

# Request for Quotation (RFQ) for Services

**Reference No.:** *RfQ18.1806 - Company to provide editing, design, layout and printing services of promotional materials and knowledge products*

23 August 2018

Dear Sir/Madam,

**Subject: RfQ18.1806 - Company to provide editing, design, layout and printing services of promotional materials and knowledge products for UN Women Moldova programmes.**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of editing, design, layout and printing services of promotional materials and knowledge products as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
  - a. This Invitation letter and Quotation Instruction Sheet (QIS)
  - b. Detailed Technical Specifications of the Services (Annex 1)
  - c. Quotation Submission Form and Quotation Format (Annex 2)
  - d. UN Women General Conditions of Contract (Annex 3)
  - e. Voluntary Agreement (Annex 4)
  - f. Model Form of Contract (Annex 5)
  - g. Eligibility Criteria (Annex 6)
3. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 5 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

## QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
<b>Deadline for Submission of Quotation</b>	<p>Date and Time : <b>September 6, 2018 12:00 AM</b></p> <p>(for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>City and Country: <i>Chisinau, Republic of Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
<b>Method of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
<b>Address for Quotation Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p><b>UN Women Moldova</b> 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: <b>Registry Office/Procurement</b></p> <p><input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tender.md@unwomen.org">tender.md@unwomen.org</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: <b>RfQ18.1806 - Company to provide editing, design, layout and printing services of promotional materials and knowledge products</b></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
<b>Language of the Quotation</b>	<input checked="" type="checkbox"/> English
<b>Quotation Currencies</b>	<input checked="" type="checkbox"/> Moldovan Lei
<b>Quotation Validity Period commencing after closing date of RFQ</b>	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods
<b>Alternative Offer</b>	<p><input checked="" type="checkbox"/> Not authorized</p> <p>Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.</p>

Instructions to Suppliers	Specific Requirements
<b>Clarifications of solicitation documents</b>	<p>Requests for clarification may be submitted <b>3 days</b> before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: <b><i>“RFQ18.1806 Request for Clarification from Vendor Name”</i></b></p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
<b>Contact for requesting clarifications:</b>	<p>E-mail address dedicated for this purpose: <a href="mailto:viorica.culeac@unwomen.org">viorica.culeac@unwomen.org</a></p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
<b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b>	<input checked="" type="checkbox"/> UNDP Moldova procurement website, where the bid is announced
<b>Expected Delivery Date and Time.</b>  <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<input checked="" type="checkbox"/> As per Delivery Schedule attached
<b>Delivery Terms [INCOTERMS 2010]</b>	<input checked="" type="checkbox"/> DAP
<b>Customs clearance, if needed, shall be done by:</b>	<input type="checkbox"/> UN Women <input checked="" type="checkbox"/> Supplier/Offerrer <input type="checkbox"/> Freight Forwarder
<b>Value Added Tax on Price Quotation</b>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
<b>Documents to be submitted</b>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
<b>Evaluation Criteria</b>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Officially registered legal entity with full capacity to act;

Instructions to Suppliers	Specific Requirements
	<input checked="" type="checkbox"/> Minimum 2-year experience in the field of editing, layout, design and printing; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)
13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Asya Varbanova  
Head of Office a.i

UN Women Moldova



## ANNEX 1

# SCHEDULE OF REQUIREMENTS OF SERVICES

### Purpose:

Under the overall guidance and direct supervision of UN Women representative, the national company will be responsible to provide editing, design and printing services of a series of informational and promotional materials.

