**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3, 4, 5 (if applicable) and 6. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder or Lead entity for JVs | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience:**  **two (2) contracts of supply of office stationery in similar value, nature and complexity implemented over the last five (5) years** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2, 4, 5 (if applicable) and 6. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis | Date: Click or tap to enter a date. |

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to category prices. Separate figures must be provided for each functional grouping or category, if any.

Offerors shall provide current prices, for each item under Annex 1: Schedule of Requirements and Technical Specifications. The price shall be based on DAP Chisinau (INCOTERMS 2010) delivery terms and **shall be exclusive of customs duties, VAT and other taxes**. The price for each item must provide a detailed cost breakdown, including applicable shipping and handling charges etc., if any. Partial bids are not permitted.

Technical description of each proposed item must provide sufficient detail to allow UN Agencies to determine compliance of Bid with specifications as per Annex 1: Schedule of Requirements and Technical Specifications of this RFQ.

**PROCEDURES FOR CONTRACT AWARD**

Below are presented the procedures which will be applied to identify the Bidder to be recommended for contract award which will subsequently be offered to sign a Long Term Agreement for the supply of office stationary to UN Agencies in Moldova.

Offerors are requested to provide quotations as per Table B. Cost Breakdown per Deliverable Items presented below. The maximum obtainable score, noted in Table A below, is based on UNDP Moldova previous experience in placing orders for office stationery and indicate the relative importance and frequency of similar orders. The lowest price among the technically qualified offerors for each category in Cost Breakdown per Deliverable Items Table shall obtain the maximum obtainable score. The other offerors shall be scored based on the following formula:

*Total Amount no. = (Lowest Price / Offered Price) x Maximum Obtainable Score*

For example, Company A offered a price of 90 MDL, Company B – a price of 95 MDL and Company C – a price of 85 MDL. Company C shall obtain a score of 30.00 points under Paper Category, as it offered the lowest price among all technically qualified offerors. The score for Company B shall be calculated according to the above formula: Score for Company B = (85 MDL/ 95 MDL) x 30.00 points = 26.8 points. Similarly, for Company A the Score under shall be 28.33 points.

A total score for each technically qualified offeror shall be calculated and offerors shall be ranked based on the accumulated total score – from highest to lowest (highest total score shall be ranked first, lowest – last). Long Term Agreement shall be signed with the top-ranked offeror, i.e. which obtained the highest cumulative score.

1. **Scoring**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Maximum Obtainable Score** | **Company / Other Entity** | | | | | | | |
| **A** | | **B** | | **C** | | **D** | |
| **Amount** | **Score** | **Amount** | **Score** | **Amount** | **Score** | **Amount** | **Score** |
| **Paper** | 30.00 |  |  |  |  |  |  |  |  |
| **Paper products** | 25.00 |  |  |  |  |  |  |  |  |
| **Folders and accessories** | 20.00 |  |  |  |  |  |  |  |  |
| **Writing tools** | 15.00 |  |  |  |  |  |  |  |  |
| **Office Supplies** | 10.00 |  |  |  |  |  |  |  |  |
| **TOTAL** | **100.00** |  |  |  |  |  |  |  |  |

1. **Cost Breakdown per Deliverable Item\***

**Currency of Quotation: Moldovan leu / MDL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Product description**  (please provide detailed specifications and brand name) | **Unit** | **Quantity** | **Catalogue Price,**  **MDL** | **Discount, % \*** | **Unit Price, incl. discount, MDL** |
| **Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent** | | | | | | |
| 1 | A3, White Photocopy Paper | pack |  |  |  |  |
| 2 | A4, White Photocopy Paper | pack |  |  |  |  |
| **Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent** | | | | | | |
| 3 | Flip Chart Paper | pack |  |  |  |  |
| 4 | Spiral Notebook, A4 | pcs |  |  |  |  |
| 5 | Spiral Notebook, A5 | pcs |  |  |  |  |
| 6 | Agenda for daily records, A5 | pcs |  |  |  |  |
| 7 | Self-stick Notes, type 1 as per technical specifications | pcs |  |  |  |  |
| 8 | Self-stick Notes, type 2 as per technical specifications | pcs |  |  |  |  |
| 9 | Sign Here stickers | pcs |  |  |  |  |
| 10 | Cardboard A4 | pack |  |  |  |  |
| 11 | Paper envelope | pcs |  |  |  |  |
| **Folders and accessories for folders** | | | | | | |
| 12 | A4, Plastic Transparent File, upper opening | pack |  |  |  |  |
| 13 | A4 Plastic Transparent File, L file | pack |  |  |  |  |
| 14 | A4, Folder, plastic, with transparent cover | pcs |  |  |  |  |
| 15 | A4, Folder, paper, with elastic band | pcs |  |  |  |  |
| 16 | Binder 2 rings, opening and closing triggers, type 1 as per technical specifications | pcs |  |  |  |  |
| 17 | Binder 2 rings, opening and closing triggers, type 2 as per technical specifications | pcs |  |  |  |  |
| 18 | Two Hole Puncher | pcs |  |  |  |  |
| **Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent** | | | | | | |
| 19 | Gel pen | pcs |  |  |  |  |
| 20 | Ballpoint pen | pcs |  |  |  |  |
| 21 | Pencil with rubber | pcs |  |  |  |  |
| 22 | Marker erasable for white board | pcs |  |  |  |  |
| 23 | Marker permanent | pcs |  |  |  |  |
| 24 | Marker highlighter | pcs |  |  |  |  |
| **Office supplies - other** | | | | | | |
| 25 | Calculator | pcs |  |  |  |  |
| 26 | USB | pcs |  |  |  |  |
| 27 | Badge with textile lace | pcs |  |  |  |  |
| 28 | Binder Clip, type 1 as per technical specifications | pack |  |  |  |  |
| 29 | Binder Clip, type 2 as per technical specifications | pack |  |  |  |  |

\*Offered discount shall be valid for the entire period of the LTA.

