



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RfQ21/02297: EU4MD/ Design, production and supply of visibility materials</b>	Date: 17 June 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Denis Suschevici

Name: Denis Suschevici

Title: Head of Procurement Unit

Date: 17 June 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>30 June 2021, 15:00, EET (Eastern European Time, GMT+3)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information</p> <p>Insert BU Code: <b>MDA10</b> and Event ID number: <b>0000009572</b></p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> <li>· Username: event.guest</li> <li>· Password: why2change</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in MDL Moldovan Lei
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

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<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit <b>only one Bid</b>, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p><b>All prices must:</b></p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Language of quotation</b>	<p>Romanian or English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</li> <li><input checked="" type="checkbox"/> Company Profile (short info up to 5 pages);</li> <li><input checked="" type="checkbox"/> Copy of Company's Registration certificate;</li> <li><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);</li> <li><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (if any);</li> <li><input checked="" type="checkbox"/> List of completed contracts for similar goods and services undertaken within the past five (5) years, indicating beneficiary (including contact details), contract amount and delivery time;</li> <li><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.</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> The Contractor shall submit a final invoice within 30 days from the signature of the Receipt Act.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>

<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:liliana.caterov@undp.org">liliana.caterov@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by publishing directly on eTendering.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Minimum 3 similar (in terms of type and volume of services) contracts undertaken in the past 5 (five) years <input checked="" type="checkbox"/> Maximum delivery period not to exceed 45 calendar days upon signature of contract, except Items nr. 20, 21 and 22 - will be delivered in 15 calendar days from acceptance of design and order placement.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order or Contract for services/goods
<b>Expected date for contract award.</b>	20 July 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

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## ANNEX 1: SCHEDULE OF REQUIREMENTS

**RfQ-21/02279 EU4MD: Visibility materials design, production and supply** requires the delivery of the following goods as per attached detailed specifications.

### Technical Specifications for Goods:

Item No	Minimum technical requirements		Unit	Quantity	
1	Cotton bag Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing; two handles – 22 cm long; Bag size without handles – height=41-43 cm; width=35-37 cm; depth=7 cm minimum; Linen density – minimum 150 gr/m <sup>2</sup> , 100% cotton or flax; Color – <u>natural (beige) and blue</u> ,150 of each		item	300	
2	Foldable shopping/tote bag Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing; Bag size without handles - 38X40 cm; Polyester; - Color – blue		item	150	
3	T-shirts (unisex) Branding: Front: maximum imprint dimension – 40x30 cm, 4 colors logo and text; Back: no imprint Linen: 100% cotton, minimum 150 gr/ m <sup>2</sup> ; Color – blue. 125 with EU4Ungheni logo/125 with EU4Cahul logo		item	S	100
				M	100
				XL	50
4	T-shirts (polo) Branding: Front: 10x10cm 4 colors print logo; Back: maximum imprint dimension 35X10 cm, 2 colors text; Linen: minimum 90% cotton with up to 10% polyester, viscose or other polymers, 150 gr/ m <sup>2</sup> density or more; Color: <u>white and blue</u> 150/150 mix.	Men	item	S	50
				M	50
				L	50
		Women		S	50
				M	50
				L	50
5	Baseball Caps 5 panels cotton baseball caps; Adjustable size with metal snap closure or Velcro fastening belt for size adjustment; Branding: 3 colored logo, 9x5cm maximum; Color: blue		item	300	
6	Rain umbrella <u>Recycled PET umbrella</u> With wooden stick Automatic opening Branding: 2 folds logo printing: 100 x 80 mm each Color: blue		item	100	
7	Rain umbrella With wooden stick Automatic opening, polyester Branding: 2 folds logo printing: 100 x 80 mm each Color: blue (80 items) and yellow (20 items)		item	100	
8	Pens: recycled or biodegradable Blue ink ball pen made entirely of recycled or biodegradable plastic Branding: 3 colors, two-sided printing Color: white & blue, 500 of each		item	1000	
9	Pens Blue pen with cap, made entirely of recycled cardboard Branding: 3 colors, two-sided printing14X0.8 cm each		item	300	

