

Date: 15 November 2016  
From: **UNICEF Moldova**  
To: Potential Supplier  
Pages: 8  
Subject: **REQUEST FOR QUOTATION, LRFQ-DSU-2016-9128849**

**Production of visibility and communication materials for UNICEF Office**

**Duration: November 2016 – February 2017**

**UNITED NATION CHILDREN'S FUND (UNICEF)** wishes to invite you to submit a quotation for design, layout and production of visibility and communication materials, as per technical specifications provided in the Deliverables Table below.

1. General conditions
  - (a) Unit and total price shall be designated in MDL, exclusive of VAT, excise and other duties or taxes. Other currency will be converted in MDL at the UN operational Rate of exchange on the day of competition deadline. Contract will be signed with the winner in MDL.
  - (b) Delivery terms (INCOTERM 2000) is DAP, 131 '31 August 1989' str., Chisinau, MD-2012, Moldova;
  - (c) Validity of your offer – not less than 60 days;
  - (d) Partial (incomplete) offers are not accepted.
2. We request your price quotation and additional details as outlined, **on or before close of business 25<sup>th</sup> November 2016.**
3. Any request for information regarding this RFQ must be forwarded by e-mail at [chisinau@unicef.org](mailto:chisinau@unicef.org), with specific reference to the LRFQ-DSU-2016-9128849.
4. UNICEF General Terms and Conditions (Annex II) apply to any potential purchase order resulting from this Request for Quotation.
5. **SUBMISSION OF OFFERS**  
Offers shall include filled, signed and stamped **Quotation Form (Annex I)**

Offers can be submitted either in hard copy or electronically:

- a) Documents/offers in hard copy need to be enclosed in a sealed envelope clearly marked with "UNICEF Moldova LRFQ-DSU-2016-9128849", and company name, addressed to:

UNICEF Moldova, 131, '31 August 1989' Street, Chisinau, MD-2012

- b) Offers sent electronically need to be addressed to the following e-mail address:

[chisinau@unicef.org](mailto:chisinau@unicef.org) with "UNICEF Moldova LRFQ-DSU-2016-9128849" as the subject line of the message.

### 1. Background

UNICEF needs to promote its work for children in Moldova and create sustainable partnerships by using high quality visibility materials branding aligned to UNICEF branding and style guide rules.

UNICEF is eliciting assistance to ensure the production of branded promotional and communication materials.

### 2. Purpose of the assignment

The purpose of this assignment is to assist UNICEF Moldova with producing a range of visibility materials: branded paper folders, notebooks, pens, agendas, t-shirts, calendars and postcards.

### 3. Details of how the work should be delivered

The contractor will be expected to implement all activities between November 2016 and February 2017. Exact timeframe for deliverables will be mutually agreed before contract signature.

### 4. Delivery dates (based on the work plan)

Nr.	Deliverables	Technical specification	Tentative deadlines*
1.	300 paper folders	A4, Full colour 4+4 for cover page and interior page; volume: 100 A4 pages; Full colour 2+2 for cover page;	20 December
2.	80 agendas for 2017	A5, full colour 4+4 for cover pages and 2+2 for interior pages; around 370 pages; paper quality: cover page – 4 mm, artificial leather; inside pages – 80 gr, matte paper; type of binding: thermo binding plus nailed technology	15 December
3.	300 notebooks	A5, number of colors: 2+2 for cover page and for inside pages; number of pages – 50; cover page – 2 mm; inside pages – 40 gr; spiral bound; type of binding: thermo binding plus nailed technology;	20 December
4.	200 postcards	Laminated, 2 mm paper; full colour 4+4, size: 22x16cm	5 December

5.	120 desk calendars	Full colour 4+4 for cover pages and interior pages; Number of pages: 12 + 1 cover page; Language: bilingual – Rom and Eng; paper quality: top page laminated – 300x400 mm; inside pages – 80 gr/350x300 mm, glossy paper	5 December
6.	500 pens	Metal clip, body colour: white;	20 December
7.	230 t-shirts	Cotton, white; cyan logo printed on both sides; S: 50 items, M: 150 items, L:30, total number of	20 January
8.	80 caps	White, cyan logo printed in front	20 January

\* Exact deadlines will be mutually agreed upon contract signature.

