



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Signage & Branding in ADISA-Municipality Joint Centers	Date: 26 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Albania, in the framework of the "CSDA PROJECT "/ 00115506 "Consolidation of Citizen Centric Public Service Delivery in Albania" is seeking Companies that provide the following service of:

- **Signage & Branding in ADISA-Municipality Joint Centers**

We kindly request 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:  _____

Name: Nuno Queiros

Title: Deputy Resident Representative

Date: 26 April 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>30 April 2021 14:00 hrs Tirana Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address Focal Person in UNDP: Procurement Unit E-mail address: procurement.al@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Business Unit: ALB10 and Event ID <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<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>
Supplier Code of Conduct,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	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.
Conflict of Interest	<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>
General Conditions of Contract	<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>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> If the delivery/completion is delayed by 20 days the PO will be terminated.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in ALL (Albanian Lek for local companies)

Joint Venture, Consortium or Association	<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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, 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"> 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
Duties and taxes	<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>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to project and applicable country agreement]</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance form (from e-Albania if available);</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;</p>

	<input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Agreement with a local service provider for warranty coverage during the warranty period is preferable. <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier). <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. <input checked="" type="checkbox"/> Annual turnover for the past three years (from e-Albania if available). <input checked="" type="checkbox"/> Declaration for the payment of social security and health care contributions (from e-Albania if available). <input checked="" type="checkbox"/> Two (2) references of successfully completed similar assignments in the last three (3) years with contact info of requesting party representative.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation <input checked="" type="checkbox"/> Partial payment upon production and complete installation of respective signs for each location and submission of payment documentation. Up to 4 payments in total, based on the invoices provided on the works performed and calculation of transportation.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection by the supervision company and the UNDP responsible supervisor <input checked="" type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing specified in the [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods based on verified full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.al@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 (Seven) days before the submission deadline. Responses to request for clarification will be communicated by via email by 26 April 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially technically compliant offer <input type="checkbox"/> Other Click or tap here to enter text.

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> <u>Contract for Goods/Services</u> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award	12 May 2021 for 7.5 months duration, but it might be extended if the works are not completed
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

GENERAL REQUIREMENTS

SCOPE OF WORK

UNDP Albania, in the framework of the project “Consolidation of Citizen Centric Public Service Delivery in Albania” (CSDA) is requesting provision of “**Signage & Branding in ADISA-Municipality Joint Centers**”. CSDA Project is a donor pool fund implemented by the Government of Albania in partnership with the United Nation Development Program (UNDP), and with Austrian Development Cooperation (ADC) as key contributor, together with UNDP. The project continues donor support in expanding customer care standards in public service delivery in Albania through the establishment of joint central and local government service centers between ADISA (Agency for the Delivery of Integrated Services) and small and medium-size municipalities. Since the piloting in Maliq in 2018, the number of such centers is now 11, with those in Belsh, Patos, Librazhd, Divjake, Malesi e Madhe and Kukes opened in 2019, and those in Pogradec, Roskoves, Mat and Kolonje in 2020. These joint centers operate in municipal seats.

Before the production of signs as described in the technical specifications below, confirmation measurements are expected be taken by the contractor in ADISA-Municipality Centres and a deployment plan must be submitted for approval. Quantity will be confirmed with the approval of the deployment plan, following the visit to the ADISA-Municipality Centres. Quality of materials used should comply with the purpose and usage whether inside or outside and the level of expected wear and tear, given the fact that these are public spaces with continuous foot traffic.

Designed signs are expected to require only minimal editing, such as replacing logos. Design files in open format will be provided to the company upon contracting.



A turn-around of no more than two (2) calendar weeks is expected following the request to proceed with a location sign production and installation.



The payment will be released upon verification following the completed production and installation that these meet the RfQ requirements. Addressing any damage or issue with the products at the production and/or installation phase remains the responsibility of the contractor.



As part of their offer, bidders are expected to certify that they acknowledge the requirements and that the products offered meet the conditions of usage as specified, outside and inside the public spaces where they will be installed.