	Color: mix blue, beige, yellow, 100 each		
10	Water bottle 500/or 600 ml plastic water bottle, BPA free Branding: 3 colors printing, 7X21 cm Color: transparent	item	200
11	Mug 350 ml ceramic mug Color: white, yellow, blue (mix: 100, 100, 100) Branding: logo & text, 9x8cm maximum; 4 colors	item	300
12	Reflective adult safety vest Fluorescent vest Polyester One size Color: yellow Branding: logo applications (4 colors), 9X10 cm	item	50
13	Safety Helmet Branding: logo applied (4 colors) on both lateral side of the helmet, 9x5cm maximum each side Color: white	item	20
14	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A3 format	item	300
15	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A4 format	item	1000
16	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A5 format	item	1000
17	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A6 format	item	1000
18	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color design to be provided by the programme A7 format	item	1000
19	Roll ups: 80X200 cm, full color, Design will be provided by the programme Quantity: EU4Ungheni: 4 items EU4Cahul: 4 items EU4Moldova Focal Regions: 4 items	item	12
20	Dubond visibility plaque Print color: 4X0 color Format: A3 Non-corrosive fixing screws (4 per each plaque) Text and design will vary and will be provided by the programme Color: white	item	100
21	Banners: design and print Banners to be posted at the programme construction sites Front lit, 330 grm2, rings at 30 cm distance, 4X0 color Format: 2X3 m Text and design will vary.	Item	30
22	Banners: design and print Banners to be posted at the programme construction sites Front lit, 330 grm2, rings at 30 cm distance, 4X0 color Format: 3X4 m Text and design will vary.	Item	20

23	Branded metal pins with Programme Logo embossing 1,5 X 2 cm Branding 3 colours Click ock mechanism	item	20	
24	T-shirts (unisex) Front: maximum imprint dimension – 30x25 cm, 2 colors logo and text One side sleeve: maximum imprint dimension 5x10 cm, X colors logo and text Linen: 100% cotton, minimum 150 gr/m <sup>2</sup>  Color: white and black, 250 of each	item	XS	50
			S	150
			M	200
			L	50
			XL	50
25	T-shirts (unisex) Front: maximum imprint dimension – 50x50 cm, 3 colors logo and text Linen: 100% cotton, minimum 150 gr/m <sup>2</sup>  Color: white and red, 250 of each	item	XS	100
			S	200
			M	100
			L	50
			XL	50
26	Baseball Caps (Ungheni region branding) 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for size adjustment Branding: 2 colored logo, 9x5cm maximum Color: red and black, 150 of each	item	300	
27	Baseball Caps (Cahul region branding) 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for size adjustment Branding: 2 colored logo, 9x5cm maximum Color: red and black, 150 of each	item	300	

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods in 45 calendar days after Contract signature, except Items nr. 20, 21 and 22 - will be delivered in 15 calendar days from acceptance of design and order placement.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable
<b>Exact Address(es) of Delivery Location(s)</b>	104, Şciusev str., Chişinău, MD-2012, Moldova
<b>Warranty Period</b>	<input checked="" type="checkbox"/> Not applicable
<b>After-sales service and local service support requirements</b>	<input checked="" type="checkbox"/> Not applicable

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## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ21/02297: EU4MD/ Design, production and supply of visibility materials</b>	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ21/02297: EU4MD/ Design, production and supply of visibility materials</b>	Date: Click or tap to enter a date.

Currency of the Quotation: MDL Moldovan Lei							
INCOTERMS: DAP							
Item No	Description		UOM	Qty		Unit price	Total price
1	Cotton bag Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing; two handles – 22 cm long; Bag size without handles – height=41-43 cm; width=35-37 cm; depth=7 cm minimum; Linen density – minimum 150 gr/m <sup>2</sup> , 100% cotton or flax; Color – <u>natural (beige) and blue</u> ,150 of each		item	300			
2	Foldable shopping/tote bag Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing; Bag size without handles - 38X40 cm; Polyester; - Color – blue		item	150			
3	T-shirts (unisex) Branding: Front: maximum imprint dimension – 40x30 cm, 4 colors logo and text; Back: no imprint Linen: 100% cotton, minimum 150 gr/ m <sup>2</sup> ; Color – blue. 125 with EU4Ungheni logo/125 with EU4Cahul logo		item	S	100		
				M	100		
				XL	50		
4	T-shirts (polo) Branding: Front: 10x10cm 4 colors print logo; Back: maximum imprint dimension 35X10 cm, 2 colors text; Linen: minimum 90% cotton with up to 10% polyester, viscose or other polymers, 150 gr/ m <sup>2</sup> density or more; Color: <u>white and blue</u> 150/150 mix.	Men	item	S	50		
				M	50		
				L	50		
		Women		S	50		
				M	50		
				L	50		
5	Baseball Caps 5 panels cotton baseball caps; Adjustable size with metal snap closure or Velcro fastening belt for size adjustment; Branding: 3 colored logo, 9x5cm maximum; Color: blue		item	300			