## 5. Performance indicators for evaluation of results

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in ToR.
- Compliance with the established deadlines for submission of deliverables.
- Quality of work.
- Initiative and creativity.
- Demonstration of high standards of work with UNICEF and with counterparts.

All activities will need to be performed under strict UNICEF guidance. All materials to be produced under this contract will be forwarded for production only after the final version will be approved by UNICEF. The materials, which will contain in their final version deviation from UNICEF requirements will not be accepted and will not be paid. The planning of each event will be based on the evaluation of previous one. In case of unsatisfactory evaluation of any of the events, UNICEF reserves the right to terminate the contract.

## 6. Qualifications and experience

### Institution/company:

- Contractor must be an experienced advertising company or visibility materials supplier company. Prior positive experience of working with UN Agencies will be an asset.
- Contractor must present samples of agendas, notebooks, t-shirts, caps and pens with the offer intended for the production of visibility materials
- Contractor must guarantee timely delivery of products
- Contractor must be familiar with UNICEF branding rules and guidelines
- Contractor must have the ability to work under time pressure and be flexible enough to adjust to UNICEF needs and expectations.

## 7. Financial Proposal

The financial proposal shall indicate total estimated budget in MDL, as well as a detailed breakdown of budget items. Payments will be based on outputs, i.e. upon delivery of the services specified in the TOR.

**8. Evaluation criteria for selection**

Interested companies will submit detailed Quotation Form (Annex I), along with short description of activities, portfolio of previous experience and samples for listed materials. The companies which will offer the lowest-priced compliant offer for all deliverables will be selected.

**9. Payment schedule**

The payment for the services provided will be made within 20 days of satisfactory delivery of listed materials.

**10. Definition of supervision arrangements**

The contracted company will work under direct supervision of the UNICEF Communication Officer. UNICEF will regularly communicate with the selected company and provide formats for reports, feedback and guidance on performance and all other necessary support to achieve objectives of the proposed contract, as well as remain aware of any upcoming issues related to company's performance and quality of work.

**11. UNICEF recourse in case of unsatisfactory action**

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate company.

**12. Support provided by UNICEF**

To achieve the above mentioned objectives, UNICEF will provide timely feedback to all deliverables to be presented by the contracted organization. UNICEF will also provide the company with the branding manual, visibility tool kit, visibility assets and other supporting documents that will help delivering the tasks and will facilitate the dialogue with other partners involved.

## Annex I

# QUOTATION FORM

**THIS PAGE/Quotation FORM must** be completed, signed and returned to UNICEF.

Quotation must be made in accordance with the instructions contained in this Request for Quotation.

Fill in the blank lines in the lot description sheets below.

Insert N/A against the lot name for the lots you do NOT intend to send the quotation.

### TERMS AND CONDITIONS OF CONTRACT

UNICEF's General Terms and Conditions will apply to any resulting Purchase Order. Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this RFQ.

### INFORMATION

Any request for information regarding this RFQ must be forwarded by e-mail ([chisinau@unicef.org](mailto:chisinau@unicef.org)) to the attention of the person who prepared this document, with specific reference to the RFQ.

The Undersigned, having read the Terms and Conditions of **LRFQ-DSU-2016-9128849** set out in the attached document, hereby offers to supply the goods specified in the Table below, at the price or prices quoted below, in accordance with specifications stated and subject to the Terms and Conditions set out or specified in the document.

