



SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through **EU4MD: Focal Regions Programme** kindly requests your quotation for the provision of "**Production and supply of branded visibility materials (LOT 1) and branded exhibition furniture (LOT 2)**" as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system;
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4a: Design examples Lot 1
- Annex 4b: Design examples Lot 2

Negotiation ID: UNDP-MDA-00017

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents, by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrcLoop=6329722925931702&_afrcWindowMode=0&_afrcWindowId=null&_afrcFS=16&_afrcMT=screen&_afrcMFW=1042&_afrcMFH=575&_afrcMFDW=1280&_afrcMFDH=720&_afrcMFC=8&_afrcMFCI=0&_afrcMFM=0&_afrcMFR=144&_afrcMFG=0&_afrcMFS=0&_afrcMFO=0



Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



Tender Overview

RfQ22/02484: EU4MD/ Production and supply of branded visibility materials (LOT 1) and branded exhibition furniture (LOT 2)



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1 Overview

1.1 General Information

Title	RfQ22/02484: EU4MD/ Production of branded visibility materials and furniture
Contact Point	Victoria Josan
Outcome	Purchase Order
E-Mail	victoria.josan@undp.org
Reference Number	RfQ22/02484
Beneficiary Country	Republic of Moldova

Introduction Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

Contacts: Ms. Victoria Josan, victoria.josan@undp.org

1.2 Tender Timeline

Preview Date	
Open Date	11-Jul-2022 09.15.21
Close Date	25-Jul-2022 09.00.00
Time Zone	Eastern Standard Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response



1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
Annex 1_Schedule of requiremen	File	Annex 1_Schedule of requirements
Annex 2_Quotaton submission fo	File	Annex 2_Quotaton submission form
Annex 3_Technical and financia	File	Annex 3_Technical and financial offer_Lot 1
Annex 3_Technical and financia	File	Annex 3_Technical and financial offer_Lot 2
Annex 4a_Design examples LOT 1	File	Annex 4a_Design examples Lot 1
Annex 4b_Design examples LOT 2	File	Annex 4b_Design examples Lot 2
UNDP General Terms and Conditio	File	UNDP General Terms and Conditions for goods and services
UNDP Quantum - User Guide For	File	UNDP Quantum_User Guide For suppliers



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. General Instructions

This RFQ is governed by the general provisions stated in Section 2 General Instructions herewith attached. By participating and submitting an offer, supplier confirms to have understood and accepted these provisions.

2. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract.

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

4. Special Conditions of Contract

Cancellation of PO/Contract if the delivery/completion is delayed by 1 month

5. Duties and taxes

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.

All prices must:

be exclusive of VAT and other applicable indirect taxes



6. Language of quotation

Quotation must be in English, Including documentation including catalogues, instructions and/or operating manuals, if applicable

7. Payment Terms

100% within 30 days after receipt of goods and services and submission of payment documentation (invoice).

8. Conditions for Release of Payment

Written Acceptance of Goods and Services based on full compliance with RFQ requirements

9. Clarifications

Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly with messages in the portal.

10. Evaluation Method

The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer per each Lot

11. Evaluation Criteria

- Full compliance with all requirements as specified in Annex 1;
- Full acceptance of the General Conditions of Contract;
- Technical responsiveness/Full compliance to requirements and lowest price;
- Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past 5 (five) years;
- Maximum delivery period not to exceed 60 calendar days upon signature of contract.

12. Quotation validity period

Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.

13. Price variation

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

14. Partial Quotes and Alternative Quotes

Not permitted

15. Eligibility

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service



providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

16. Type of Contract to be awarded

Purchase Order or Contract for services/goods

17. Expected date for contract award

Expected date for contract award is indicated in the system.

Target: 31-Aug-2021

2.2 Section 2. Documents to be submitted

Section Maximum Score: 8

***1. Annex 2**

Annex 2: Quotation Submission Form duly completed and signed

Maximum Score: 1

Target: Annex 2 provided

Select one of the following:-

a. Annex 2 provided (*Response attachments are required*)

***2. Annex 3**

Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1

Maximum Score: 1

Target: Annex 3 provided

Select one of the following:-

a. Annex 3 provided (*Response attachments are required*)

***3. Company Profile**

Please write a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Maximum Score: 1

Target: Company profile provided

Select one of the following:-

a. Company profile provided (*Response attachments are required*)

***4. Registration Certificate**

Please provide a copy of your company registration certificate(s).

Maximum Score: 1

Target: Yes

Select one of the following:-



a. Yes(*Response attachments are required*)

5. Quality Certificates

Please provide Quality Certificates (ISO, etc.)

6. Environmental Sustainability

Please provide Evidence/Certification of Environmental Sustainability ("Green" Standards") of the Company or the Product being supplied (if any)

***7. List of similar projects**

Please provide a list of completed contracts for similar goods and services undertaken within the past five (5) years, indicating beneficiary (including contact details), contract amount and delivery time

Maximum Score: 1

Target: List of similar projects provided

Select one of the following:-

a. List of similar projects provided(*Response attachments are required*)

***8. List of recent projects**

Have you provided a list of recent projects and their value, indicating client's contact details who may be contracted for further information on those contracts?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

***9. Offer validity**

Confirm validity of your offer from deadline of RFQ.

Maximum Score: 1

Target: At least 90 days

Select all that apply:-

a. At least 30 days

b. At least 60 days

c. At least 90 days(*Response attachments are optional*)

d. At least 120 days

***10. Self-Declaration**

Please provide a written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

Maximum Score: 1

Target: Self-Declaration provided

Select one of the following:-

a. Self-Declaration provided(*Response attachments are required*)



2.3 Section 3. Annex 1: Schedule of Requirements

Section Maximum Score: 4

*1. Compliance with technical requirements

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations.

Maximum Score: 1

Select one of the following:-

- a. Fully Comply (*Response attachments are required*)
- b. Comply with minor deviations (*Response attachments are optional*)
- c. Do not comply with requirements

*2. Delivery time

Confirm that you meet the required delivery time (60 calendar days) from the contract signature.

Maximum Score: 1

Response attachments are optional.

*3. Delivery INCOTERMS

Please confirm acceptance of the INCOTERMS: DDP

Target: Accept Incoterms

Select one of the following:-

- a. Accept Incoterms (*Response attachments are optional*)

*4. Exact address of delivery location

Accept to deliver to the address(es) and locations indicated in the RFQ herewith:

Lot 1:

- **EU4MD Focal Regions Programme:** MD-2012, Chisinau, #4, Sciussev street, Republic of Moldova

Lot 2:

- **City Hall Ungheni:** MD-3600, Ungheni city, #7, Națională street, Republic of Moldova

- **City Hall Cahul:** MD-3909, Cahul city, #6, Independenței street, Republic of Moldova

Maximum Score: 1

Target: Accept delivery to indicated locations

Select one of the following:-

- a. Accept delivery to indicated locations (*Response attachments are optional*)
- b. Cannot deliver to the locations specified

*5. Warranty period

Confirm acceptance of the warranty period as required in Annex 1

Maximum Score: 1

Target: Confirm compliance with warranty requirements

Select one of the following:-

- a. Confirm compliance with warranty requirements (*Response attachments are optional*)



3 Lines

3.1 Line Information

Line	Category Name	Item	UOM	Target Quantity	Unit Price	Total Price	Additional Attributes
1-Lot 1: Production and supply of branded visibility materials							
1.1- Production and supply of branded visibility materials	Printing		Each	1			
2-Lot 2: Production and supply of branded exhibition furniture							
2.1- Production and supply of branded exhibition furniture	Furniture set		Each	1			