**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: | **RfQ21/02297: EU4MD/ Design, production and supply of visibility materials** | 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? | | Yes  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):* | | Yes  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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  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 institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | 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. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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: | **RfQ21/02297: EU4MD/ Design, production and supply of visibility materials** | 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/m2, 100% cotton or flax;  Color – natural (beige) and blue,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/ m2;  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/ m2 density or more;  Color: white and blue 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 printing14X0,8 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/m2  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/m2  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 | |  |  |

**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. |  |  | Click or tap here to enter text. |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Validity of Quotation 90 calendar days |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| All Provisions of the UNDP General Terms and Conditions |  |  | Click or tap here to enter text. |

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| --- | --- |
| 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. | |
| *Exact name and address of company*  Company NameClick 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. |