to increase or decrease, by up to 20%, the volume of services specified in this RFQ |  |  |  |
| <b>Validity Period of Quotation:</b> 90 days   |  |  |  |
| <b>All Provisions of the UNFPA's General Conditions of Contract</b>  |  |  |  |

*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/2022/007 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 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](#)