



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis**

Date: 07 September 2022

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests 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 and Technical Specifications

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Technical Responsiveness Table

Annex 5: Joint Venture/Consortium/Association Information

Annex 6: Format for CV of Proposed Key Personnel

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:

DocuSigned by:  
*Corina Oprea*  
Signature: \_\_\_\_\_  
0015AC0033E842B

Name: Corina OPREA

Title: Operations Manager

Date: 07 September 2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>28 September 2022, 16:30 hrs (GMT+2 / Moldova local time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> E-tendering</li> <li><input checked="" type="checkbox"/> File Format: PDF, JPEG, ZIP etc. <ul style="list-style-type: none"> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> </li> </ul> <p>For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information</p> <ul style="list-style-type: none"> <li>• <b>Insert BU Code: MDA10 and Event ID number: 0000013588</b></li> </ul> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> <li>▪ <b>Username: event.guest</b></li> <li>▪ <b>Password: why2change</b></li> </ul> <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: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</a></p>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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 as below:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Liquidated Damages shall be imposed as follows:  Percentage of contract price per day of delay: 0.25%  Max. number of days of delay: 30 days, after which UNDP may terminate the contract.</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Moldovan Leu / MDL</b>
<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	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>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<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"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Language of quotation</b>	<p><b>English or Romanian or Russian</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. The Technical Offer shall highlight compliance with the requirements listed in Annex 1: Schedule of Requirements and Technical Specifications;</p> <p><input checked="" type="checkbox"/> Annex 4: Technical Responsiveness Table duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. The Technical Responsiveness Table shall highlight compliance or non-compliance with the requirements listed in Annex 1: Schedule of Requirements and Technical Specifications, among which:</p> <ul style="list-style-type: none"> <li>• Compliance with the minimum technical specifications and functional requirements of the offered goods;</li> <li>• Information on the Bidder's practices contribution to the ecological sustainability and reduction of adverse environmental impact either in its business practices or in the goods it sells/manufactures;</li> <li>• Compliance with delivery and shipping requirements;</li> <li>• Compliance with delivery terms;</li> <li>• Details of goods stocks management procedures;</li> <li>• Compliance with packaging requirements;</li> <li>• Compliance with minimum environmental requirements of the offered goods;</li> <li>• Compliance with warranty requirements;</li> <li>• Information (including CV) on the dedicated Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed.</li> </ul> <p><input checked="" type="checkbox"/> Annex 5: Joint Venture/Consortium/Association Information duly completed and signed, if applicable;</p> <p><input checked="" type="checkbox"/> Company Profile, Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;</p>

	<input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three (3) years (2019, 2020 and 2021); <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; <input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., ISO 14001, 2470:1999 or equivalent, European EMAS, US EPA Performance Track or equivalent, ECOLABEL Type 2, etc.), either in its business practices or in the goods it sells/manufactures; <input checked="" type="checkbox"/> Certifications on ecological requirements regarding products' production: <ul style="list-style-type: none"> <li>• <u>Paper, paper products and envelops</u>: ECOLABEL, ECO MARK, ECOLOGO, Green Seal, and any other appropriate means of proof demonstrating that the criteria are met will also be accepted, such as a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer. ('Recognised bodies' are test and calibration laboratories and certification and inspection bodies which comply with applicable regional, national and/or international standards.) <u>The paper must be at least Elementary Chlorine Free (ECF).</u></li> <li>• <u>Writing Tools</u>: ECOLABEL, ECO MARK, ECOLOGO, Green Seal, and/or written corporate environmental policy, consistent with ISO 14001 (International Organisation for Standardisation), or equivalent. Any other appropriate means of proof will also be accepted.</li> </ul> <input checked="" type="checkbox"/> List of completed and/or ongoing similar contracts for the past five (5) years, indicating beneficiary, contract amount, period of execution; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field in the past three (3) years.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 (ninety) calendar days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection of equipment good functioning upon delivery <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <u><b>constantin.buruiana@undp.org</b></u> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3 (three) working days</b> before the submission deadline. Responses to request for clarification will be communicated directly by email and published on the tender website.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.

