

REQUEST FOR QUOTATION NO. RFQ26/03185:

PROVISION OF OFFICE STATIONERY FOR UN AGENCIES IN MOLDOVA ON LONG TERM AGREEMENT BASIS

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Request for Quotation no. RFQ26/03185: Provision of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis** 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 4: Technical Responsiveness Table

Annex 5: Joint Venture/Consortium/Association Information

Annex 6: Format for CV of the proposed Key Personnel

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 Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00892** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for

support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: Supplier Portal, using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID.</p> <p>In case you have never registered before, follow this link to register a profile: Supplier Registration.</p> <p>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.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
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.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the COadthe corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

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: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if the delivery/completion is delayed by 15 days . <input checked="" type="checkbox"/> Liquidated damages will be imposed as percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
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: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes for certain orders
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 ultimate beneficial owners, 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.
Language of quotation	English, Romanian and/or Russian Including documentation including catalogues, instructions and operating manuals.
Currency of Quotation	Prices shall be quoted in Moldavian Leu (MDL) for local bidders and US Dollars (USD) for international bidders. For the comparison of the financial offers, at the stage of evaluation, all bids will be transferred to US Dollars based on UN Operational Rate of Exchange on the day of deadline of the competition: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>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 in the portal.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Technical Responsiveness Table duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. The Technical Responsiveness Table shall highlight compliance or non-compliance with the requirements listed in Annex 1: Schedule of Requirements, among which: <ul style="list-style-type: none"> • Compliance with the minimum technical specifications of the offered goods; • Information on the 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 requirements and terms; • Details of goods stocks management procedures; • Compliance with packaging requirements; • Compliance with minimum environmental requirements of the offered goods; • Compliance with warranty requirements. <input checked="" type="checkbox"/> Annex 5: Joint Venture/Consortium/Association Information duly completed and signed, if applicable <input checked="" type="checkbox"/> Annex 6: CV duly completed and signed for the Customer Relations Manager, responsible for the smooth running and execution of orders placed <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <p><i>Copies of contracts might be requested during evaluation stage.</i></p> <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including: Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 2 (two) years for the Bidder (2023 - 2024) <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., ISO 14001, 2470:1999 or equivalent, European EMAS, US EPA Performance Track or equivalent, ECOLABEL Type 2, etc.), either in its business practices or in the goods it sells/manufactures <input checked="" type="checkbox"/> Certifications on ecological requirements regarding products' production: <ul style="list-style-type: none"> • <u>Paper, paper products and envelopes:</u>

	<p>ECOLABEL, ECO MARK, ECOLOGO, Green Seal, and any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. ('Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.) <u>The paper must be at least Elementary Chlorine Free (ECF).</u></p> <ul style="list-style-type: none"> • Writing Tools: ECOLABEL, ECO MARK, ECOLOGO, Green Seal, and/or written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent. Any other appropriate means of proof will also be accepted. <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field in the past three (3) years.</p>
Evaluation method	<p>Offerors are requested to provide their quotations as per Annex 3.</p> <p>Evaluation procedure will be applied in order to identify the winner of the competition, which will subsequently be offered to sign a Long-Term Agreement for the supply of office stationery for the UN Agencies in Moldova: UNDP, UNODC, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, UNOPS, ILO, UN Women, WFP, FAO, UN/RCO and others.</p> <p>The Long-Term Agreement shall be signed with the offeror, which obtained the lowest total amount of expenditure.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract;</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1: Schedule of Requirements;</p> <p><input checked="" type="checkbox"/> Minimum five (5) years of relevant experience in supply of office stationery;</p> <p><input checked="" type="checkbox"/> Minimum three (3) contracts of similar nature implemented over the last five (5) years;</p> <p><input checked="" type="checkbox"/> Minimum average annual turnover of USD 50,000 for the last two (2) years and sound financial standing;</p> <p><input checked="" type="checkbox"/> Compliance with the maximum delivery time of 2 calendar days for common orders and delivery withing the same day for urgent orders;</p> <p><input checked="" type="checkbox"/> Provision of a dedicated Customer Relations Manager responsible for the smooth running and execution of orders placed.</p> <p><i>(For JV/Consortium/Association, Lead Partner should meet the above listed requirements).</i></p>
UNDP will award to	<p><input checked="" type="checkbox"/> One and only one supplier</p>
Type of Contract to be awarded	<p><input checked="" type="checkbox"/> Contract Face Sheet for Long-Term Agreement / Purchase Order (PO) to trigger the call-off per each insurance</p>
Expected date for contract award	<p>20 March 2026</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

I. Background Information

In order to support their needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly large quantities of office stationery and have decided to join efforts for entering into Long Term Agreement with a qualified supplier of the various types of office supplies.