6	Rain umbrella Recycled PET umbrella Wooden stick Umbrella Manual or automatic opening Branding: 2 folds logo printing: 100 x 80 mm each Color: blue	item	100		
7	Rain umbrella -Wooden stick Umbrella Manual or automatic opening, polyester Branding: 2 folds logo printing: 100 x 80 mm each Color: blue (80 items) and yellow (20 items)	item	100		
8	Pens: recycled or biodegradable Blue ink ball pen made entirely of recycled or biodegradable plastic Branding: 3 colors, two-sided printing Color: white & blue, 500 of each	item	1000		
9	Pens Blue pen with cap, made entirely of recycled cardboard Branding: 3 colors, two-sided printing 14X0,8 cm each Color: mix blue, beige, yellow, 100 each	item	300		
10	Water bottle 500/or 600 ml plastic water bottle, BPA free Branding: 3 colors printing, 7X21 cm Color: transparent	item	200		
11	Mug 350 ml ceramic mug Color: white, yellow, blue (mix: 100, 100, 100) Branding: logo & text, 9x8cm maximum; 4 colors	item	300		
12	Reflective adult safety vest Fluorescent vest Polyester One size Color: yellow Branding: logo applications (4 colors), 9X10 cm	item	50		
13	Safety Helmet Branding: logo applied (4 colors) on both lateral side of the helmet, 9x5cm maximum each side Color: white	item	20		
14	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A3 format	item	300		
15	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A4 format	item	1000		
16	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A5 format	item	1000		

17	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A6 format	item	1000		
18	Stickers: self-adhesive film, matte lamination, rounded corners, 4X0 color Design will be provided by the programme A7 format	item	1000		
19	Roll ups: 80X200 cm, full color, design to be provided by the programme Quantity: EU4Ungheni: 4 items EU4Cahul: 4 items EU4Moldova Focal Regions: 4 items	item	12		
20	Dubond visibility plaque Print color: 4X0 color Format: A3 Non-corrosive fixing screws (4 per each plaque) Text and design will vary and will be provided by the programme Color: white	item	100		
21	Banners: design and print Banners to be posted at the programme construction sites Front lit, 330 grm2, rings at 30 cm distance, 4X0 color Format: 2X3 m Text and design will vary.	Item	30		
22	Banners: design and print Banners to be posted at the programme construction sites Front lit, 330 grm2, rings at 30 cm distance, 4X0 color Format: 3X4 m Text and design will vary.	Item	20		
23	Branded metal pins with Programme Logo embossing 1,5 X 2 cm Branding 3 colours Click ock mechanism	item	20		
24	T-shirts (unisex) Front: maximum imprint dimension – 30x25 cm, 2 colors logo and text One side sleeve: maximum imprint dimension 5x10 cm, X colors logo and text Linen: 100% cotton, minimum 150 gr/m <sup>2</sup> Color: white and black, 250 of each	item	XS	50	
			S	150	
			M	200	
			L	50	
			XL	50	
25	T-shirts (unisex) Front: maximum imprint dimension – 50x50 cm, 3 colors logo and text Linen: 100% cotton, minimum 150 gr/m <sup>2</sup>	item	XS	100	
			S	200	
			M	100	

	Color: white and red, 250 of each		L	50		
			XL	50		
26	Baseball Caps (Ungheni region branding) 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for size adjustment Branding: 2 colored logo, 9x5cm maximum Color: red and black, 150 of each	item	300			
27	Baseball Caps (Cahul region branding) 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for size adjustment Branding: 2 colored logo, 9x5cm maximum Color: red and black, 150 of each	item	300			

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period not to exceed 45 calendar days upon signature of contract, except Items nr. 20, 21 and 22 - will be delivered in 15 calendar days from acceptance of design and order placement.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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