<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Minimum five (5) years of relevant experience in supply of office stationery;</p> <p><input checked="" type="checkbox"/> Minimum two (2) contracts of supply of office stationery in similar value, nature and complexity implemented over the last five (5) years;</p> <p><input checked="" type="checkbox"/> Minimum average annual turnover of USD 15,000 for the last three (3) years and sound financial standing;</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract;</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1: Schedule of Requirements and Technical Specifications, including:</p> <ul style="list-style-type: none"> <li>• Compliance with the minimum technical specifications and functional requirements of the offered goods;</li> <li>• Prove of Bidder's practices contribution to the ecological sustainability and reduction of adverse environmental impact either in its business practices or in the goods it sells/manufactures;</li> <li>• Compliance with delivery and shipping requirements;</li> <li>• Compliance with delivery terms;</li> <li>• Appropriate goods stocks management procedures established;</li> <li>• Compliance with packaging requirements;</li> <li>• Compliance with minimum environmental requirements of the offered goods;</li> <li>• Compliance with warranty requirements;</li> <li>• Provision of a dedicated Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed.</li> </ul> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet the above listed requirements).</i></p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<p><input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) / Long-Term Agreement</p> <p>A Long Term Agreement is a written agreement between UNDP and a supplier that is established for specific goods or services at prescribed prices or pricing provisions for a defined period of time, year, against which specific Orders (call-offs) can be placed at any time, during the defined period and with no legal obligation to order any minimum or maximum quantity.</p> <p>The Long Term Agreement shall be signed for an initial period of 1 (one) year and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation.</p> <p>Purchase Orders shall be issued to trigger purchase of goods under the Long Term Agreement.</p> <p>The Long Term Agreement is a non-exclusive arrangement and UNDP has the right to purchase the same or similar goods or services from other vendors at its sole discretion as the situation may warrant.</p>
<b>Expected date for contract award.</b>	17 October 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the website of the UNDP Moldova Website ( <a href="https://sc.undp.md/tndarchive/">https://sc.undp.md/tndarchive/</a> ).
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> .

	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.
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## ANNEX 1: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

### I. Background Information

In order to support their needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly large quantities of office stationery and have decided to join efforts for entering into Long Term Agreement with a qualified supplier of the various types of office supplies described below in paragraph V. V. Description/Minimum technical specifications of goods.

UNDP Moldova has been selected as the Lead Agency to organize and conduct the bidding process for identifying one qualified supplier of office stationery on behalf of following Agencies, Programmes, Projects, Organisations, Entities, Commissions, Departments and Bodies of the United Nations System in Moldova (UNSM), but not limited to: IMF, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, UNODC, UNOPS, ILO, WFP, EBRD.

UNDP Moldova envisages entering into Long Term Agreement with one qualified supplier of office stationery for an initial period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

The volume of office supplies purchases, envisaged by the UN Agencies in Moldova yearly, amounts to approximately 50,000 USD. The UN Agencies in Moldova do not guarantee that similar yearly volumes would be ordered during the contract period.

### II. Scope of Contract

The scope of contract includes timely supply of office stationery to UN Agencies in Moldova and projects on a Long Term Agreement basis. Detailed technical specifications of the products mainly procured are described below in paragraph V. Description/Minimum technical specifications of goods.

### III. Deliverables

#### *Minimum Requirements:*

UNDP Moldova, on behalf of the UN Agencies listed above, is inviting bids for the supply of various types of office stationery as per Technical Specifications presented below. All parameters in the Technical Specifications indicate the minimum or allowable range of functional requirements.

Offered goods that do not comply with the minimum requirements shall be disqualified. Offerors are requested to bid for all indicated items; failure to do so shall be grounds to disqualify the Offeror.

#### *Supplier Qualifications:*

Profile of the company: Offerors shall give a brief description of the company including copy of company registration documents;

Details of years in business: a minimum of five years experience in supply of office stationery is required;

Financial capacity of company: Offerors shall provide copy of the company's financial balance sheet for the last two fiscal years (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency), in order to prove its financial health and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror.

Environmental Compliance: Offerors must present any of the following compliance certificates for paper/paper products/writing implements: Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact, including, but not limited to: **ISO 14001, 2470:1999 or equivalent, European EMAS, US EPA Performance Track or equivalent, etc.**, either in its business practices or in the goods it sells/manufactures.



*Delivery and Shipping:*

UNDP Moldova is looking for a maximum delivery time of 2 calendar days for common orders. Delivery of urgent orders shall be done on the same day the order is made. The winner company shall make deliveries to the specified location in Chisinau, Moldova. Deliveries outside Chisinau shall be negotiated separately.

*Delivery Terms:*

DAP Chisinau, Moldova (INCOTERMS 2010)

*Stocks Management:*

Offerors shall describe how stocks of goods are maintained and managed. It is mandatory that the awarded company keeps a reasonable stock of main office supplies described below in order to be able to supply these Items for a period of two months.

