

Request for Quotation (RFQ) for Goods
Reference No.: RFQ17/01594
Design, Layout, Printing and Production of
Promo Materials for UN Women Moldova

25 August 2017

Dear Sir/Madam,

Subject: Request for Quotation (RFQ17/01594) for the provision of **Design, Layout, Printing and Production of Promo Materials for UN Women Moldova.**

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

QUOTATION INSTRUCTION SHEET (QIS)

Instructions to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : September 11, 2017 1:00 PM</p> <p>(for local time reference, see www.greenwichmeantime.com)</p> <p>City and Country: <i>Chisinau, Moldova</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement</p> <p><input checked="" type="checkbox"/> Official Address for e-submission:</p> <p>tenders-Moldova@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one)</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for Quotation: "RfQ17/01594: Design, Layout, Printing and Production of Promo Materials for UN Women Moldova."</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Romanian
Quotation Currencies¹	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Moldovan Lei
Quotation Validity Period commencing after closing date of RFQ	<p>90 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN Women preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UN Women's issuance of Purchase Order.

Instructions to Suppliers	Specific Requirements
Alternative Offer	<input checked="" type="checkbox"/> Not authorized
Clarifications of solicitation documents	<p>Requests for clarification may be submitted 3 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: <i>“RFQ# Request for Clarification from Vendor Name”</i></p> <p>Proposers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
Contact for requesting clarifications:	<p>E-mail address dedicated for this purpose: elena.ceropita@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<input checked="" type="checkbox"/> UNDP Moldova procurement website, where the bid is announced
Expected Delivery Date and Time. <i>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</i>	<input checked="" type="checkbox"/> 30 calendar days from the issuance of the Purchase Order
Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UN Women <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 2; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed technical description of the offered goods; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

Instructions to Suppliers	Specific Requirements
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² ; <input checked="" type="checkbox"/> Minimum 3-year experience in the field; <input checked="" type="checkbox"/> Previous experience in providing high quality services in printing of materials, organizing events for government entities and/or international organizations, translating, etc. including with UN agencies is an advantage; <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract <input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 calendar days upon signature of contract;
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Service Contract
UN Women will award to:	<input checked="" type="checkbox"/> One and only one supplier
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days

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

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

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

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

Yours sincerely,


Corneliu Eftodi,
Programme Specialist

² UN Women reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

ANNEX 1

TERMS OF REFERENCE

for company to design and develop promo materials to raise awareness on gender equality and women's rights

Project: 00098995, 00088996, 00098990

Location: Chisinau and districts from Moldova

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women is operational in Moldova since 2010 on the basis of former UNIFEM projects, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

UN Women's country programmes and interventions are guided by its Strategic Note 2014-2017 elaborated through participation and open dialogue with the key stakeholders, and which is fully aligned with UN-Moldova Partnership Framework, National Strategy on Gender Equality, and other national strategies and plans. During 2017, the assistance and cooperation is planned in three strategic results areas, namely: 1. Women lead and participate in decision-making at all levels; 2. Women, especially the poorest and most excluded, are economically empowered and benefit from development; 3. Women and girls live a life free of violence. With the new global 2030 Agenda roadmap for Sustainable Development Goals (SDGs) we work closely with national partners for women to benefit and contribute as key agents of change towards a Planet 50-50.

Violence against women (VAW) is one of the most systematic and widespread human rights violations in the world. In Moldova, as in the region and around the world, it affects individuals regardless of context, culture, or socio-economic status, with serious repercussion for women, their families, and society. Despite significant progress, including in the area of legal and policy reforms, research, and a number of awareness raising campaigns, the prevalence of VAW in Moldova remains high. There is still widespread limited access to justice and support services for survivors, especially when referring to most vulnerable and marginalized groups of women and girls, such as women and girls with disabilities, women and girls living with and affected by HIV/AIDS, older women, women injecting drug users, women from ethnic minorities including Romani women and girls, etc.

