**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* Date: *[insert date of Quotation Submission]*

*Address, City, Country]*

We, the undersigned, declare that:

1. 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*;*
2. 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;
3. 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;
4. 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;
5. 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;
6. 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*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 Romanian version of leaflet **„Timpul alocat de tinerii moldoveni studiilor la școală”**  *2 pages*  *Format* A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. (*Sample will be provided)* | 300 | piece |  |  |
| 1.2 | Printing of English version of leaflet „**Time use by young Moldovans for school studies”**  *2 pages*  *Format* A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4*.* (*Sample will be provided)* | 50 | piece |  |  |
| 1.3 | Design, layout and printing of Russian version of leaflet **„Время, которое молдавская молодежь выделяет на учебу”**  *2 pages*  *Format* A4 – bi fold (210 mm x 295 mm), matt paper, 250 g/m2, colors 4+4. *(Text in Russian will be provided)* | 100 | piece |  |  |
| 1.4 | Printing of Romanian version of leaflet „**Care este legătura dintre starea sănătății și modul de viață al moldovenilor”**  *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 |  |  |
| 1.5 | Printing of English version of leaflet **„What is the link between the health condition and lifestyle of Moldovans”**  *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 |  |  |
| 1.6 | Design, layout and printing of Russian version of leaflet **„ Связь между состоянием здоровья и образом жизни 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 |  |  |
| 1.7. | Printing of Romanian 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 English 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 Russian 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 Romanian 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 English 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 Russian 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 Romanian version of leaflet „**Utilizarea timpului de către persoanele cu dizabilități”**  *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 |  |  |
| 1.14. | Printing of English 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 Russian 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 Romanian 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 English 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 Russian 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 Romanian 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 English 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 Russian 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 | piece |  |  |
| 1.22. | Printing of Romanian 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 | piece |  |  |
| 1.23. | Printing of English 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 | piece |  |  |
| 1.24. | Design, layout and printing of Russian 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 | piece |  |  |
| 1.25. | Printing of Romanian version of leaflet „**Cât timp petrec moldovenii utilizind 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 | piece |  |  |
| 1.26. | Printing of English 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 | piece |  |  |
| 1.27. | Design, layout and printing of Russian 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 | piece |  |  |
| 1.28. | Printing of Romanian version of leaflet „**Cit timp aloca moldovenii calatoriilor”**  *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 English 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 Russian 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 Romanian 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 English 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 Russian 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 Romanian version of leaflet - Gender Barometer: How women and men participate in decision making? (Barometru de gen. Cum participa femeile si barbatii 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  *(The design and text in RO will be provided)* | 500 | piece |  |  |
| 2.2. | Printing of Romanian, English, Russian Sets of Infographics (leaflets).  **1 set is composed of: 4 infographics + folder (envelope style, artistic cut)**  *Infographic:*  A4, 4+0 colors, coated paper, 300 gr./sq.m.  *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)* | Romanian (500) | set |  |  |
| English  (100) | set |  |  |
| Russian  (100) | set |  |  |
| 2.3. | Printing of Romanian 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.  *(The design and text in Romanian will be provided)* | 500 | piece |  |  |
| 2.4. | Printing of Romanian 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)  *(The design and text in Romanian will be provided)* | 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.  *(the UN Women and SDG logos will be provided)* | 500 | piece |  |  |
| 3.2. | Design and printing of Recycled Presentation **Folders** with colour logo:  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.  *(the UN Women and SDG logos will be provided)* | 500 | piece |  |  |
| 3.3. | Design and printing of **Eco Pens** with colour logo:  Ecologic pen made of specially rolled paper closed using a paper plug, no additional plastic required  Dimensions: 145 x 9 mm  Colour: natural color  *(the UN Women logo will be provided)* | 500 | piece |  |  |
| 3.4. | Design and printing of A5 **Eco Recycle Notebook** with colour logo:  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  *(the UN Women and SDG logos will be provided)* | 500 | piece |  |  |
| 3.5. | Design and printing of A5 Office **Agenda for 2018** with logo:  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  *(the UN Women logo will be provided)* | 100 | piece |  |  |
| 3.6. | **USB stick bracelets** with UN Women logos  Silicone Wristband USB Flash Memory Drive 16GB  Preferred color: light blue  Printing:  full color logo on the front side | 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 DAPPRICE: |  |
| FREIGHT /INSURANCE/HANDLING COSTS: |  |
| TOTAL COST: |  |

**TABLE 2: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Requirements :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms: 100% upon delivery of final product |  |  |  |
| Delivery Lead Time: by 12 December 2017 |  |  |  |
| Delivery Place: 202, Stefan cel Mare si Sfint bvd, 3rd 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.