*Packaging:*

Offerors shall refer to General Terms and Conditions (clause 11.3) for the minimum packaging requirements. The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under the Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, 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.

*Environmental Considerations:*

Offerors shall describe, as applicable, how environmental protection issues are considered throughout the manufacturing and/or delivery process. Eco-labels applied, shall also be described in details.

**Minimum environmental requirements for paper/paper products/writing tools:**

- Paper must be made from 100% recovered paper fibers<sup>1</sup> - products carrying the Blaue Engel (German eco-label), Umweltzeichen (Austrian eco-label) or the FSC Recycled label will be deemed to comply. The European Eco-label, the Green Seal eco-label and the PEFC label can also serve as means of proof if it is specified that the paper is made from 100% recovered paper fibers (any other appropriate means of proof demonstrating that the criteria are met will also be accepted).
- The paper must be at least Elementary Chlorine Free (ECF) - all products carrying the European Eco-label, Blaue Engel (German eco-label), Nordic Swan, Eco Mark Japan, Chlorine-Free Products Association (CFPA) label or the Green Seal eco-label, will be deemed to comply.
- Paper must be fit for use with standard office machinery - e.g. printers, photocopiers.

*Warranty:*

Offerors shall describe the warranty conditions provided and service/trade customs and procedures applied. In case of repair and/or replacement of parts, UNDP Moldova is looking for a lead-time of maximum 1 calendar day.

Offerors shall propose fifteen (15) days of warranty period for the items to commence following the acceptance of the delivered goods by UN Agencies in Moldova.

**IV. Organisational Settings**

The Offeror shall provide the name and contact information of a Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed by the UN Agencies in Moldova.

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<sup>1</sup> Recovered paper fibers include both post-consumer recycled fibers and pre-consumer recycled fibers from paper mills, also known as broke. Post-consumer recycled fibers may come from consumers, offices, printing houses, bookbinders or similar.

**Payment terms:**

Goods purchased will be paid through bank transfer to the bank account of the LTA holder, once per month, upon delivery and submission of supply invoices. Please note that all purchases shall be exclusive of all taxes, since the United Nations, including its subsidiary organs, are exempt from taxes.

**V.Description/Minimum technical specifications of goods**

Item No.	Products description and minimum technical requirements
<b>Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>	
1	A3, White Photocopy Paper, 80g/m2, pack/500 sheets
2	A4, White Photocopy Paper, 80g/m2, pack/500 sheets
<b>Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>	
3	Flip Chart Paper, 80g/m2, white both sides, 64x100/20 pack
4	Spiral Notebook, A4, min. 60g/m2, hardcover, min. 40 sheets
5	Spiral Notebook, A5, min. 60g/m2, hardcover, min. 36 sheets
6	Agenda for daily records, A5, 70g/m2, hardcover, min. 330 pages, black/blue
7	Self-stick Notes, 50 x 50 mm, blister of 100
8	Self-stick Notes, 127 x 75 mm, blister of 100
9	Sign Here stickers, transparent, 12x44mm, 5 colors
10	Cardboard A4, 240g/m2, white, 100 pack
11	Paper envelope, 80g/m2, 250x353mm/4cm bottom
<b>Folders and accessories for folders</b>	
12	A4, Plastic Transparent File, upper opening, 40mk, 100/pack
13	A4 Plastic Transparent File, L file, thick, 180mk, 12/pack
14	A4, Folder, plastic, with transparent cover
15	A4, Folder, paper, with elastic band
16	Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO
17	Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO
18	Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid

<b>Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>	
19	Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable
20	Ballpoint pen, thickness of the lines - max. 0.7mm, refillable
21	Pencil with rubber, slate hardness HB, thickness 0.5 mm
22	Marker erasable for white board, black/blue/green/red, large
23	Marker permanent, black/blue/green/red, medium
24	Marker highlighter, max. 5 mm, different colors
<b>Office supplies - other</b>	
25	Calculator, 15.5x20, Battery & Solar, 12-digital
26	USB, minimum 8 GB
27	Badge with textile lace, plastic, transparent, 60x90mm, horizontal/ vertical
28	Binder Clip, metal, 19mm, 12/pack
29	Binder Clip, metal, 32mm, 12/pack

**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Maximum delivery time of 2 calendar days for common orders. Same day delivery for urgent orders.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERMS)</b>	Shall be done by: <input checked="" type="checkbox"/> Supplier
<b>Exact Address(es) of Delivery Location(s)</b>	131, 31 August 1989 str., Chisinau, Moldova

## 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, 4, 5 (if applicable) and 6. 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:	RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	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
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
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)	
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.
<b>Previous relevant experience:</b> <b>two (2) contracts of supply of office stationery in similar value, nature and complexity implemented over the last five (5) years</b>	
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b> <b>Contract Value</b> <b>Period of activity</b> <b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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.
<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 - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2, 4, 5 (if applicable) and 6. 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:	RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	Date: Click or tap to enter a date.	