To tackle this issue, launched in 1991, the campaign "16 Days of Activism against Gender Violence" starts on 25 November, International Day for the Elimination of Violence against Women, and ends on 10 December, Human Rights Day, thus ensuring a symbolic connection between violence against women and human rights. The campaign has mobilized the efforts of 4,100 organizations in 172 countries until now. The aim of the campaign is to mobilize Governments, civil society and individuals to take active part in preventing and fighting gender and domestic violence. To achieve this, public awareness activities and a social dialogue are organized. At the same time, the campaign aims to change violent attitudes and behaviours in families and society, promote a culture of non-violent relations, inform public at large about the international and national legal framework which protects the victims of violence and ensures their human rights.

In 2017, in the framework of the 16 Days Campaign, UN Women is committed to support and organize a series of events focused on raising the level of information and awareness of the general public and relevant stakeholders on the issue of violence against women and girls with a focus on young people and students.

Under its cross-cutting work on ICT for Development and Innovation, UN Women puts an emphasis on the importance of young women acting as change makers in their own lives and communities through the use of technology. UN Women empowers young women to take technology into their own hands, apply their insights, creativity and problem-identification and solving skills to ensure that technology meets a wider range of needs and

increases its relevance for realizing women's empowerment. UN Women supports a GirlsGoIT initiative to help young women match their enthusiasm and interest with an equal commitment to facilitating future pathways. The partnership of UN Women, eGovernment Center, Novateca and TEKEDU jointly agree to create a platform with a manifesto stating how we want to empower girls and women in Moldova with technology to kick-start a journey on how women can drive the digital-economy in Moldova. In 2016 a 4E Strategy (Education, Entrepreneurship, Employment and Equality) was developed to promote women and girls access in and through technology and we continue to support advocacy initiatives for its implementation.

UN Women will also use promo materials to acknowledge and strengthen partnerships and to promote UN Women's messages to decision makers and key partners.

Therefore, to compliment UN Women's awareness raising efforts, UN Women is planning to subcontract legally registered entity with sufficient material and human resources to develop promotional materials which will be used to raise awareness on violence against women and girls, advocate for increased coordinated efforts and funding for its elimination as well as promoting women in science, technology, engineering and mathematics (STEM) in the framework of global sustainable development goals. Promo materials will be used during the 16 days campaign to end violence against women, monthly orange days, GirlsGoIT local clubs, and other platforms for advocacy.

SCOPE OF WORK

Under the overall guidance and direct supervision of UN Women National Programme Specialist, and in close cooperation with the Communications Associate, the selected entity/ies is/are expected to provide design and printing services during the period of September-November 2017 (in accordance with the Technical Specifications, Annex 1).

The materials developed will be distributed during the campaign in a series of awareness raising initiatives in Chisinau and other districts in Moldova.

TASKS

1. The company/ies shall develop the design of 11 (eleven) different promo material items with conceptual support from UN Women Moldova;
2. The company/ies will produce/print the agreed (by UN Women Moldova) promo materials (eleven) within the timeframe specified in the contract;

DURATION OF ASSIGNMENT

The duration of the assignment is September – November 2017;

DELIVERABLES AND TIMEFRAME

No	Deliverables	Tentative timeframe for accomplishment of task
1.	Design & manufacturing of tailored cotton bags with 2 long handles with color UN Women and SDGs logos	October 1, 2017
2.	Design & manufacturing of polar fleece scarves	November 1, 2017
3.	Design & manufacturing of USB stick bracelets 8GB with UN Women logo and "Women in STEM" slogan	October 1, 2017
4.	Design & manufacturing of USB stick bracelets 8GB with UN Women logo and slogan	October 1, 2017
5.	Design and production of adhesive stickers	November 1, 2017
6.	Design, layout and printing of adhesive leaflets	November 1, 2017

No	Deliverables	Tentative timeframe for accomplishment of task
7.	Design and production of notebooks with UN Women logo	October 20, 2017
8.	Design and production of pens with UN Women logo/text	October 20, 2017
9.	Design and printing of Postcards with envelopes	November 1, 2017
10.	Design and layout of 5 types of diplomas	October 20, 2017
11.	Provide wooden frames with glass	October 20, 2017

All deliverables should be agreed with UN Women Programme Specialist and provided in the form of digital files and reports on the accomplishment of the indicated deliverable, accompanied by relevant documents both electronic and hard copies.