#	Generic Description	Q-ty	Delivery deadline
<b>EVAW area:</b>			
1	<p><b>Layout and printing in <u>Romanian</u></b> the set composed of: 5 brochures + folder</p> <p><i>Brochures:</i> Format: A4 - 22,5 cm/29 cm Interior: matt paper 115gr/m2; color 4x4 Covers: matt paper, 300gr/m2, color 4+0, laminated matt 1+0 Binding: saddle stitched (e.g. staples)</p> <p>Brochure 1 - <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside Brochure 2 - <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside Brochure 3 - <b>41 pages:</b> 4 page-cover (inside &amp; out), 37 pages inside Brochure 4 - <b>25 pages:</b> 4 page-cover (inside &amp; out), 21 pages inside Brochure 5 - <b>25 pages:</b> 4 page-cover (inside &amp; out), 21 pages inside</p> <p><b>Design, layout and printing of folder for the brochures:</b> Double folded with one internal pocket on one side, 23/32cm/1.5 cm, 4+0 colors, coated paper, 500 gr/ m2</p>	500 units in RO	By 5 October 2018
2	<p><b>Layout and printing in <u>Russian</u></b> the set composed of: 5 brochures + folder</p> <p><i>Brochures:</i> Format: A4 - 22,5 cm/29 cm Interior: matt paper 115gr/m2; color 4x4 Covers: matt paper, 300gr/m2, color 4+0, laminated matt 1+0 Binding: saddle stitched (e.g. staples)</p> <p>Brochure 1 - <b>25 pages:</b> 4 page-cover (inside &amp; out), 21 pages inside Brochure 2 - <b>26 pages:</b> 4 page-cover (inside &amp; out), 22 pages inside Brochure 3 - <b>50 pages:</b> 4 page-cover (inside &amp; out), 46 pages inside Brochure 4 - <b>29 pages:</b> 4 page-cover (inside &amp; out), 25 pages inside Brochure 5 - <b>26 pages:</b> 4 page-cover (inside &amp; out), 22 pages inside</p> <p><b>Design, layout and printing of folder for the brochures:</b> Double folded with one internal pocket on one side, 23/32cm/1.5 cm, 4+0 colors, coated paper, 500 gr/ m2</p>	150 units in RU	By 5 October 2018

3	<p><b>Layout and Printing</b> of <u>English</u> version the set composed of: 5 brochures + folder</p> <p><i>Brochures:</i> Format: A4 - 22,5 cm/29 cm Interior: matt paper 115gr/m2; color 4x4 Covers: matt paper, 300gr/m2, color 4+0, laminated matt 1+0 Binding: saddle stitched (e.g. staples)</p> <p>Brochure 1 - <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside Brochure 2 - <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside Brochure 3 – <b>40 pages:</b> 4 page-cover (inside &amp; out), 36 pages inside Brochure 4 – <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside Brochure 5 - <b>24 pages:</b> 4 page-cover (inside &amp; out), 20 pages inside</p> <p><b>Design, layout and printing</b> of folder for the brochures: Double folded with one internal pocket on one side, 23/32cm/1.5 cm, 4+0 colors, coated paper, 500 gr/ m2</p>	20 units in ENG	By 5 October 2018
4	<p><b>Layout, design and printing</b> of Business Cards:</p> <p>Format: 10 cm/6cm, matt paper, 300gr/m2, color 2+4 (text to be provided)</p>	300 units	By end September 2018
5	<p><b>Design and printing</b> of Eco Recycle Notebook with logos:</p> <p>Format: A5, type notebook Interior: 80 Sheets; Recycled Paper, natural color, no logo inside, weight - 100 gr/m2, matte with lines, 1 page with text Cover: Orange color with UN Women SDG logo, full color Binding: spiral (the UN Women and SDG logos will be provided)</p>	500 units	By mid October 2018
6	<p><b>Design and printing</b> of recycled Pens with colored logo and inscription:</p> <p>Format: Ecologic pen made of specially rolled paper closed using a paper plug, no additional plastic required, 145 x 9 mm, natural color (the UN Women logo will be provided)</p>	500 Units	By mid October 2018
7	<p><b>Design and printing</b> of Recycled Folders with logo and inscription</p> <p>Format: A4 Recycled Folder with logo (full colored), natural shades/Eco-natural, 219 x 310 mm when folded (supplied unfolded). To fit: A4 card / paper Thickness: 280-300g, thick board weight Recycled Content: 100% Double folded with one internal pocket. (the UN Women and SDG logos will be provided)</p>	500 units	By mid October 2018