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to category prices. Separate figures must be provided for each functional grouping or category, if any.

Offerors shall provide current prices, for each item under Annex 1: Schedule of Requirements and Technical Specifications. The price shall be based on DAP Chisinau (INCOTERMS 2010) delivery terms and **shall be exclusive of customs duties, VAT and other taxes**. The price for each item must provide a detailed cost breakdown, including applicable shipping and handling charges etc., if any. Partial bids are not permitted.

Technical description of each proposed item must provide sufficient detail to allow UN Agencies to determine compliance of Bid with specifications as per Annex 1: Schedule of Requirements and Technical Specifications of this RFQ.

#### PROCEDURES FOR CONTRACT AWARD

Below are presented the procedures which will be applied to identify the Bidder to be recommended for contract award which will subsequently be offered to sign a Long Term Agreement for the supply of office stationery to UN Agencies in Moldova.

Offerors are requested to provide quotations as per Table B. Cost Breakdown per Deliverable Items presented below. The maximum obtainable score, noted in Table A below, is based on UNDP Moldova previous experience in placing orders for office stationery and indicate the relative importance and frequency of similar orders. The lowest price among the technically qualified offerors for each category in Cost Breakdown per Deliverable Items Table shall obtain the maximum obtainable score. The other offerors shall be scored based on the following formula:

*Total Amount no. = (Lowest Price / Offered Price) x Maximum Obtainable Score*

For example, Company A offered a price of 90 MDL, Company B – a price of 95 MDL and Company C – a price of 85 MDL. Company C shall obtain a score of 30.00 points under Paper Category, as it offered the lowest price among all technically qualified offerors. The score for Company B shall be calculated according to the above formula: Score for Company B = (85 MDL/ 95 MDL) x 30.00 points = 26.8 points. Similarly, for Company A the Score under shall be 28.33 points.

A total score for each technically qualified offeror shall be calculated and offerors shall be ranked based on the accumulated total score – from highest to lowest (highest total score shall be ranked first, lowest – last). Long Term Agreement shall be signed with the top-ranked offeror, i.e. which obtained the highest cumulative score.

#### A. Scoring

Category	Maximum Obtainable Score	Company / Other Entity							
		A		B		C		D	
		Amount	Score	Amount	Score	Amount	Score	Amount	Score
Paper	30.00								
Paper products	25.00								

<b>Folders and accessories</b>	20.00								
<b>Writing tools</b>	15.00								
<b>Office Supplies</b>	10.00								
<b>TOTAL</b>	<b>100.00</b>								

**B. Cost Breakdown per Deliverable Item\***

Currency of Quotation: Moldovan leu / MDL

<b>Item No.</b>	<b>Product description</b> (please provide detailed specifications and brand name)	<b>Unit</b>	<b>Quantity</b>	<b>Catalogue Price, MDL</b>	<b>Discount, % *</b>	<b>Unit Price, incl. discount, MDL</b>
<b>Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>						
1	A3, White Photocopy Paper	pack				
2	A4, White Photocopy Paper	pack				
<b>Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>						
3	Flip Chart Paper	pack				
4	Spiral Notebook, A4	pcs				
5	Spiral Notebook, A5	pcs				
6	Agenda for daily records, A5	pcs				
7	Self-stick Notes, type 1 as per technical specifications	pcs				
8	Self-stick Notes, type 2 as per technical specifications	pcs				
9	Sign Here stickers	pcs				
10	Cardboard A4	pack				
11	Paper envelope	pcs				
<b>Folders and accessories for folders</b>						
12	A4, Plastic Transparent File, upper opening	pack				
13	A4 Plastic Transparent File, L file	pack				
14	A4, Folder, plastic, with transparent cover	pcs				
15	A4, Folder, paper, with elastic band	pcs				