UNDP Moldova has been selected as the Lead Agency to organize and conduct the bidding process for identifying one qualified supplier of office stationery on behalf of following Agencies, Programmes, Projects, Organisations, Entities, Commissions, Departments and Bodies of the United Nations System in Moldova (UNSM), but not limited to: **UNDP, UNODC, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, UNOPS, ILO, UN Women, WFP, FAO, UN/RCO and others.**

UNDP Moldova envisages entering into Long Term Agreement with one qualified supplier of office stationery for an initial period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

The volume of office supplies purchases, envisaged by the UN Agencies in Moldova yearly, amounts to approximately 200,000 USD. The UN Agencies in Moldova do not guarantee that similar yearly volumes would be ordered during the contract period.

II. Scope of Contract

The scope of contract includes timely supply of office stationery to UN Agencies in Moldova and projects on a Long Term Agreement basis. Detailed technical specifications of the products mainly procured are described below in paragraph IV. *Description/Minimum technical specifications of goods*. All parameters in the Technical Specifications indicate the minimum or allowable range of functional requirements. Offered goods that do not comply with the minimum requirements shall be disqualified. Bidders are requested to bid for all indicated items; failure to do so shall be grounds to disqualify the Bidder.

Minimum requirements towards bidders:

Company profile: Bidders shall provide a brief description of the company including copy of company registration documents;

Details of years in business: Bidders shall have a minimum of five years' experience in supply of office stationery;

Relevant experience: Bidders shall provide a minimum of three (3) contracts of similar nature implemented over the last five (5) years;

Financial capacity: Bidders shall provide copy of the company's financial balance sheet for the last two fiscal years (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency), in order to prove its financial health and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror;

Environmental Compliance: Bidders shall present any of the following compliance certificates for paper/paper products/writing implements: Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact, including, but not limited to: **ISO 14001, 2470:1999 or equivalent, European EMAS, US EPA Performance Track or equivalent, etc.**, either in its business practices or in the goods it sells/manufactures;

Minimum environmental requirements for paper/paper products/writing tools:

- ✓ Paper must be made from 100% recovered paper fibers¹ - products carrying the Blaue Engel (German eco-label), Umweltzeichen (Austrian eco-label) or the FSC Recycled label will be deemed to comply. The European Eco-label, the Green Seal eco-label and the PEFC label can also serve as means of proof if it is specified that the paper is made from 100% recovered paper fibers (any other appropriate means of proof demonstrating that the criteria are met will also be accepted).
- ✓ The paper must be at least Elementary Chlorine Free (ECF) - all products carrying the European Eco-label, Blaue Engel (German eco-label), Nordic Swan, Eco Mark Japan, Chlorine-Free Products Association (CFPA) label or the Green Seal eco-label, will be deemed to comply.
- ✓ Paper must be fit for use with standard office machinery - e.g. printers, photocopiers.

Delivery and Shipping: Bidders shall ensure a maximum delivery time of 2 calendar days for common orders and delivery within the same day for urgent orders. The awarded company shall make deliveries to the specified locations in Chisinau, Republic of Moldova. Deliveries outside Chisinau shall be negotiated separately;

Warranty requirements: Bidders shall propose fifteen (15) days of warranty period for the items to commence following the acceptance of the delivered goods by UN Agencies in Moldova. *Bidders shall describe the warranty conditions provided and service/trade customs and procedures applied. In case of repair and/or replacement of parts, UNDP Moldova is looking for a lead-time of maximum 1 calendar day;*

Stock management: Bidders shall describe how stocks of goods are maintained and managed. It is mandatory that the awarded company keeps a reasonable stock of main office supplies described in the table below.