8	<b>Design and printing of Cotton canvass bags with logo</b>  Natural color, 1 side color printed (up to 5 colors or any other custom color possible), Size - 38 cm width x 40 cm height (without handles), long handles (up to 50 cm) between 140 - 150 grams. (the UN Women and SDG logos will be provided)	300 units	By mid October 2018
9	<b>Design and production of stickers</b>  Color: Orange Size: 12cmx12cm High quality, glossy adesive paper 120 g/m2 (Text to be provided)	150 Units in RO  50 units in RU	By mid October 2018
10	<b>USB stick bracelets with logo</b>  Silicone Wristband USB Flash Memory Drive 16GB Preferred color: orange Printing: white logo on the front side	100 units	By mid October 2018
11	<b>Printing of student notebook for the course "Harmonious Couple Relationships"</b>  Format: 164x235 mm Interior: Paper Offset 80 gr, Colours: 2+2, 126 pages Cover: coated paper, 250gr, colour 4+1, Supralac Mat: 1+0, glued with thermocouple (material to be provided)	1000 units	By mid October 2018
12	<b>Design and layout of a leaflet:</b>  Format: 30 cm/8cm - foldet 4 times, 4+4 colors, coated paper, 90 gr./sq. m, text on both sides (text to be provided)	700 units in RO  300 units in RU	By mid October 2018
13	<b>Layout and printing of Hand shape small stickers:</b>  Format: shape of a hand, color: Orange Size: 12cmx12cm High quality, glossy adesive paper 120 g/m2 (text to be provided)	150 units in RO  50 units in RU	By mid October 2018
14	<b>Printing of CEDAW easy read version:</b> Format: 11x16cm, 24 pages: 4page-cover(inside-out), 20 pages inside Interior: matt paper 115gr/m2; color 4x4 Cover: matt paper, 300gr/m2, color 4+0 Binding: saddle stitched (e.g. staples) (material to be provided)	300 in Ro 100 in Ru 50 in Eng	By mid October 2018



WiL area :			
1	<b>Editing, layout, design and printing</b> of Booklet: Gender Equality: debunking myths on Gender Equality in Moldova  Format: A6, 105X148 mm Interior: up to 100 p., 4+4 colors, coated paper, 90 gr./sq. m, recycled paper Cover: coated paper 300 gr./sq. m, 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple (The text in Romanian, Russian and English will be provided)	1000 units in RO 200 units in RU 200 units in ENG	By 15 December 2018
2	<b>Editing and printing</b> of Women's Campaign Manual  Format: 165X240 mm Interior: up to 164 p., 1+1 colors, coated paper 90gr./sq. m., recycled paper Cover: coated paper 300gr./sq. m., 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple (The design and text in Romanian will be provided)	500 units in RO	By 15 December 2018
3	<b>Design, layout and printing of</b> Policy Brief: Review of provisions on incompatibility of offices held by local elected officials from gender equality perspective  Format: 165X240 mm Interior: up to 34 p., 4+4 colors, coated paper 90gr./sq. m., recycled paper Cover: coated paper 300gr./sq. m., 4+0 colors, matt lamination 1+0 Binding: Saddle-stitching, two staples (The text in Romanian, Russian and English will be provided)	500 units in RO 150 units in RU 150 units in ENG	By 15 December 2018
4	<b>Design and layout of</b> Gender Equality Barometer  Format: 165X240 mm Interior: up 105 p., 4+4 colors (The draft design in Romanian and text in Russian and English will be provided)	n/a	By 15 December 2018
5	<b>Layout and printing</b> of Resourse pack on legislation in the area of Women, Peace and Security  Format: A4, 210X297 mm Interior: up 150 p., 4+4 colors, coated paper 80 gr./sq. m., recycled paper Cover: coated paper 300gr/sq. m., 4+0 colors, matt lamination 1+0 Binding: metal spiral binding (Documents will be provided)	500 units in RO	By 15 December 2018
6	<b>Layout and printing</b> of Resourse pack on legislation in the area of Women in Leadership  Format: A4, 210X297 mm Interior: up 150 p., 4+4 colors, coated paper 80 gr./sq. m., recycled paper	500 units in RO	By 15 December 2018