16	Binder 2 rings, opening and closing triggers, type 1 as per technical specifications	pcs				
17	Binder 2 rings, opening and closing triggers, type 2 as per technical specifications	pcs				
18	Two Hole Puncher	pcs				
<b>Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent</b>						
19	Gel pen	pcs				
20	Ballpoint pen	pcs				
21	Pencil with rubber	pcs				
22	Marker erasable for white board	pcs				
23	Marker permanent	pcs				
24	Marker highlighter	pcs				
<b>Office supplies - other</b>						
25	Calculator	pcs				
26	USB	pcs				
27	Badge with textile lace	pcs				
28	Binder Clip, type 1 as per technical specifications	pack				
29	Binder Clip, type 2 as per technical specifications	pack				

\*Offered discount shall be valid for the entire period of the LTA.

Note: In case of discrepancy between unit and final price, the unit price shall prevail.

***For any future order placed by the UN Agencies in Moldova, the invoiced prices will be defined based on the unit prices on the date of placement of the order and the discount offered in percentage (not amount value). The discounts offered in percentage shall be valid for the entire period of the LTA.***

The Bidder is required to prepare the Price Schedule following the above format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**ANNEX 4: TECHNICAL RESPONSIVENESS TABLE**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2, 3, 5 (if applicable) and 6. 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:	RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	Date: Click or tap to enter a date.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate / Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
A3, White Photocopy Paper, 80g/m2, pack/500 sheets					
A4, White Photocopy Paper, 80g/m2, pack/500 sheets					
Flip Chart Paper, 80g/m2, white both sides, 64x100/20 pack					
Spiral Notebook, A4, min. 60g/m2, hardcover, min. 40 sheets					
Spiral Notebook, A5, min. 60g/m2, hardcover, min. 36 sheets					
Agenda for daily records, A5, 70g/m2, hardcover, min. 330 pages, black/blue					
Self-stick Notes, 50 x 50 mm, blister of 100					
Self-stick Notes, 127 x 75 mm, blister of 100					

Sign Here stickers, transparent, 12x44mm, 5 colors					
Cardboard A4, 240g/m2, white, 100 pack					
Paper envelope, 80g/m2, 250x353mm/4cm bottom					
A4, Plastic Transparent File, upper opening, 40mk, 100/pack					
A4 Plastic Transparent File, L file, thick, 180mk, 12/pack					
A4, Folder, plastic, with transparent cover					
A4, Folder, paper, with elastic band					
Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO					
Binder 2 rings, opening and closing triggers, 50 mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO					
Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid					
Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable					
Ballpoint pen, thickness of the lines - max. 0.7mm, refillable					
Pencil with rubber, slate hardness HB, thickness 0.5 mm					
Marker erasable for white board,					

black/blue/green/red, large					
Marker permanent, black/blue/green/red, medium					
Marker highlighter, max. 5 mm, different colors					
Calculator, 15.5x20, Battery & Solar, 12-digital					
USB, minimum 8 GB					
Badge with textile lace, plastic, transparent, 60x90mm, horizontal/ vertical					
Binder Clip, metal, 19mm, 12/pack					
Binder Clip, metal, 32mm, 12/pack					

#### Compliance with Other Requirements

Other Related services and requirements <i>(based on the information provided in Annex 1)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Full acceptance of the General Conditions of Contract;			
Prove of Bidder's practices contribution to the ecological sustainability and reduction of adverse environmental impact either in its business practices or in the goods it sells/manufactures;			
Compliance with delivery and shipping requirements;			
Compliance with delivery terms;			
Appropriate goods stocks management procedures established;			

Compliance with packaging requirements;			
Compliance with minimum environmental requirements of the offered goods;			
Compliance with warranty requirements;			
Provision of a dedicated Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed.			

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> <b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text. <b>Phone No.:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.	<b>Authorized Signature:</b> <b>Date:</b> Click or tap here to enter text. <b>Name:</b> Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.
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**ANNEX 5: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

*Bidders are requested to complete this form if the Quotation is submitted as a Joint Venture/Consortium/Association, sign it and return it as part of their quotation along with Annex 2, 3, 4 and 6. 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:	RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	Date: Click or tap to enter a date.

To be completed and returned with your Quotation if the Quotation is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX 6: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ22/02522 Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis	Date: Click or tap to enter a date.

<b>Position (as per ToR)</b>		
<b>Personnel Information</b>	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
<b>Present Employment</b>	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
<b>Education / Qualifications</b>	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
<b>Professional Certifications</b>	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
<b>References:</b>	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_