Nr.	Deliverable	Description	Price per unit	Q	Price, total
1.	Paper folders	A4, Full colour 4+4 for cover page and interior page; volume: 100 A4 pages; Full colour 2+2 for cover page;		300	
2	Agendas for 2017	A5, full colour 4+4 for cover pages and 2+2 for interior pages; around 370 pages; paper quality: cover page – 4 mm, artificial leather; inside pages – 80 gr, matte paper; type of binding: thermo binding plus nailed technology		80	
3	Notebooks	A5, number of colors: 2+2 for cover page and for inside pages; number of pages – 50; cover page – 2 mm; inside pages – 40 gr; spiral bound; type of binding: thermo binding plus nailed technology;		300	
4	Postcards	Laminated, 2 mm paper; full colour 4+4, size: 22x16cm		200	
5	Desk calendars	Full colour 4+4 for cover pages and interior pages; Number of pages: 12 + 1 cover page; Language: bilingual – Rom and Eng; paper quality: top page laminated – 300x400 mm; inside pages – 80 gr/350x300 mm, glossy paper		120	
6	Pens	Metal clip, body colour: white;		500	
7	T-shirts	Cotton, white; cyan logo printed on both sides; S: 50 pcs, M: 150 pcs, L:30 pcs,		230	
8	Caps	2 White, cyan logo printed in front		80	
<b>Total MDL, without VAT</b>					

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Validity of Offer: \_\_\_\_\_  
Currency of Offer: \_\_\_\_\_

Please indicate after having read UNICEF Payment Terms which of the following Payment Terms are offered by you:

10 Days, 3.0% \_\_\_\_\_ 15 Day, 2.5% \_\_\_\_\_ 20 Days, 2.0% \_\_\_\_\_ 30 Days, Net \_\_\_\_\_  
Other Trade Discounts: \_\_\_\_\_

## Annex II

### "UNICEF GENERAL TERMS AND CONDITIONS"

#### A. ACKNOWLEDGEMENT COPY

Acceptance of a Purchase Order shall form a binding contract with the Supplier signing and returning the acknowledgement copy or by the timely delivery of the goods specified.

#### B. DELIVERY DATE

Delivery Date to be understood as the time the goods have to be available at the location indicated under Delivery Terms (INCOTERMS).

#### C. PAYMENT TERMS

1. UNICEF shall, on fulfilment of the Delivery Terms, unless otherwise specified in the Purchase Order or Contract, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the customary shipping documents specified in the contract.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
3. Unless authorized by UNICEF, a separate invoice must be submitted in respect of each Purchase Order or Contract. Each invoice shall indicate the identification number of the corresponding Purchase Order or Contract.
4. The prices shown in the Purchase Order or Contract may not be increased except by express written agreement of UNICEF.
5. Inspection prior to shipment does not relieve the Supplier from his contractual obligations.
6. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order or Contract; payment for goods pursuant to the Purchase Order or Contract shall not be deemed an acceptance of the goods.

#### D. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides inter-alia that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.
2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### E. EXPORT LICENCES

If an export licence or licences are required for the goods, the Supplier shall obtain the licence or licences.

#### F. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the Supplier until physical delivery of the goods has been completed in accordance with the Purchase Order or Contract.

#### G. FITNESS OF GOODS/PACKING

The Supplier warrants that the goods, including adequate packing, conform to the specifications and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

#### H. WARRANTY CLAUSE

The Supplier warrants that the use or supply by UNICEF of the goods offered for sale under the Purchase Order or Contract do not infringe any patent, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold harmless UNICEF and the United Nations from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising from the Purchase Order or Contract.

#### I. RIGHTS OF UNICEF

In case of failure by the Supplier to perform under the terms and conditions of the Purchase Order or Contract, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.

2. Refuse to accept delivery of all or part of the goods.
3. Terminate the Purchase Order or Contract.

#### J. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order or Contract, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order or Contract.
2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may without prejudice to any other rights or remedies, terminate the Purchase Order or Contract by giving the Supplier written notice of termination.

#### K. USE OF UNICEF NAME AND EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF for any purpose.

#### L. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that the Supplier is furnishing goods or services to UNICEF without specific permission of UNICEF.

#### M. ARBITRATION

Any controversy, claim or dispute arising out of, or in connection with this Contract or any breach thereof, shall unless it is settled amicably by direct mutual negotiations, be referred to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### N. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

#### O. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of the Supplier to Article 32 of the Convention which, inter-alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

#### P. ANTI-PERSONNEL MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the Supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its contract with the Supplier.