	Cover: coated paper 300gr/sq. m., 4+0 colors, matt lamination 1+0 Binding: metal spiral binding (Documents will be provided)		
7	<b>Design, layout and printing</b> of Booklet on SCORE findings  Format: 165X240 mm Interior: up to 100 p., 4+4 colors, coated paper 90gr/sq. m. Cover: coated paper 300gr/sq. m., 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple (The text in Romanian, Russian and English will be provided)	500 units in RO 200 units in RU 150 units in ENG	By 15 December 2018
8	<b>Design, layout and printing</b> of set composed of: 6 infographics+ folder  Infographic: A4, 4+0 colors, coated paper, 300 gr./sq. m.  Folder: envelope style, 322X459 mm, artistic cut, 4+0 colors, coated paper, punching, assemblage, 350 gr./sq. m. (The text in Romanian, Russian and English will be provided)	500 units in RO 200 units in RU 150 units in ENG	By 15 December 2018
9	<b>Printing</b> of Guide “Non-sexist language: conceptual references and practical recommendations”  Format: 165X240 mm Interior: up to 140 p., 4+4 colors, coated paper 90gr/sq. m., recycled paper Cover: coated paper 300gr/sq. m., 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple	500 units in RO	By 15 December 2018
<b>WEE area:</b>			
1	<b>Printing</b> of leaflet „Time use by young Moldovans for school studies”  2 pages Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (sample will be provided)	100 units in RO	By 30 October 2018
2	<b>Editing, layout, design and printing</b> of leaflet „Время, которое молдавская молодежь выделяет на учебу”  2 pages Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (text in Russian will be provided)	100 units in RU	By 30 October 2018
3	<b>Editing, layout, design and printing</b> of leaflet „Связь между состоянием здоровья и образом жизни в Молдове”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (text in Russian will be provided)	100 units in RU	By 30 October 2018

4	<b>Printing</b> of leaflet „The importance of unpaid work in Moldova”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(sample will be provided)</i>	50 units in ENG	By 30 October 2018
5	<b>Editing, layout, design and printing</b> of leaflet „Важность неоплачиваемого труда в Молдове”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(text in Russian will be provided)</i>	100 units in RU	By 30 October 2018
6	<b>Editing, layout, design and printing</b> of leaflet „Время, которое родители в Молдове посвящают заботе о своих детях”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(text in Russian will be provided)</i>	100 units in RU	By 30 October 2018
7	<b>Editing, layout, design and printing</b> of leaflet „Использование времени людьми с ограниченными возможностями”  5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(text in Russian will be provided)</i>	100 units in RU	By 30 October 2018
8	<b>Printing</b> of leaflet „Moldovans social life and entertainment”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(sample will be provided)</i>	200 units in RO  50 units in ENG	By 30 October 2018
9	<b>Editing, layout, design and printing</b> of leaflet „Общение и развлечение в Молдове”  6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(text in Russian will be provided)</i>	100 units in RU	By 30 October 2018
10	<b>Printing</b> of leaflet „How much Moldovans like reading”  4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(sample will be provided)</i>	200 units in RO  50 units in ENG	By 30 October 2018
11	<b>Editing, layout, design and printing</b> of leaflet „Насколько популярно чтение в Молдове?”  4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. <i>(text in Russian will be provided)</i>	100 units in RU	By 30 October 2018

