**ANNEX 3**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: *UN Women,*

*131, 31 August 1989,* Date: *[insert date of Quotation Submission]*

*Chisinau, Moldova*

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the **RFQ17/01594**, the following **design, layout, printing and production of promo materials for UN Women Moldova,** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **90 days** from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *Exact name and address of company*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Quotation Format**

**TABLE 1: Offer to provide Design, Layout, Printing and Production of Promo Materials for UN Women Moldova Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | |
| ITEM | DESCRIPTION | QTY. | UNIT OF MEASURE | CURRENCY, **MDL:** | |
| UNIT PRICE,  (including delivery) | TOTAL PRICE,  (including delivery) |
| 1 | **Design & manufacturing of tailored cotton bags with 2 long handles with UN Women and SDGs logos:**  • Size: h:420mm x l:380mm x w:2mm  • Material: cotton 100%  • Linen density: minimum 140 gr/m2  • 2 Long handles, drop down height of handles is 30cm  • Color of fabric: natural/light beige, unbleached  • Printing: one side print, full colors  • Imprint area: 300x250mm | 300 pcs | piece |  |  |
| 2 | **Polar Fleece Scarf with text**  • Color: Orange  • Size: 180cm x 40cm  • Material: Polar Fleece, 2-sides brushed, plain dyed, 250 g/m2, anti-pilling  • On each end of the scarf, have sewed pieces of small white material (4x8cm) with a text inscription (white) and UN Women logo | 1000 pcs | piece |  |  |
| 3 | **Design and production** **of USB stick bracelets 8GB with UN Women and logo and “Women in STEM” slogan** • Silicone Wristband USB Flash Memory Drive 8GB  • Color: light green  • Printing: full color logos on the front side | 500 pcs | piece |  |  |
| 4 | **Design and production** **of USB stick bracelets 8GB with UN Women logo and text** • Silicone Wristband USB Flash Memory Drive 8GB  • Color: orange  • Printing: full color logo on the front sideand short text (white) | 500 pcs | piece |  |  |
| 5 | **Deisgn and production of pens with UN Women logo/text**  • Twist action ball pen  • Blue ink  • Size: Ø1,2X14,5 CM  • Printing size: 45x7 mm  • Colour: black with orange | 1000 pcs | piece |  |  |
| 6 | **Design and production of stickers**  • Shape of the sticker – square  • Size: 15cm x 15cm  • Full color printing, image and printed text (to be provided)  • High quality, adhesive transparent film | 500 pcs | piece |  |  |
| 7 | **Design, layout and printing of adhesive leaflets (one sided) for the 16 Days Campaign against gender based violence**  • Size: 23x13 cm  • Full color printing 4+0  • High quality, adhesive transparent film  • Paper 150 gr/m2 | 2,000 pcs | piece |  |  |
| 8 | **Design, layout of tailored A5 notepad with UN Women logo**  • Type: vertical  • Size: A5  • Cover: 180gr/m2 (blue)  • Paper inside: white, lined, 150 gr/m2  • Number of pages: 50  • Printing: full colours text and logo | 1000 pcs | piece |  |  |
| 9 | **Design and printing of Postcards with envelopes**  **Postcards**   * Size: 30 x15 cm (folded to form a 15 x 15 cm card) * Paper: 350 gr/m2 * Full color printing 4+2   **Envelopes**   * Size: 15x15 cm (to fit the postcards described above) * Type: with silicone band * Print: 2 color logo and address   Paper: at least 80 gr/m2 | 250 pcs | piece |  |  |
| 10 | **Design and layout of 5 types of diplomas**   * Design to be provided in an editable PDF format | 5 pcs | design |  |  |
| 11 | **Wooden frames with glass**   * Size: A4 * Frame Color: white | 20 pcs | piece |  |  |

|  |  |
| --- | --- |
| **TOTAL PRICES (Indicate the Price & Currency of Quotation)** | |
| TOTAL DAPPRICE: |  |
| FREIGHT /INSURANCE/HANDLING COSTS: |  |
| TOTAL COST: |  |

**TABLE 2: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Requirements :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms: 30 days upon receipt of invoice |  |  |  |
| Delivery Lead Time: 30 calendar days upon signature of contract |  |  |  |
| Validity Period of Quotation: 90 days |  |  |  |
| All Provisions of the UN Women General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.