TRAVEL AND OTHER LOGISTIC ARRANGEMENTS

Transportation for visits and meetings will not be provided and shall be organized and covered by the company/organisation. The Company/organisation will also be responsible for all administrative issues associated with undertaking this assignment. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women National Programme Specialist and the Contractor, prior to travel and will be reimbursed.

PERFORMANCE EVALUATION

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy and quality of the products delivered.

FINANCIAL ARRANGEMENTS

Payment will be disbursed upon submission and approval of deliverables, certified by the UN Women Programme Specialist, indicating that the services have been satisfactorily performed.

PAYMENTS

UN Women shall effect payments after acceptance by UN Women of the original invoices with breakdown of rendered services and deed of conveyance-receipt submitted by the entity/ies.




REQUIREMENTS to ORGANIZATIONS

1. Officially registered legal entity as per Republic of Moldova's regulations;
2. At least 3 years of experience in providing high-quality design and printing materials;
3. Previous experience in providing high quality services in printing of materials, organizing events for government entities and/or international organizations, translating, etc. including with UN agencies is an advantage;
4. Adherence to UN/UN Women general terms and conditions of payment and work.

ANNEX 2

SCHEDULE OF REQUIREMENTS OF GOODS

The Selected company will produce and deliver the following items:

ITEM	DESCRIPTION	QTY. (pcs)	Latest Delivery Date
1. 	Design & manufacturing of tailored cotton bags with 2 long handles with UN Women and SDGs logos: <ul style="list-style-type: none"> • Size: h:420mm x l:380mm x w:2mm • Material: cotton 100% • Linen density: minimum 140 gr/m2 • 2 Long handles, drop down height of handles is 30cm • Color of fabric: natural/light beige, unbleached • Printing: one side print, full colors • Imprint area: 300x250mm <p><i>Similar to the picture on the left</i></p>	300 pcs	30 calendar days from Purchase Order
2. 	Polar Fleece Scarf with text <ul style="list-style-type: none"> • Color: Orange • Size: 180cm x 40cm • Material: Polar Fleece, 2-sides brushed, plain dyed, 250 g/m2, anti-pilling • On each end of the scarf, have sewed pieces of small white material (4x8cm) with a text inscription (white) and UN Women logo <p><i>Similar to the picture on the left</i></p>	1000 pcs	30 calendar days from Purchase Order
3. 	Design and production of USB stick bracelets 8GB with UN Women and logo and "Women in STEM" slogan <ul style="list-style-type: none"> • Silicone Wristband USB Flash Memory Drive 8GB • Color: light green • Printing: full color logos on the front side <p><i>Similar to the picture on the left</i></p>	500 pcs	30 calendar days from Purchase Order
4. 	Design and production of USB stick bracelets 8GB with UN Women logo and text <ul style="list-style-type: none"> • Silicone Wristband USB Flash Memory Drive 8GB • Color: orange • Printing: full color logo on the front side and short text (white) <p><i>Similar to the picture on the left</i></p>	500 pcs	30 calendar days from Purchase Order
5. 	Design and production of pens with UN Women logo/text <ul style="list-style-type: none"> • Twist action ball pen • Blue ink • Size: Ø1,2X14,5 CM • Printing size: 45x7 mm • Colour: black with orange <p><i>Similar to the picture on the left</i></p>	1000 pcs	30 calendar days from Purchase Order

6.	Design and production of stickers <ul style="list-style-type: none"> • Shape of the sticker – square • Size: 15cm x 15cm • Full color printing, image and printed text (to be provided) • High quality, adhesive transparent film 	500 pcs	30 calendar days from Purchase Order
7.	Design, layout and printing of adhesive leaflets (one sided) for the 16 Days Campaign against gender based violence <ul style="list-style-type: none"> • Size: 23x13 cm • Full color printing 4+0 • High quality, adhesive transparent film • Paper 150 gr/m2 	2,000 pcs	30 calendar days from Purchase Order
8.	Design, layout of tailored A5 notepad with UN Women logo <ul style="list-style-type: none"> • Type: vertical • Size: A5 • Cover: 180gr/m2 (blue) • Paper inside: white, lined, 150 gr/m2 • Number of pages: 50 • Printing: full colours text and logo 	1000 pcs	30 calendar days from Purchase Order
9.	Design and printing of Postcards with envelopes Postcards <ul style="list-style-type: none"> ▪ Size: 30 x15 cm (folded to form a 15 x 15 cm card) ▪ Paper: 350 gr/m2 ▪ Full color printing 4+2 Envelopes <ul style="list-style-type: none"> ▪ Size: 15x15 cm (to fit the postcards described above) ▪ Type: with silicone band ▪ Print: 2 color logo and address ▪ Paper: at least 80 gr/m2 	250 pcs	30 calendar days from Purchase Order
10.	Design and layout of 5 types of diplomas <ul style="list-style-type: none"> ▪ Design to be provided in an editable PDF format 	5 pcs	30 calendar days from Purchase Order
11.	Wooden frames with glass <ul style="list-style-type: none"> ▪ Size: A4 ▪ Frame Color: white 	20 pcs	30 calendar days from Purchase Order

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

ANNEX 3

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

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

To: UN Women,
131, 31 August 1989,
Chisinau, Moldova

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the **RFQ17/01594**, the following **design, layout, printing and production of promo materials for UN Women Moldova**, and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of **90 days** from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

TABLE 1: Offer to provide Design, Layout, Printing and Production of Promo Materials for UN Women Moldova Compliant with Technical Specifications and Requirements

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY, MDL:	
				UNIT PRICE, (including delivery)	TOTAL PRICE, (including delivery)
1	Design & manufacturing of tailored cotton bags with 2 long handles with UN Women and SDGs logos: <ul style="list-style-type: none"> • Size: h:420mm x l:380mm x w:2mm • Material: cotton 100% • Linen density: minimum 140 gr/m2 • 2 Long handles, drop down height of handles is 30cm • Color of fabric: natural/light beige, unbleached • Printing: one side print, full colors • Imprint area: 300x250mm 	300 pcs	piece		
2	Polar Fleece Scarf with text <ul style="list-style-type: none"> • Color: Orange • Size: 180cm x 40cm • Material: Polar Fleece, 2-sides brushed, plain dyed, 250 g/m2, anti-pilling • On each end of the scarf, have sewed pieces of small white material (4x8cm) with a text inscription (white) and UN Women logo 	1000 pcs	piece		
3	Design and production of USB stick bracelets 8GB with UN Women and logo and "Women in STEM" slogan <ul style="list-style-type: none"> • Silicone Wristband USB Flash Memory Drive 8GB • Color: light green • Printing: full color logos on the front side 	500 pcs	piece		
4	Design and production of USB stick bracelets 8GB with UN Women logo and text <ul style="list-style-type: none"> • Silicone Wristband USB Flash Memory Drive 8GB • Color: orange • Printing: full color logo on the front side and short text (white) 	500 pcs	piece		
5	Design and production of pens with UN Women logo/text <ul style="list-style-type: none"> • Twist action ball pen • Blue ink • Size: Ø1,2X14,5 CM • Printing size: 45x7 mm • Colour: black with orange 	1000 pcs	piece		
6	Design and production of stickers <ul style="list-style-type: none"> • Shape of the sticker – square • Size: 15cm x 15cm • Full color printing, image and printed text (to be provided) • High quality, adhesive transparent film 	500 pcs	piece		
7	Design, layout and printing of adhesive leaflets (one sided) for the 16 Days Campaign against gender based violence <ul style="list-style-type: none"> • Size: 23x13 cm • Full color printing 4+0 • High quality, adhesive transparent film • Paper 150 gr/m2 	2,000 pcs	piece		
8	Design, layout of tailored A5 notepad with UN Women logo <ul style="list-style-type: none"> • Type: vertical • Size: A5 • Cover: 180gr/m2 (blue) • Paper inside: white, lined, 150 gr/m2 • Number of pages: 50 • Printing: full colours text and logo 	1000 pcs	piece		

9	Design and printing of Postcards with envelopes Postcards <ul style="list-style-type: none"> Size: 30 x15 cm (folded to form a 15 x 15 cm card) Paper: 350 gr/m2 Full color printing 4+2 Envelopes <ul style="list-style-type: none"> Size: 15x15 cm (to fit the postcards described above) Type: with silicone band Print: 2 color logo and address Paper: at least 80 gr/m2	250 pcs	piece		
10	Design and layout of 5 types of diplomas <ul style="list-style-type: none"> Design to be provided in an editable PDF format 	5 pcs	design		
11	Wooden frames with glass <ul style="list-style-type: none"> Size: A4 Frame Color: white 	20 pcs	piece		

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL DAP PRICE:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 2: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for non-compliance</i>
Payment terms: 30 days upon receipt of invoice			
Delivery Lead Time: 30 calendar days upon signature of contract			
Validity Period of Quotation: 90 days			
All Provisions of the UN Women General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

ANNEX 4

UN WOMEN GENERAL CONDITIONS OF CONTRACT

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

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

ANNEX 5

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between _____ (Name of the Contractor)

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

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

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

On behalf of the Contractor: _____

Name, Title: _____

Address: _____

Signature: _____

Date: ____/____/____

DD MM YYYY

ANNEX 6

MODEL FORM OF CONTRACT

CONTRACT – INSTITUTIONAL OR PROFESSIONAL SERVICES

Contract No.

Business Unit:

Organisational Unit/Section/Division/Office/Country:

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

1. CONTRACT DOCUMENTS

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

- (a) This document;
- (b) UN Women General Conditions of Contract—Contracts for the Provision of Services, annexed hereto as Annex A (“General Conditions”);
- (c) Statement of Works, annexed hereto as Annex B (“SOW”);
- (d) The “Fee List” annexed hereto as Annex C

2. SCOPE

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

3. DURATION

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

4. PRICE & PAYMENT

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a price not to exceed [insert currency & amount in figures and words] (“the Maximum Total Amount”). The Maximum Total Amount is not a guaranteed amount. The Fee Schedule in Annex [insert annex number] contains the maximum amounts per cost category that are reimbursable under this Contract; such maximum amounts are not guaranteed amounts. The Contractor shall reflect in its invoices the amount of the actual reimbursable costs incurred in the performance of the Services. The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the Maximum Total Amount or of any of the amounts specified in the Fee Schedule for each cost category without the prior written agreement of UN Women. The Contractor shall submit itemized invoices for the work done every [insert period of time or milestones].

5. INVOICES

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

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

6. PAYMENT

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

Name of Bank:
Bank Address:
Bank ID:
Account No:
Title/name:

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

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

7. NOTIFICATIONS

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

For UN Women:

[Insert Name, Address, Phone and Email]

For the Contractor:

[Insert Name, Address, Phone and Email]

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

For and on behalf of UN Women:

For and on behalf of the Contractor:

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name _____
Title _____
Date _____