Packaging requirements: Bidders shall guarantee that the goods, including their packaging, conform to the specifications set out in the Purchase Orders, are fit for their ordinary purposes, and are suitable for any purposes expressly communicated by UNDP. The goods shall be free from defects in workmanship and materials. The Supplier further warrants that all goods are properly contained and packaged to ensure their protection during handling and delivery.

III. Organisational Settings

Bidders shall provide the name and contact information of a Customer Relations Manager responsible for the smooth running and execution of orders placed by the UN Agencies in Moldova.

Payment terms: Goods purchased will be paid upon delivery and submission of supply invoices.

IV. Description/Minimum technical specifications of goods

Item No.	Products description and minimum technical requirements
Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent	
1	A3, White Photocopy Paper, 80g/m2, pack/500 sheets
2	A4, White Photocopy Paper, 80g/m2, pack/500 sheets
Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent	

¹ Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar.

3	Flip Chart Paper, 80g/m2, white both sides, 64x100/20 pack
4	Spiral Notebook, A4, min. 60g/m2, hardcover, min. 40 sheets
5	Spiral Notebook, A5, min. 60g/m2, hardcover, min. 36 sheets
6	Agenda for daily records, A5, 70g/m2, hardcover, min. 330 pages, black/blue
7	Self-stick Notes, 50 x 50 mm, blister of 100
8	Self-stick Notes, 127 x 75 mm, blister of 100
9	Sign Here stickers, transparent, 12x44mm, 5 colors
10	Cardboard A4, 240g/m2, white, 100 pack
11	Paper envelope, 80g/m2, 250x353mm/4cm bottom
Folders and accessories for folders	
12	A4, Plastic Transparent File, upper opening, 40mk, 100/pack
13	A4 Plastic Transparent File, L file, thick, 180mk
14	A4, Folder, plastic, with transparent cover
15	A4, Folder, paper 450g/m2, with elastic band
16	Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO
17	Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO
18	Two Hole Puncher, heavy duty, 80 mm spacing, capacity 2mm, punches 20 sheets, removable chip tray, calibrating center guide mid
Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent	
19	Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable
20	Ballpoint pen, thickness of the lines - max. 0.7mm, refillable
21	Pencil with rubber, slate hardness HB, thickness 0,5 mm
22	Marker erasable for white board, black/blue/green/red, Line thickness 2.0 mm
23	Marker permanent, black/blue/green/red, medium
24	Marker highlighter, thickness 1 - 5 mm, different colors

Office supplies - other	
25	Calculator, Battery & Solar, 12-digital 139.1x130.7x30
26	USB, minimum 32 GB
27	Badge with textile lace, plastic, transparent, 60x90mm, horizontal/ vertical
28	Binder Clip, metal, 19mm, 12/pack
29	Binder Clip, metal, 32mm, 12/pack

Delivery Requirements

Delivery Requirements	
Delivery date and time	Maximum delivery time of 2 calendar days for common orders. Same day delivery for urgent orders.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERMS)	Shall be done by: <input checked="" type="checkbox"/> Supplier
Exact Address(es) of Delivery Location(s)	131, 31 August 1989 str., Chisinau, Moldova (United Nations House) 127, 31 August 1989 str., Chisinau, Moldova (MAIB Park) Other addresses in Chisinau for the UN Agencies

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: Technical and Financial Offer. 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:	RFQ26/03185: Provision 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability	<input type="checkbox"/> Yes <input type="checkbox"/> No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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: three (3) contracts of supply of office stationery of similar nature and complexity implemented over the last five (5) years	
Name of previous contracts	Client & Reference Contact Details including e-mail Contract Value <i>(insert currency)</i> Period of activity <i>(date, month)</i> Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have 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.
<input type="checkbox"/>	<input type="checkbox"/>	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

Yes	No	
		of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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:	RFQ26/03185: Provision 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 stationery to UN Agencies in Moldova.

Bidders 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:

$$\text{Total Amount no.} = (\text{Lowest Price} / \text{Offered Price}) \times \text{Maximum Obtainable Score}$$

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.

