

Date: 14 November 2016

From: **UNICEF Moldova**

To: Potential Supplier

Pages: 6

Subject: **REQUEST FOR QUOTATION, LRQS-DSU-2016-9128781**

Design and printing of statistical publication "Children of Moldova" with infographics**Duration: November 2016 - January 2017**

UNITED NATION CHILDREN'S FUND (UNICEF) wishes to invite you to submit a quotation for design and printing services, as per specifications provided in this RFQ, and the Quotation Form attached (Annex II).

General conditions

- 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. Payment will be done in MDL.
- Validity of your offer – not less than 30 days;
- Please use the Quotation form provided in Annex II for submitting the offer.
- Please submit quotation and additional details on or before close of business 28th November 2016.
- Any request for information regarding this RFQ must be forwarded by e-mail at chisinau@unicef.org, with specific reference to the LRQS-DSU-2016-9128781.
- UNICEF General Terms and Conditions (Annex I) apply to any potential purchase order resulting from this Request for Quotation.
- **SUBMISSION OF OFFERS**

Offers can be submitted either in hard copy or electronically:

Documents/offers in hard copy need to be enclosed in a sealed envelope clearly marked with "UNICEF Moldova LRQS-DSU-2016-9128781", and company name, addressed to:
UNICEF Moldova, 131, '31 August 1989' Street, Chisinau, MD-2012

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

chisinau@unicef.org, with "UNICEF Moldova LRQS-DSU-2016-9128781" as the subject line of the message.

1. Background

UNICEF is constantly promoting its work for children and supporting partners to collect compile and disseminated disaggregated data on the situation of children in Moldova.

UNICEF is eliciting the assistance from a professional printing company to ensure production of branded statistical publication "Children of Moldova"¹ with infographics.

2. Purpose of the contract

Elaboration of thematic infographics, design/layout and printing statistical publication "Children of Moldova", 2016 edition and infographics, in compliance with UNICEF branding guideline.

3. Details of how the work should be delivered:

Upon receiving the content of publication elaborated by the National Bureau of Statistics (NBS), the contractor will ensure development of infographics (2-page visual presentation of key trends for each chapter), design (inner and outer) and printing of publication as per UNICEF branding and style guide rules. Should the contractor require additional information/comments before initiating the printing process, its representatives shall contact UNICEF and/or the NBS to discuss emerged issues. The contractor shall ensure that all the suggestions provided by UNICEF are inserted into the final version of the publication.

Once the final layout/design have been approved by UNICEF, the contractor shall ensure the printing of the publication as per the following technical specification:

1. Publication

- Format : A4
- Colors : 2+2
- Volume : 270 pages
- Quantity : 200 copies
- Paper : inside pages 80g coated paper
- Cover : 200 gr coated paper full color (4+4) and an inside pocket for infographics on the front cover
- Binding : Thermo-binding

2. Infographics

- Format : A4
- Colors : 4+4
- Volume : 20 pages of infographics (i.e. 10 double-sided sheets)
- Quantity: 200 copies of each (i.e. 4,000 pages per total)
- Paper : 250 gr coated paper

The materials shall be delivered to UNICEF Office no later than January 30, 2017. The specific deadlines, however, will be mutually agreed upon signature of the contract.

4. Performance indicators for evaluation of results:

The evaluation of the contractor(s)' performance will be based on:

- Quality of produced outputs;
- Compliance with the established timelines;
- Compliance with UNICEF Graphic Standards and Brand-book.

¹ For more graphic/visual/content reference please refer to previous similar publication accessing the following link <http://www.statistica.md/pageview.php?l=ro&idc=263&id=2201>

5. Qualifications/specialized knowledge/experience required to complete the task:

- Contractor must be an experienced printing house with prior experience of working with similar assignments and must be able to provide references;
- 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.

6. Definition of supervision arrangements:

The contractor will work under direct supervision of UNICEF Monitoring & Evaluation Officer. To ensure quality of the final product all activities will be performed in close collaboration with UNICEF Moldova Office (Communication section and other programme colleagues for relevant topics/infographics) and NBS.

7. Financial Proposal

The financial proposal shall indicate total lump sum amount, as well as a detailed breakdown of budget items. Payment will be made upon the satisfactory evaluation of the printed products (publication and infographics).

8. Evaluation criteria for selection

Interested companies will submit detailed Quotation, along with short description of activities, portfolio of previous experience and samples for listed materials. The following criteria will be applied for evaluation:

- Documented experience in designing and producing publications,
- Positive references provided;
- Quality of previous materials designed and printed by the applicant;
- Previous publishing of similar reports would be an asset;
- Prior experience of working with UN Agencies would be an asset

"Best value for money" principle will be applied and the lowest-priced compliant offer will be selected.

9. 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 to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate company.

10. Support provided by UNICEF

UNICEF will provide the company the following:

- Relevant inputs (i.e. visual materials, statistical publication in electronic format, data, content, etc.) during the layout/design elaboration process of the publication;
- UNICEF brand-book and graphic guidelines.

11. Copyright and utilization right

The copyright and the right of use of the materials will belong exclusively to UNICEF Moldova.

Annex I

"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 license or licenses are required for the goods, the Supplier shall obtain the license or licenses.

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 licenses, 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.

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.

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) 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 **LRQS-DSU-2016-9128781** set out in the attached document, hereby offers to supply the services 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.

List of services	No. of units / quantity	Price per unit	Price total, MDL
Design and layout services: publication	1		
Design and layout services: infographics	1		
Publication print: Format: A4, Colors: 2+2, Volume: 270 pages, Quantity: 200 copies, Paper: inside pages 80g coated paper, Cover: 200 gr coated paper full color (4+4) and an inside pocket for infographics on the front cover, Binding : Thermo-binding	200		
<u>Infographics print:</u> Format: A4, Colors: 4+4, Volume: 20 pages infographics (i.e. 10 double-sided sheets) Quantity: 200 copies of each (i.e. 4,000 pages per total), Paper: 250 gr coated paper	2000 double-sided sheets		
Total, MDL, without VAT			

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel. No.: _____

E-mail: _____

Validity of Offer: _____

Currency of Offer: _____