Technical Specification

SINJALISTIKË & BRANDIM NË QENDRAT E PËRBASHKËTA ADISA-BASHKI / SIGNAGE & BRANDING IN ADISA-MUNICIPALITY JOINT CENTERS (CO-LOCATIONS)									
Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
1	Tabelë sporteli / Service window (SW) sign	Orientim për funksionin e sportelit / Orientation on SW function	50 cm e gjerë x 20 e lartë në forex me adeziv ku është shkruar emërtimi i sportelit, me fushë portokalli, shkrim i bardhë font Exo (ADISA logo shtohet për sportelet ADISA), me aksesore për kapje në tavan / 50 cm width x 20 cm height, forex with adhesive with SW name, orange background, whit Exo font (ADISA logo added for ADISA SW), ceiling attachment accessories		Ekziston / Available	copë / piece	mesatarisht / on average	5	4
2	Tabelë / Sign	Orientim për funksionalitet / Orientation on function	50 cm e gjerë x 20 e lartë në forex me adeziv ku është shkruar emërtimi i sportelit, me fushë portokalli, shkrim i bardhë font Exo (ADISA logo shtohet për sportelet ADISA), montimi me ngjitje me bi-adeziv / 50 cm width x 20 cm height, forex with adhesive with SW name, orange background, whit Exo font (ADISA logo added for ADISA SW), mounted with double-sided adhesive	Shenja si më lart por me ngjitje në mur / Sign as per demonstration above but wall-mounted with double-sided adhesive	Ekziston / Available	copë / piece	deri në / up to	1	4
3	Tabelë trekëndore / Three-sided sign	Orientim për funksionin e sportelit / Orientation on SW function	Bazë trekëndore 50 cm e gjerë x 20 e lartë me tre faqe në forex ku është shkruar emërtimi i sportelit, me fushë portokalli, shkrim i bardhë font Exo, me aksesore për kapje në tavan / Three-sided, each 50 cm width x 20 cm height, forex with adhesive with SW name, orange background, whit Exo font, ceiling attachment accessories		Ekziston / Available	copë / piece	deri në / up to	1	4



SINJALISTIKË & BRANDIM NË QENDRAT E PËRBASHKËTA ADISA-BASHKI / SIGNAGE & BRANDING IN ADISA-MUNICIPALITY JOINT CENTERS (CO-LOCATIONS)									
Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
4	Tabelë informuese / Informational sign	Informacion / Information	50cm/45cm/30cm e gjerë x 20cm/10cm/15cm e lartë në forex me adeziv me tekst me/pa shigjetë, me fushë portokalli, shkrim i bardhë font Exo, e printuar nga të dyja anët, montimi me ngjitje me bi-adeziv / 50cm/45cm/30cm width x 20cm/10cm/15cm height, forex with adhesive with text &/no arrow, orange background, whit Exo font, printed on both sides, mounted with double-sided adhesive		Ekziston / Available	copë / piece	deri në / up to	1	4
5	Tabelë udhëzuese / Prescriptive sign	Udhëzim, njoftim / Rules and disclosure	Përmasat: 20x12cm. Materiali: forex adeziv, montimi me ngjitje me bi-adeziv / Dimensions: 20x12 cm. Material: forex adhesive, mounted with double-sided adhesive		Ekziston / Available	copë / piece	baraz me / equal to	5	4


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Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
6	Numër sporteli në tabelën elektronike të radhës/ SW number on electronic display queue screen	Numrat rendorë të sporteleve sipas sistemit të radhës / SW numbers as per queue management	Adeziv portokalli me numër rendor një shifror me dimensione 10x10 cm, shkrim me font Exo i bardhë /Orange adhesive with a one-digit number, dimensions 10x10cm, white Exo font		Ekziston / Available	copë /piece	mesatarisht / on average	6	4
7	Brandim sporteli / SW branding	Brandim / Branding	Adeziv portokalli me cutter, përmasat 30x30cm / Orange adhesive with cutter, dimensions 30x30cm		Ekziston / Available	copë / piece	mesatarisht / on average	5	3

SINJALISTIKË & BRANDIM NË QENDRAT E PËRBASHKËTA ADISA-BASHKI / SIGNAGE & BRANDING IN ADISA-MUNICIPALITY JOINT CENTERS (CO-LOCATIONS)									
Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
8	Shkrim slogan/ Text, slogan	Komunikim / Communication	Shkrim adeziv me cutter me ngjyra te ndryshme, h 10cm / Cutter adhesive writing in different colors, h 10cm		Ekziston / Available	m2	deri në / up to	20	4
9	Veshje adeziv akull i bombarduar / Ice adhesive layer	Brandim / Branding	Adeziv akull i prerë me cutter sipas formës për dritare apo fasadë, përmasat 30x30 cm / Cutter ice adhesive as per the shape of window or façade, dimensions 30x30cm		Ekziston / Available	m2	mesatarisht / on average	10	4

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Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
10	Kuboid / Cuboid	Shenjë e jashtme informuese / Outside informative sign	100cm x 21cm x 160cm, me adeziv në të dy anët dhe e ndërtuar me material Etalbond. Montimi në tokë /100cm x 21cm x 160cm, with adhesive on both sides and with Etalbond material. Mounted on the ground		Ekziston / Available	copë /piece	deri në / up to	1	4
11	Tabela e brendshme e peçikllazi / Internal plexiglass sign	Tabelë informuese për qendrën / Center informative sign	Përmasat: 40x30cm. Materiali: 5mm peçikllaz transparent me ngjitje. Montimi me ngjitje në mur me bi-adeziv e silikon / Dimensions: 40x30cm. Material: 5 mm transparent plexiglass with adhesive. Wall-mounted with double-sided adhesive and silicon		Për dizenjim / For design	copë / piece	deri në / up to	1	4