A. 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								

B. Cost Breakdown per Deliverable Item*

Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies

Item No.	Product description (please provide detailed specifications and brand name)	Unit	Quantity	Catalogue Price (insert currency)	Discount, % *	Unit Price, incl. discount, (insert currency)
Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent						
1	A3, White Photocopy Paper, 80g/m2, pack/500 sheets	pack	1			
2	A4, White Photocopy Paper, 80g/m2, pack/500 sheets	pack	1			
Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent						
3	Flip Chart Paper, 80g/m2, white both sides, 64X100cm/20 pack	pack	1			
4	Spiral Notebook, A4, 60 g/m2, hardcover, min. 80 sheets	pcs	1			
5	Spiral Notebook, A5, 70g/m2, hardcover, min. 50 sheets	pcs	1			
6	Agenda for daily records, A5, 70g/m2, hardcover, min. 360 pages, black/blue	pcs	1			
7	Self-stick Notes, 75x75mm, blist of 400	pcs	1			
8	Self-stick Notes, 127 x 75 mm, blister of 100	pcs	1			
9	Sign Here stickers, transparent, 12x44mm, 5 colors x 20 files	pcs	1			
10	Cardboard A4, 250g/m2, white, 125 pack	pack	1			
11	Paper envelope, 110g/m2, 250x353mm/5cm bottom	pcs	1			
Folders and accessories for folders						
12	A4, Plastic Transparent File, upper opening, 40mk, 100/pack	pack	1			
13	A4 Plastic Transparent File, L file, thick, 180mk	pack	1			
14	A4, Folder, plastic, with transparent cover	pcs	1			

15	A4, Folder, paper 450g/m2, with elastic band	pcs	1			
16	Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO	pcs	1			
17	Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO	pcs	1			
18	Two Hole Puncher, heavy duty, 80 mm spacing, capacity 2mm, punches 20 sheets, removable chip tray, calibrating center guide mid	pcs	1			
Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent						
19	Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable	pcs	1			
20	Ballpoint pen, thickness of the lines - max. 0.7mm, refillable	pcs	1			
21	Pencil with rubber, slate hardness HB, thickness 0,5 mm	pcs	1			
22	Marker erasable for white board, black/blue/green/red, Line thickness 2.0 mm	pcs	1			
23	Marker permanent, black/blue/green/red, medium	pcs	1			
24	Marker highlighter, thickness 1 - 5 mm, different colors	pcs	1			
Office supplies – other						
25	Calculator, Battery & Solar, 12-digital 139.1x130.7x30	pcs	1			
26	USB, minimum 32 GB	pcs	1			
27	Badge with textile lace, plastic, transparent, 60x90mm, horizontal vertical	pcs	1			
28	Binder Clip, metal, 19mm, 12/pack	pack	1			
29	Binder Clip, metal, 32mm, 12/pack	pack	1			

*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:	RFQ26/03185: Provision 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, 64X100cm/20 pack					
Spiral Notebook, A4, 60 g/m2, hardcover, min. 80 sheets					
Spiral Notebook, A5, 70g/m2, hardcover, min. 50 sheets					
Agenda for daily records, A5, 70g/m2, hardcover, min. 360 pages, black/blue					
Self-stick Notes, 75x75mm, blister of 400					
Self-stick Notes, 127 x 75 mm, blister of 100					
Sign Here stickers, transparent, 12x44mm, 5 colors x 20 files					
Cardboard A4, 250g/m2, white, 125 pack					
Paper envelope, 110g/m2, 250x353mm/5c m bottom					

A4, Plastic Transparent File, upper opening, 40mk, 100/pack					
A4 Plastic Transparent File, L file, thick, 180mk					
A4, Folder, plastic, with transparent cover					
A4, Folder, paper 450g/m2, with elastic band					
Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO					
Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO					
Two Hole Puncher, heavy duty, 80 mm spacing, capacity 2mm, punches 20 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, Line thickness 2.0 mm					
Marker permanent, black/blue/green/red, medium					
Marker highlighter, thickness 1 - 5 mm, different colors					
Calculator, Battery & Solar, 12-digital 139.1x130.7x30					
USB, minimum 32 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 <i>(based on the information provided in Annex 1)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
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 requirements and 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 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 Name: Click 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:	RFQ26/03185: Provision 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.
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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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

ANNEX 6: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ26/03185: Provision 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	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

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: _____