12	<p><b>Printing</b> of leaflet „ How popular are volunteer activities and meetings among Moldovans”</p> <p><i>5 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (sample will be provided)</p>	<p>200 units in RO</p> <p>50 units in ENG</p>	By 30 October 2018
13	<p><b>Editing, layout, design and printing</b> of leaflet „Насколько широко распространены волонтерство и участие в собраниях в Молдове”</p> <p><i>5 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (text in Russian will be provided)</p>	100 units in RU	By 30 October 2018
14	<p><b>Printing</b> of leaflet „ How much time do Moldovans spend using different types of transport”</p> <p><i>6 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (sample will be provided)</p>	<p>200 units in RO</p> <p>50 units in ENG</p>	By 30 October 2018
15	<p><b>Editing, layout, design and printing</b> of leaflet „ Время, которое жители Молдовы затрачивают на транспорт”</p> <p><i>6 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (text in Russian will be provided)</p>	100 units in RU	By 30 October 2018
16	<p><b>Printing</b> of leaflet „How much time do Moldovans spend on traveling”</p> <p><i>5 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (sample will be provided)</p>	<p>200 units in RO</p> <p>50 units in ENG</p>	By 30 October 2018
17	<p><b>Editing, layout, design and printing</b> of leaflet „Сколько времени уделяется в Молдове на путешествия”</p> <p><i>5 pages</i> Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (text in Russian will be provided)</p>	100 units in RU	By 30 October 2018
18	<p><b>Editing, layout, design and printing</b> of Book band to cover a set of 10 brochures (leaflets above)</p> <p>Format A5+ (open 210x400 mm), laminated matt, 300 g/m2, colors 4+0, 40 cm length</p>	<p>200 units in RO</p> <p>50 units in ENG</p>	By 30 October 2018
19	<p><b>Editing, layout, design and printing</b> of Book band to cover a set of 10 brochures (leaflets above)</p> <p>Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length</p>	100 units in RU	By 30 October 2018

20	<b>Layout, design and printing of Cardboard folder with UN Women logo</b>  Format: A4+ Cover: color 4+0 pantone, cardboard 350 g/m2, matt varnish, internal pockets on both sides of the folder, sized 12 cm x 9 cm <i>(logos and text will be provided)</i>	60	By end September 2018
21	<b>Layout, design and printing of Notebook with white logo and colored text (2 colors)</b>  Format: A5, Notebook with metallic spiral. Inner Pages: 50 Sheets; white color, no logo inside, weight -120 gr/m2, with lines Cover page: black with white logo and colored text (2 colors) cardboard, thickness 2mm. <i>(the logos and text will be provided)</i>	60	By end September 2018

**Note: In case of discrepancy between unit price and total, the unit price shall prevail.**

## ANNEX 2

# QUOTATION SUBMISSION FORMS

## STATEMENT OF CONFIRMATION

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

To: *[insert UN Women  
Address, City, Country]*

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) 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;
- (b) 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;
- (c) We offer to supply in conformity with the **RfQ18.1806 - Company to provide editing, design, layout and printing services of promotional materials and knowledge products** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) 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;
- (e) Our offer shall be valid for a period of 60 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;
- (f) 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*

AUTHORIZED SIGNATURE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: (TYPE OR PRINT) \_\_\_\_\_

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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 Supply Goods 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.	<i>Example: Set composed of: 6 brochures + folder</i>				

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL DAP, FCA, CIP, CPT, other <i>[please specify]</i> PRICE:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

**TABLE 3: Compliance Requirements**

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms: 100% upon delivery of final products			
Delivery Lead Time: According to the requested deadlines indicated in Annex			
Delivery Place: 202, Stefan cel Mare si Sfint bvd, 3 <sup>rd</sup> floor, Chisinau, Republic of Moldova.			
Quantity change: UN Women reserves the right to modify the quantity by 25% of the tendered goods			
Validity Period of Quotation: 60 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.



