



REQUEST FOR QUOTATION NO. RFQ26/03185:

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

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



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1 Overview

1.1 General Information

Title	RFQ26/03185: Provision of Office Stationery on Long Term Agreement basis
E-Mail	sc.md@undp.org
Reference Number	PRC0161372/RFQ26/03185
Beneficiary Country	MDA
Introduction	

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Thank you and we look forward to receiving your quotation.
UNDP Moldova

1.2 Tender Timeline

Open Date 12/01/26 13:33 PM
Close Date 02/02/26 14:30 PM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

1.4 Attachments

File Name or URL	Type	Description
Request for Quotation	File	



File Name or URL	Type	Description
Guides for Suppliers	File	
Bidding Forms	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Please review carefully the requirements and questions in this section.
Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).
Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

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Submit

Cancel

Section 1. Documents to be...

Section 1. Documents to be...

Section 2. Annex 1 - Sched...

Section 3. Bidder Declaration

Section 4. Annex 3 - Finan...

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

1. Introduction

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 and with the provision in the General Instructions to Bidders in the document herewith attached.

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. 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.

2. Special Instructions

Please ready 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:

<https://popp.undp.org/document/general-terms-and-conditions-contracts-goods-andor-services>

Applicable Terms and Conditions and other provisions are available at <https://www.undp.org/procurement/business/how-we-buy>

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided a company profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured?

***2. Registration Certificate**

Have you provided a copy of your company registration certificate?

***3. Official Letter of Appointment as local representative**

Have you provided the Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country?

***4. List of recent projects**

Have you provided a List of completed and/or ongoing contracts for similar services undertaken within the past 3 (three) years including the following information?

- Name of previous contracts
- Client & Reference Contact
- Details including e-mail
- Contract Value Period of activity
- Types of services undertaken

***5. Financial Statements (Income Statements and Balance Sheets)**

Have you provided the Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023-2024) ?

***6. Annex 4: Technical Responsiveness Table**

Have you provided the 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:

- 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.

***7. Annex 5: Joint Venture/Consortium/Association Information duly completed and signed**

Have you provided the Annex 5: Joint Venture/Consortium/Association Information, if the case?

***8. Annex 6: CV duly completed and signed for the Customer Relations Manager**

Have you provided the Annex 6: CV duly completed and signed for the Customer Relations Manager, responsible for the smooth running and execution of orders placed?

***9. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, etc.**

Have you provided the Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any?

***10. Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel**

Have you provided the 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?

Certifications on ecological requirements regarding products' production:

- Paper, paper products and envelopes:
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.) The paper must be at least Elementary Chlorine Free (ECF).
- 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.

***11. Statements of satisfactory Performance**



Have you provided the Statements of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field in the past three (3) years?

2.3 Section 3. Annex 1: Schedule of Requirements

***1. Compliance with technical requirements**

Please confirm whether you comply with technical requirements and evaluation criteria as per RFQ document. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

Other Related services and requirements <i>(based on the information provided in Annex 1)</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.



2.4 Section 4. Annex 2 - Quotation Submission Form

***1. Annex 2: Quotation Submission Form**

Have you provided Annex 2: Quotation Submission Form duly completed and signed?

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

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.

***2. Capacity and capability**

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.

***3. Ethics**

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.

***4. Code of Conduct**

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.

***5. 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.

***6. 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.

***7. 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.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

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.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial Offer

1. Financial Offer

Please provide Total pricing directly in the system per each line, the detailed pricing should be attached hereto. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.



3 PART: Schedule of Requirement and Price Schedule

Instructions

Please fill in the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer.

Prices below shall be quoted in:

- US Dollars (USD) for international companies*
- Moldovan Leu (MDL) for local companies*

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Provision of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	Desk supplies						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.