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

***For any future order placed by the UN Agencies in Moldova, the invoiced prices will be defined based on the unit prices on the date of placement of the order and the discount offered in percentage (not amount value). The discounts offered in percentage shall be valid for the entire period of the LTA.***

The Bidder is required to prepare the Price Schedule following the above format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

## **ANNEX 4: TECHNICAL RESPONSIVENESS TABLE**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2, 3, 5 (if applicable) and 6. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goods and services to be Supplied and**  **Technical Specifications** | **Your response** | | | | |
| **Compliance with technical specifications** | | **Delivery Date**  *(confirm that you comply or indicate your delivery date)* | **Quality Certificate / Export Licenses, etc.** *(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| A3, White Photocopy Paper, 80g/m2, pack/500 sheets |  |  |  |  |  |
| A4, White Photocopy Paper, 80g/m2, pack/500 sheets |  |  |  |  |  |
| Flip Chart Paper, 80g/m2, white both sides, 64x100/20 pack |  |  |  |  |  |
| Spiral Notebook, A4, min. 60g/m2, hardcover, min. 40 sheets |  |  |  |  |  |
| Spiral Notebook, A5, min. 60g/m2, hardcover, min. 36 sheets |  |  |  |  |  |
| Agenda for daily records, A5, 70g/m2, hardcover, min. 330 pages, black/blue |  |  |  |  |  |
| Self-stick Notes, 50 x 50 mm, blister of 100 |  |  |  |  |  |
| Self-stick Notes, 127 x 75 mm, blister of 100 |  |  |  |  |  |
| Sign Here stickers, transparent, 12x44mm, 5 colors |  |  |  |  |  |
| Cardboard A4, 240g/m2, white, 100 pack |  |  |  |  |  |
| Paper envelope, 80g/m2, 250x353mm/4cm bottom |  |  |  |  |  |
| A4, Plastic Transparent File, upper opening, 40mk, 100/pack |  |  |  |  |  |
| A4 Plastic Transparent File, L file, thick, 180mk, 12/pack |  |  |  |  |  |
| A4, Folder, plastic, with transparent cover |  |  |  |  |  |
| A4, Folder, paper, with elastic band |  |  |  |  |  |
| Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO |  |  |  |  |  |
| Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO |  |  |  |  |  |
| Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid |  |  |  |  |  |
| Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable |  |  |  |  |  |
| Ballpoint pen, thickness of the lines - max. 0.7mm, refillable |  |  |  |  |  |
| Pencil with rubber, slate hardness HB, thickness 0.5 mm |  |  |  |  |  |
| Marker erasable for white board, black/blue/green/red, large |  |  |  |  |  |
| Marker permanent, black/blue/green/red, medium |  |  |  |  |  |
| Marker highlighter, max. 5 mm, different colors |  |  |  |  |  |
| Calculator, 15.5x20, Battery & Solar, 12-digital |  |  |  |  |  |
| USB, minimum 8 GB |  |  |  |  |  |
| Badge with textile lace, plastic, transparent, 60x90mm, horizontal/ vertical |  |  |  |  |  |
| Binder Clip, metal, 19mm, 12/pack |  |  |  |  |  |
| Binder Clip, metal, 32mm, 12/pack |  |  |  |  |  |

**Compliance with Other Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Related services and requirements**  *(based on the information provided in Annex 1)* | **Compliance with requirements** | | **Details or comments**  **on the related requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| Full acceptance of the General Conditions of Contract; |  |  |  |
| Prove of Bidder’s practices contribution to the ecological sustainability and reduction of adverse environmental impact either in its business practices or in the goods it sells/manufactures; |  |  |  |
| Compliance with delivery and shipping requirements; |  |  |  |
| Compliance with delivery terms; |  |  |  |
| Appropriate goods stocks management procedures established; |  |  |  |
| Compliance with packaging requirements; |  |  |  |
| Compliance with minimum environmental requirements of the offered goods; |  |  |  |
| Compliance with warranty requirements; |  |  |  |
| Provision of a dedicated Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed. |  |  |  |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

## **ANNEX 5: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

*Bidders are requested to complete this form if the Quotation is submitted as a Joint Venture/Consortium/Association, sign it and return it as part of their quotation along with Annex 2, 3, 4 and 6. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis | Date: Click or tap to enter a date. |

To be completed and returned with your Quotation if the Quotation is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | Click or tap here to enter text. |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX 6: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis | Date: Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: | |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

|  |
| --- |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |