

**Request for Quotation (RFQ) for
*non-Complex Services and Goods***

Reference No.: RFQ17/01647

**Company to provide printing, design and layout
services of promotional and visibility materials**

Dear Sir/Madam,

Subject: Request for Quotation (RfQ17/01647) for the provision of printing, design and layout services of promotional and visibility materials

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Logistic and organisational support during the high-level consultation 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. Detailed Technical Specifications of the Goods (Annex 1)
 - c. Quotation Submission Form and Quotation Format (Annex 2)
 - d. UN Women General Conditions of Contract (Annex 3)
 - e. Voluntary Agreement (Annex 4)
 - f. Model Form of Contract (Annex 5)
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: December 1, 2017 4:00 PM (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: 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: "RfQ17/01647: Company to provide printing, design and layout services of promotional and visibility materials"</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>60 days</p> <p>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
Alternative Offer	<input checked="" type="checkbox"/> Not authorized
Clarifications of solicitation documents	Requests for clarification may be submitted 2 days before the submission date.

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
	<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: "RfQ17/01647 Request for Clarification from Vendor Name"</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: marina_vatav@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"/> As per Delivery Schedule (Annex 1)
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 exclusive of VAT and other applicable indirect taxes
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Detailed description of the offered goods and services;</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><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.</p>
Evaluation Criteria	<p>Companies:</p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price²;</p>

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.

Instructions to Suppliers	Specific Requirements
	<input checked="" type="checkbox"/> Officially registered legal entity with full capacity to act; <input checked="" type="checkbox"/> Minimum 1 year experience in the field; <input checked="" type="checkbox"/> Previous experience in providing high quality services in printing of materials, 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.
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 10 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,



Galina Corgoja,

Operations Manager,

UN Women Moldova Country Office

ANNEX 1

SCHEDULE OF REQUIREMENTS OF GOODS

STATEMENT OF NEED:

Item	Generic Description	Quantity	Delivery deadline
1	Printing of leaflets on Time Use Survey as per the list below		
1.1	Printing of <u>Romanian</u> version of leaflet „ Timpul alocat de tinerii moldoveni studiilor la școală ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(sample to be provided)</i>	300	By 12 December 2017 latest
1.2	Printing of <u>English</u> version of leaflet „ Time use by young Moldovans for school studies ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(sample to be provided)</i>	50	By 12 December 2017 latest
1.3	Design, layout and printing of <u>Russian</u> version of leaflet „ Время, которое молдавская молодежь выделяет на учебу ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Text in Russian will be provided)</i>	100	By 12 December 2017 latest
1.4	Printing of <u>Romanian</u> version of leaflet „ Care este legătura dintre starea sănătății și modul de viață al moldovenilor ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	300	By 12 December 2017 latest
1.5	Printing of <u>English</u> version of leaflet „ What is the link between the health condition and lifestyle of Moldovans ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	50	By 12 December 2017 latest
1.6	Design, layout and printing of <u>Russian</u> version of leaflet „ Связь между состоянием здоровья и образом жизни в Молдове ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Text in Russian will be provided)</i>	100	By 12 December 2017 latest
1.7.	Printing of <u>Romanian</u> version of leaflet „ Importanța muncii neremunerate în Moldova ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	300	By 12 December 2017 latest
1.8.	Printing of <u>English</u> version of leaflet „ The importance of unpaid work in Moldova ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	50	By 12 December 2017 latest

1.9.	Design, layout and printing of <u>Russian</u> version of leaflet „ Важность неоплачиваемого труда в Молдове ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Text in Russian will be provided)</i>	100	By 12 December 2017 latest
1.10.	Printing of <u>Romanian</u> version of leaflet „ Utilizarea timpului pentru îngrijirea copiilor de către părinții din Moldova ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	300	By 12 December 2017 latest
1.11.	Printing of <u>English</u> version of leaflet „ Time use by Moldovan parents for taking care of their children ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	50	By 12 December 2017 latest
1.12.	Design, layout and printing of <u>Russian</u> version of leaflet „ Время, которое родители в Молдове посвящают заботе о своих детях ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Text in Russian will be provided)</i>	100	By 12 December 2017 latest
1.13.	Printing of <u>Romanian</u> version of leaflet „ Utilizarea timpului de către persoanele cu dizabilități ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	300	By 12 December 2017 latest
1.14.	Printing of <u>English</u> version of leaflet „ Time use by people with disabilities ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	50	By 12 December 2017 latest
1.15.	Design, layout and printing of <u>Russian</u> version of leaflet „ Использование времени людьми с ограниченными возможностями ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Text in Russian will be provided)</i>	100	By 12 December 2017 latest
1.16.	Printing of <u>Romanian</u> version of leaflet „ Viața socială și divertismentul la moldoveni ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	300	By 12 December 2017 latest
1.17	Printing of <u>English</u> version of leaflet „ Moldovans social life and entertainment ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4.</i> <i>(Sample will be provided)</i>	50	By 12 December 2017 latest
1.18.	Design, layout and printing of <u>Russian</u> version of leaflet „ Общение и развлечение в Молдове ” <i>6 pages</i>	100	By 12 December 2017 latest

	Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)		
1.19.	Printing of <u>Romanian</u> version of leaflet „Cât de îndrăgită este lectura de către moldoveni”. 4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	By 12 December 2017 latest
1.20.	Printing of <u>English</u> version of leaflet „How much Moldovans like reading” 4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	By 12 December 2017 latest
1.21.	Design, layout and printing of <u>Russian</u> version of leaflet „Насколько популярно чтение в Молдове?” 4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	By 12 December 2017 latest
1.22.	Printing of <u>Romanian</u> version of leaflet „Cât de populare sunt activitățile de voluntariat și întrunire printre moldoveni” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	By 12 December 2017 latest
1.23.	Printing of <u>English</u> version of leaflet „How popular are volunteer activities and meetings among Moldovans” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	By 12 December 2017 latest
1.24.	Design, layout and printing of <u>Russian</u> version of leaflet „Насколько широко распространены волонтерство и участие в собраниях в Молдове” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	By 12 December 2017 latest
1.25.	Printing of <u>Romanian</u> version of leaflet „Cât timp petrec moldovenii utilizând diferite tipuri de transport” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	By 12 December 2017 latest
1.26.	Printing of <u>English</u> version of leaflet „How much time do Moldovans spend using different types of transport” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	By 12 December 2017 latest
1.27.	Design, layout and printing of <u>Russian</u> version of leaflet „Время, которое жители Молдовы затрачивают на транспорт” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	By 12 December 2017 latest
1.28.	Printing of <u>Romanian</u> version of leaflet „Cit timp aloca moldovenii calatoriilor”	300	By 12 December 2017 latest

	<p>5 pages</p> <p>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</p>		
1.29.	<p>Printing of <u>English</u> version of leaflet „How much time do Moldovans spend on traveling”</p> <p>5 pages</p> <p>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</p>	50	By 12 December 2017 latest
1.30	<p>Design, layout and printing of <u>Russian</u> version of leaflet „Сколько времени уделяется в Молдове на путешествия”</p> <p>5 pages</p> <p>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)</p>	100	By 12 December 2017 latest
1.31.	<p>Book band in <u>Romanian</u> to cover a set of 10 brochures (above)</p> <p>Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length (Sample will be provided)</p>	300	By 12 December 2017 latest
1.32.	<p>Book band in <u>English</u> to cover a set of 10 brochures (above)</p> <p>Format A5+ (open 210x400 mm), laminated matt, 300 g/m2, colors 4+0, 40 cm length (Sample will be provided)</p>	50	By 12 December 2017 latest
1.33.	<p>Book band in <u>Russian</u> to cover a set of 10 brochures (above)</p> <p>Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length (Text in Russian will be provided)</p>	100	By 12 December 2017 latest
2.1	<p>Printing of <u>Romanian</u> version of leaflet - Gender Barometer: How women and men participate in decision making? (Barometru de gen. Cum participa femeile si barbatii in luarea deciziilor?)</p> <p>Format: 165X240 mm</p> <p>Interior: 100 p., 4+4 colors, coated paper 90gr/sq.m.</p> <p>Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0</p> <p>Binding: block sewn with thread, cover glued with thermocouple (The design and text in RO will be provided)</p>	500	By 12 December 2017 latest
2.2.	<p>Printing of <u>Romanian, English, Russian</u> Sets of Infographics (leaflets). 1 set is composed of: 4 infographics + folder (envelope style, artistic cut)</p> <p>Infographic: A4, 4+0 colors, coated paper, 300 gr./sq.m.</p> <p>Folder: envelope style, 322X459 mm, artistic cut, 4+0 colors, coated paper, punching, assemblage, 350 gr./sq.m. (The design and text in RO, EN and RU will be provided)</p>	Romanian (500 sets)	By 12 December 2017 latest
		English (100 sets)	
		Russian (100 sets)	
2.3.	<p>Printing of <u>Romanian</u> version of Guide of local elected official: gender dimension in local governance (Ghidul alesului local: Dimensiunea de gen in guvernarea locala)</p> <p>Format: 159X240 mm</p> <p>Interior: 56 p., 4+4 colors, coated paper, 100 gr./sq.m.</p> <p>Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0</p> <p>Binding: block sewn with thread, cover glued with thermocouple. (The design and text in Romanian will be provided)</p>	500	By 12 December 2017 latest
2.4.	<p>Printing of <u>Romanian</u> version of Guide of women candidates in electoral campaign (Ghidul femeilor candidate in campania electorala)</p>	500	By 12 December 2017 latest

	<p>Format: 160X240 mm Interior: 28 p., 4+4 colors, coated paper, 90 gr./ sq.m. Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0 Binding: stapling (2 staples) <i>(The design and text in Romanian will be provided)</i></p>		
3.1.	<p>Design and printing of cotton canvass bags with logo:</p> <p>Cotton canvass bag, natural color, 1 side color printed (up to 5 colors or any other custom color possible), Size - 38 cm width x 40 cm height (without handles), long handles (up to 50 cm) between 140 - 150 grams. <i>(the UN Women and SDG logos will be provided)</i></p>	500	By 12 December 2017 latest
3.2.	<p>Design and printing of Recycled Presentation Folders with colour logo:</p> <p>A4 Recycled Presentation Folder Natural with logo (image will have up to 5 colors or any other custom color possible)) Format: A4 size, Colour: natural shades/Eco-natural, Dimensions: 219 x 310 mm when folded (supplied unfolded). To fit: A4 card / paper Thickness: 280-300g, thick board weight Recycled Content: 100% Double folded with one internal pocket. <i>(the UN Women and SDG logos will be provided)</i></p>	500	By 12 December 2017 latest
3.3.	<p>Design and printing of Eco Pens with colour logo:</p> <p>Ecologic pen made of specially rolled paper closed using a paper plug, no additional plastic required Dimensions: 145 x 9 mm Colour: natural color <i>(the UN Women logo will be provided)</i></p>	500	By 12 December 2017 latest
3.4.	<p>Design and printing of A5 Eco Recycle Notebook with colour logo:</p> <p>Size: A5; Inner Pages: 80 Sheets; Type: notepad Colour: natural color (cover page) with colored logo, Specifications: Recycled paper cover with Elastic Band, Recycled Paper Inside pages: natural color, no logo inside, weight -100 gr/m2, matte with lines <i>(the UN Women and SDG logos will be provided)</i></p>	500	By 12 December 2017 latest
3.5.	<p>Design and printing of A5 Office Agenda for 2018 with logo:</p> <p>Size: A5, inner pages 232 (224 + 8 atlases) Cover page: soft cover leather, dark blue, customizable with logo (hot stamping) Inner pages: 70 g/m2, sewed, with lines, natural color, with no data, only 3 months calendar on upper part of page, artistic cut, with elastic gripping for pen to be attached to the notebook <i>(the UN Women logo will be provided)</i></p>	100	By 12 December 2017 latest
3.6.	<p>USB stick bracelets with UN Women logos</p> <p>Silicone Wristband USB Flash Memory Drive 16GB Preferred color: light blue Printing: full color logo on the front side</p>	500	By 12 December 2017 latest
	Special Requirements:		
	Prior to starting the printing process, the „Supplier” will seek „Customer” approval for every item subject to printing		

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

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

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

To: *[insert UN Women
Address, City, Country]*

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 **RfQ17/01647** the following **printing, design and layout services of promotional and visibility materials** 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 **60 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 printing, design and layout services of promotional and visibility materials

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY, MDL:	
				UNIT PRICE, (including delivery)	TOTAL PRICE, (including delivery)
1.1	Printing of <u>Romanian</u> version of leaflet „ Timpul alocat de tinerii moldoveni studiilor la școală ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	300	piece		
1.2	Printing of <u>English</u> version of leaflet „ Time use by young Moldovans for school studies ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	50	piece		
1.3	Design, layout and printing of <u>Russian</u> version of leaflet „ Время, которое молдавская молодежь выделяет на учебу ” <i>2 pages</i> <i>Format A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)</i>	100	piece		
1.4	Printing of <u>Romanian</u> version of leaflet „ Care este legătura dintre starea sănătății și modul de viață al moldovenilor ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	300	piece		
1.5	Printing of <u>English</u> version of leaflet „ What is the link between the health condition and lifestyle of Moldovans ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	50	piece		
1.6	Design, layout and printing of <u>Russian</u> version of leaflet „ Связь между состоянием здоровья и образом жизни в Молдове ” <i>6 pages</i>	100	piece		

	Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)				
1.7.	Printing of <u>Romanian</u> version of leaflet „ Importanța muncii neremunerate în Moldova ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	piece		
1.8.	Printing of <u>English</u> version of leaflet „ The importance of unpaid work in Moldova ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		
1.9.	Design, layout and printing of <u>Russian</u> version of leaflet „ Важность неоплачиваемого труда в Молдове ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	piece		
1.10.	Printing of <u>Romanian</u> version of leaflet „ Utilizarea timpului pentru îngrijirea copiilor de către părinții din Moldova ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	piece		
1.11.	Printing of <u>English</u> version of leaflet „ Time use by Moldovan parents for taking care of their children ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		
1.12.	Design, layout and printing of <u>Russian</u> version of leaflet „ Время, которое родители в Молдове посвящают заботе о своих детях ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	piece		
1.13.	Printing of <u>Romanian</u> version of leaflet „ Utilizarea timpului de către persoanele cu dizabilități ” 5 pages	300	piece		

	Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)				
1.14.	Printing of <u>English</u> version of leaflet „ Time use by people with disabilities ” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		
1.15.	Design, layout and printing of <u>Russian</u> version of leaflet „ Использование времени людьми с ограниченными возможностями ” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	piece		
1.16.	Printing of <u>Romanian</u> version of leaflet „ Viața socială și divertismentul la moldoveni ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	piece		
1.17	Printing of <u>English</u> version of leaflet „ Moldovans social life and entertainment ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		
1.18.	Design, layout and printing of <u>Russian</u> version of leaflet „ Общение и развлечение в Молдове ” 6 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	piece		
1.19.	Printing of <u>Romanian</u> version of leaflet „ Cât de îndrăgită este lectura de către moldoveni ”. 4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	piece		
1.20.	Printing of <u>English</u> version of leaflet „ How much Moldovans like reading ” 4 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		

1.21.	Design, layout and printing of <u>Russian</u> version of leaflet „ Насколько популярно чтение в Молдове? ” <i>4 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)</i>	100	piece		
1.22.	Printing of <u>Romanian</u> version of leaflet „ Cât de populare sunt activitățile de voluntariat și întrunire printre moldoveni? ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	300	piece		
1.23.	Printing of <u>English</u> version of leaflet „ How popular are volunteer activities and meetings among Moldovans? ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	50	piece		
1.24.	Design, layout and printing of <u>Russian</u> version of leaflet „ Насколько широко распространены волонтерство и участие в собраниях в Молдове? ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)</i>	100	piece		
1.25.	Printing of <u>Romanian</u> version of leaflet „ Cât timp petrec moldovenii utilizind diferite tipuri de transport? ” <i>6 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	300	piece		
1.26.	Printing of <u>English</u> version of leaflet „ How much time do Moldovans spend using different types of transport? ” <i>5 pages</i> <i>Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)</i>	50	piece		
1.27.	Design, layout and printing of <u>Russian</u> version of leaflet „ Время, которое жители Молдовы затрачивают на транспорт? ” <i>6 pages</i>	100	piece		

	Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)				
1.28.	Printing of <u>Romanian</u> version of leaflet „ Cit timp alocă moldovenii călătoriilor ” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	300	piece		
1.29.	Printing of <u>English</u> version of leaflet „ How much time do Moldovans spend on traveling ” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Sample will be provided)	50	piece		
1.30	Design, layout and printing of <u>Russian</u> version of leaflet „Сколько времени уделяется в Молдове на путешествия” 5 pages Format A5, tri fold (210 mm x 450 mm), matt paper, 250 g/m2, colors 4+4. (Text in Russian will be provided)	100	piece		
1.31.	Book band in <u>Romanian</u> to cover a set of 10 brochures (above) Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length (Sample will be provided)	300	piece		
1.32.	Book band in <u>English</u> to cover a set of 10 brochures (above) Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length (Sample will be provided)	50	piece		
1.33.	Book band in <u>Russian</u> to cover a set of 10 brochures (above) Format A5+ (open 210x400 mm), laminated matt 300 g/m2, colors 4+0, 40 cm length (Text in Russian will be provided)	100	piece		
2.1	Printing of <u>Romanian</u> version of leaflet - Gender Barometer: How women and men participate in decision making? (Barometru de gen. Cum participa femeile si barbati in luarea deciziilor?) Format: 165X240 mm Interior: 100 p., 4+4 colors, coated paper 90gr/sq.m. Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple	500	piece		

	<i>(The design and text in RO will be provided)</i>				
2.2.	Printing of <u>Romanian, English, Russian</u> Sets of Infographics (leaflets). 1 set is composed of: 4 infographics + folder (envelope style, artistic cut) <i>Infographic:</i> A4, 4+0 colors, coated paper, 300 gr./sq.m. <i>Folder:</i> envelope style, 322X459 mm, artistic cut, 4+0 colors, coated paper, punching, assemblage, 350 gr./sq.m. <i>(The design and text in RO, EN and RU will be provided)</i>	Romanian (500)	set		
		English (100)	set		
		Russian (100)	set		
2.3.	Printing of <u>Romanian</u> version of Guide of local elected official: gender dimension in local governance (Ghidul alesului local: Dimensiunea de gen in guvernarea locala) Format: 159X240 mm Interior: 56 p., 4+4 colors, coated paper, 100 gr./ sq.m. Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0 Binding: block sewn with thread, cover glued with thermocouple. <i>(The design and text in Romanian will be provided)</i>	500	piece		
2.4.	Printing of <u>Romanian</u> version of Guide of women candidates in electoral campaign (Ghidul femeilor candidate in campania electorala) Format: 160X240 mm Interior: 28 p., 4+4 colors, coated paper, 90 gr./ sq.m. Cover page: coated paper 300gr/sq.m., 4+0 colors, matt lamination 1+0 Binding: stapling (2 staples) <i>(The design and text in Romanian will be provided)</i>	500	piece		
3.1.	Design and printing of cotton canvass bags with logo: Cotton canvass bag, natural color, 1 side color printed (up to 5 colors or any other custom color possible), Size - 38 cm width x 40 cm height (without handles), long handles (up to 50 cm) between 140 - 150 grams. <i>(the UN Women and SDG logos will be provided)</i>	500	piece		
3.2.	Design and printing of Recycled Presentation Folders with colour logo:	500	piece		

	<p>A4 Recycled Presentation Folder Natural with logo (image will have up to 5 colors or any other custom color possible))</p> <p>Format: A4 size, Colour: natural shades/Eco-natural,</p> <p>Dimensions: 219 x 310 mm when folded (supplied unfolded).</p> <p>To fit: A4 card / paper</p> <p>Thickness: 280-300g, thick board weight</p> <p>Recycled Content: 100%</p> <p>Double folded with one internal pocket.</p> <p><i>(the UN Women and SDG logos will be provided)</i></p>				
3.3.	<p>Design and printing of Eco Pens with colour logo:</p> <p>Ecologic pen made of specially rolled paper closed using a paper plug, no additional plastic required</p> <p>Dimensions: 145 x 9 mm</p> <p>Colour: natural color</p> <p><i>(the UN Women logo will be provided)</i></p>	500	piece		
3.4.	<p>Design and printing of A5 Eco Recycle Notebook with colour logo:</p> <p>Size: A5; Inner Pages: 80 Sheets; Type: notepad</p> <p>Colour: natural color (cover page) with colored logo,</p> <p>Specifications: Recycled paper cover with Elastic Band, Recycled Paper</p> <p>Inside pages: natural color, no logo inside, weight -100 gr/m2, matte with lines</p> <p><i>(the UN Women and SDG logos will be provided)</i></p>	500	piece		
3.5.	<p>Design and printing of A5 Office Agenda for 2018 with logo:</p> <p>Size: A5, inner pages 232 (224 + 8 atlases)</p> <p>Cover page: soft cover leather, dark blue, customizable with logo (hot stamping)</p> <p>Inner pages: 70 g/m2, sewed, with lines, natural color, with no data, only 3 months calendar on upper part of page, artistic cut, with elastic gripping for pen to be attached to the notebook</p> <p><i>(the UN Women logo will be provided)</i></p>	100	piece		
3.6.	<p>USB stick bracelets with UN Women logos</p> <p>Silicone Wristband USB Flash Memory Drive 16GB</p> <p>Preferred color: light blue</p> <p>Printing: full color logo on the front side</p>	500	piece		
	Special Requirements:				
	Prior to starting the printing process, the „Supplier” will seek „Customer” approval for every item subject to printing				

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: 100% upon delivery of final product			
Delivery Lead Time: by 12 December 2017			
Delivery Place: 202, Stefan cel Mare si Sfint bvd, 3 rd floor, Chisinau, Republic of Moldova.			
Quantity change: UN Women reserves the right to modify the quantity by 25% of the tendered goods			
Validity Period of Quotation: 60 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 3

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 4

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

MODEL FORM OF CONTRACT

INSTITUTIONAL SERVICES CONTRACT

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) Terms of Reference, annexed hereto as Annex B (“TOR”);
- (d) [other annexes that may be relevant]

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 ³

³ Advance payments should not be made using this template. Please use the Model Institutional Services Contract or Professional Services Contract for services valued at USD \$30,000 or above or for procurement actions for services valued below USD \$30,000, where the nature of services or terms and conditions are novel or complex.

(Select one option and delete the other)

OPTION 1 (FIXED FEE) ⁴

(Delete title immediately above after selecting option)

In full consideration for the complete and satisfactory performance of the Services under this Contract, UN Women shall pay the Contractor a total fixed fee of [*insert currency & amount in figures and words*]. This fee shall remain firm and fixed during the term of the Contract. The Contractor shall submit invoices only upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon....././....
....././....

OR

OPTION 2 (TIME-BASED CONTRACTS) ⁵

(Delete title immediately above after selecting option)

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*].

Please note that advance payments should be granted only in exceptional cases, and that they must comply with UN Women policies and procedures.

⁴ This option is to be used for fixed fee contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract. Compensation for services is usually referred to as the fee. In a fixed fee contract, there are no “rates”; the amount of the fee is fixed.

⁵ This option should be used for time and materials contracts. Normally, such contracts should be used where the compensation of the contractor is based on time spent in performing the services, and possibly with reimbursement of expenses incurred by the contractor. Cost reimbursable contracts are not normally used for the provision of services. Instead, where the contractor’s compensation is based on time spent in performing the services (and possibly reimbursement of expenses for materials), a time and materials contract should be used; see POM, sec. 11.2.

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:

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 _____