## ANNEX 3

# UN WOMEN GENERAL CONDITIONS OF CONTRACT

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The GCs can be accessed by supplier from UN Women website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

### **GCCs for Services**

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

## ANNEX 4

### VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

#### Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between \_\_\_\_\_ (Name of the Contractor)

#### And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (\_\_\_\_\_) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: \_\_\_\_\_

Name, Title: \_\_\_\_\_,

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DD MM YYYY

## ANNEX 5

# MODEL FORM OF CONTRACT

## CONTRACT – INSTITUTIONAL SERVICES

Contract No.  
Business Unit:  
Organisational Unit/Section/Division/Office/Country:

This Contract is made between the UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (“UN-Women”), and [insert official name of company in full], with its registered offices at [address] (“Contractor”) (Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

### 1. CONTRACT DOCUMENTS

The following documents constitute the entire agreement between the Parties with regard to the subject matter hereof (“Contract”), superseding all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject, and in case of ambiguities, discrepancies or inconsistencies between or among them, shall apply in the following order of precedence:

- (a) This document;
- (b) UN-Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Terms of Reference, annexed hereto as Annex B (“TOR”);

### 2. SCOPE

The Contractor shall perform services (“Services”) as specified in the TOR. Except as expressly provided in this Contract and in particular the TOR, (i) UN-Women shall have no obligation to provide any assistance to the Contractor in performing the Services; (ii) UN-Women makes no representations as to the availability of any facilities or equipment which may be helpful or useful for performing the Services (iii) The Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance and completion of the Services.

### 3. DURATION

This Contract shall take effect on the date of the latest signature (the “Effective Date”) and shall remain in effect until [insert date], unless earlier terminated (“Initial Term”). UN Women may, at its sole option, extend the Contract, under the same terms and conditions as set forth in this Contract, for a maximum of [number] additional period[s] of up to [time period] each. UN Women shall provide a written notice of its intention to do so at least 30 (thirty) days prior to the expiration of the then Initial Term.

### 4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN-WOMEN shall pay the Contractor a total fixed fee of [insert currency & amount in figures and words]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	.././....
.....	.....	.././....

## 5. INVOICES

The Contractor shall submit to UN-Women an original copy of its invoices, as is required in the preceding Article, specifying, at a minimum, a description of the Services performed, the unit prices in accordance with the Fee Schedule (if relevant), and the total price of the Services, together with such supporting documentation as UN Women may require, as follows:

*[Insert address and contact details for submission of invoices].*

## 6. PAYMENT

Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN-Women that the Services represented by the invoice have been provided and that the Contractor has otherwise performed in conformity with the terms and conditions of this Contract, unless UN-Women disputes the invoice or a portion thereof. All payments to the Contractor shall be made by electronic funds transfer to the Contractor's bank account, as follows:

Name of Bank:

Bank Address:

Bank ID:

Account No:

Title/name:

All payments will be done by the United Nations Development Programme (UNDP) Moldova on behalf of UN Women Moldova Office

UN-Women may withhold payment in respect of any invoice if it considers that the Contractor has not performed in accordance with the terms and conditions of this Contract or has not provided sufficient documentation in support of the invoice. Where an invoice is disputed in part, UN-Women shall pay the Contractor any undisputed portion and the Parties shall consult in good faith to promptly resolve outstanding issues. Once the dispute has been resolved, UN-Women shall pay the Contractor the relevant amount within thirty (30) days. The Contractor shall not be entitled to interest on any late payment or any sums payable under this Contract or any accrued interest on payments withheld by UN-Women in connection with a dispute.

## 7. NOTIFICATIONS

All notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be transmitted to the following:

**For UN-Women:**

*[Insert Name, Address, Phone and Email]*

**For the Contractor:**

*[Insert Name, Address, Phone and Email]*

**IN WITNESS WHEREOF**, the Parties have, through their authorized representatives, executed this Contract on the date herein below written.

For and on behalf of UN-Women:

For and on behalf of the Contractor:

Signature \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

## ANNEX 6

# ELIGIBILITY CRITERIA

The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

**Legal Capacity:** Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Conflict of Interest:** Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- a. A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- b. A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- c. A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

**Ineligibility Lists:** A Bidder shall not be eligible to submit an offer if and when at the time of submission, the Bidder:

- d. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- e. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- f. is included in any other Ineligibility List from a UN Women partner and if so listed in the RFQ Instructions.
- g. is currently suspended from doing business with UN Women and removed from its vendor database(s).

**Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact and recommends signing up to the Womes Empowerment Principles](#).