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Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
12	Tabela ADISA jashtë godine / ADISA sign outside the building	Tabela e institucionit / Institutional sign	Peçikllaz 30cm x 15cm me distanciator, me shkrim të prerë në adeziv / Plexiglass 30cm x 15cm with standoff mounts, cut adhesive writing		Ekziston / Available	copë / piece	deri në / up to	1	4
13	Pllakatë me donatorët jashtë godine / Donnor plaque outside the building	Vizibilitet / Visibility	Përmasat: 30x20cm. Materiali: 5mm peçikllaz transparent me ngjitje. Montimi me distanciator / Dimensions: 30x20cm. Material: 5 mm transparent plexiglass with adhesive. Installed with standoff mounts		Ekziston / Available	copë / piece	deri në / up to	1	4
14	Barrierë Anti Covid-19 / Covid-19 shield	Mbrojtje ndaj Covid-19 / Covid-19 Protection	Peçikllaz me përmasat 65x65 cm; spesor 8 mm; me suport mbi tavolinë (i lëvizshëm) po me peçikllaz në formë të kryqëzuar / plexiglass, size 65x65cm, thickness 8mm; with crossed shape self-supports of plexiglass, positioned on desks (removable)		Për dizenjim / For design	copë / piece	mesatarisht / on average	6	4

SINJALISTIKË & BRANDIM NË QENDRAT E PËRBASHKËTA ADISA-BASHKI / SIGNAGE & BRANDING IN ADISA-MUNICIPALITY JOINT CENTERS (CO-LOCATIONS)									
Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
15	Sinjalistikë në dysheme për Covid-19 /Covid-19 sticker sign on the floor	Mbrojtje ndaj Covid-19 / Covid-19 Protection	Sinjalistikë me adeziv ngjyre portokalli, e plastifikuar, me tekst orientues, forma rrethore me diametër Ø 40cm, e ngjitur në dysheme, material rezistent / Orange adhesive sticker, laminated, with guidance text, circular shape with a diameter Ø 40cm, mounted via adhesive on the floor, durable material		Për dizenjim / For design	copë /piece	baraz me / equal to	12	4
16	Etiketë e branduar për pajisjet e dhuruara / Branded sticker for donated equipment	Identifikim & Brandim / Id & Branding	Leter e plastifikuar dhe biadeziv 6.5x2.6cm/ Laminated paper with double-sided adhesive, 6.5x2.6cm		Për dizenjim / For design (2 logo/s, teksti/text: Citizen Centric Public Services in Albania)	copë / piece	baraz me / equal to	500	-

SINJALISTIKË & BRANDIM NË QENDRAT E PËRBASHKËTA ADISA-BASHKI / SIGNAGE & BRANDING IN ADISA-MUNICIPALITY JOINT CENTERS (CO-LOCATIONS)									
Nr.	Zëri / Item	Qëllimi / Purpose	Përshkrimi / Description	Demonstrimi / Demonstration	Dizenjimi / Design*	Njësia / Unit	Sasia për qendër / Qty** for 1 location		Nr. i qendrave / Location* **
17	Baner / Banner	Brandim / Branding	Baner portativ 200x85cm (vendosje ne mekanizmin ekzistues) / Rollup banner 200x85cm (for installation in the existing mechanism)		Ekziston / Available	copë / piece	baraz me / equal to	1	-
Dy (2) vizita në terren (1. planifikimi i vendosjes; 2. instalimi) / Two (2) field visits (1. deployment planning; 2. installation)						km	mesatarisht / on average	625	4
Instalimi / Installation						një shumë / lumpsum	baraz me / equal to	1	4
Adaptim dizenjimi & planvendosja / Design adaptation & deployment plan						një shumë / lumpsum	baraz me / equal to	1	4

Delivery Requirements

Delivery Requirements	
Delivery date and time	N/A
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	ADISA-Municipality Joint Centers
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	Until verification following the completed production and installation that these meet the RfQ requirements. Addressing any damage or issue with the products at the production and/or installation phase remains the responsibility of the contractor.
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Land

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:	Click or tap here to enter text.	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 N/A
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 N/A
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
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)	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
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.			
Previous relevant experience				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<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"/>	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.
<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 : 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: 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"/>	Offer Validity Period: 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.

Yes	No	
<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

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Please complete and sign the attached excel table with the detailed specifications.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
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.
Delivery Lead Time – two calendar weeks turnaround time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty as specified	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<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.
Products meeting the conditions of usage specified	<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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