

Date: 15-Dec-14

From: UNICEF Moldova

To: Potential Supplier

Pages: 4

Subject: **REQUEST FOR QUOTATION LRFQ - 9116579**

**National agency/company to design, layout and print the report of the assessment of Justice for Children legal framework**

**Duration:** December 2014 - March 2015

UNICEF is seeking a qualified national agency/company to design, layout and print the report of the assessment of Justice for Children legal framework review in Romanian (100 copies) and English (100 copies).

**1. Purpose of the Individual Contract:**

The purpose of the *assignment* is to design and print 200 copies of the report on justice for children (100 in Romanian and 100 – in English).

**2. Objective of the Individual Contract are:**

- Produce the design and layout of each version (Romanian and English)
- Printing of each version (Romanian and English) in 100 copies (200 in total)

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

It is estimated that the work will be conducted within a period of approximately 4 months, between December 2014 and March 2015. To achieve the above mentioned objectives, the agency/company, in close consultation with UNICEF programme officer, will design the layout of the report and, once approved by UNICEF, print them in 200 copies, 100 copies for each version.

**4. Delivery (based on the work plan):**

Nr.	Activity	Deliverables	Estimated deadlines
1.	Develop the cover design and layout of the report. The design of the both versions of the report must be identical and consulted with UNICEF programme officer*.	The concept of the cover design. The layout of the report approved by UNICEF programme officer.	Within 14 calendar days from receipt report
2.	Printing 200 copies of the report: 100 in Romanian 100 in English.	Printed copies: 200 in total	Within 20 calendar days from layout approval

The English version of the report together with annexes contains approx. 45,000 words  
The Romanian version of the report together with annexes contains approx. 45,000 words

### Specifications for design and printing:

Dimensions: 200 mm x 290 mm (with possibility of adjustments should it help to improving the design and/or saving paper)

Interior: 1+1 colour, 115 g/mp paper, matte;

Cover: 4+0 colour, 500 g/mp paper, matte; lamination – matte 1+0

Main design colour: 100% Cyan Blue + other UNICEF branded colors corresponding to UNICEF Branding book

Number of pages each version of the report: not more than 130 pages (will be determined after the draft is laid out);

Language: Romanian and English;

Binding: glue binding;

Number of copies: 100 plus 100.

### 5. Performance indicators for evaluation of the results:

- Completion of tasks specified in the ToR.
- Compliance with the established deadlines for submission of deliverables.
- Extent to which UNICEF comments are taken into consideration
- Compliance with UNICEF branding guidelines.
- Quality of work.
- Communication with UNICEF.

### 6. Qualifications and experience required to complete the task:

- An agency/company specialized in designing and printing publications
- High quality of previous materials designed by the applicant.
- Previous publishing of similar study reports would be an asset.
- Previous appreciated work with UNICEF, other UN agencies or international organizations would be an asset.

### 7. Evaluation Criteria

The applicants will be selected in accordance with the following evaluation criteria:

<b>Criteria</b>
Documented experience in designing and producing publications
Quality of previous materials designed and printed by the applicant
Previous publishing of similar reports would be an asset
Previous work with UNICEF, other UN agencies or international organizations would be an asset

The payment will be linked to the following deliverables:

- 100 per cent upon the submission of final set of deliverables.

#### **8. Definition of supervision arrangements:**

The selected agency will work under direct supervision of the Justice for Children Specialist in UNICEF. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables.

UNICEF Justice for Children Specialist will regularly communicate with the candidate and provide feedback and guidance on performance and all other necessary support so to achieve objectives this activity, as well as remain aware of any upcoming issues related to agency's performance and quality of work.

#### **9. Description of Official Travel Involved**

No official travel will be involved in the completion of this assignment.

#### **10. UNICEF recourse in the case of unsatisfactory performance:**

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

#### **11. Support provided by UNICEF:**

To achieve the above mentioned objectives, UNICEF will provide timely feedback to all deliverable. UNICEF will provide The Branding book and Style guide to be consulted by the Agency prior to commencing the design and layout work.

Please advise as to:

- (a) Unit and total price in MDL or USD, exclusive of VAT, excise and other duties or taxes (Evaluation will be done in MDL. 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) Note that failure to quote in one of these currencies will invalidate your offer;
- (c) Validity of your offer – not less than 60 days
- (d) Partial bids are not allowed
- (e) UNICEF's General Terms and Conditions are attached, please indicate which discount is offered by you:  
10days 3%\_\_\_ / 15days 2.5%\_\_\_ / 20days 2.0%\_\_\_, Other trade discount\_\_\_\_\_.

We request your price quotation and additional details as outlined, **on or before close of business** 22 December 2014.

## **SUBMISSION OF OFFERS**

Offers shall be marked with "**LRFQ-DSU-9116579 Printing J4C Report**"

Offers shall reach UNICEF Moldova not later than **22 December 2014, 17:00 (Moldova local time)**.

Offers shall include filled and signed **Submission Form**

Offers can be submitted either in hard copy or electronically

a) Documents/offers in hard copy need to be addressed to:

UNICEF Moldova  
131, 31 August 1989 Street, MD-2012 Chisinau  
Attention: Supply assistant

b) Offers sent electronically need to be addressed to the following e-mail address:  
[chisinau@unicef.org](mailto:chisinau@unicef.org)

Kind regards,  
UNICEF Moldova