

Request for quotation (RFQ) for goods

Provision of promotional materials for European
PROGRES

RFQ No: UNOPS-EP-2015-G-031

**Request for quotation (RFQ)
for Provision of promotional materials for European PROGRES
RFQ NO. UNOPS-EP-2015-G-031**

Date: 01 September 2015

UNOPS is accepting quotations from suppliers for Provision of promotional materials for European PROGRES. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org or in a sealed envelope to UNOPS, Sumatovacka 59, 11 000 Beograd.

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods)

DELIVERY AND OFFLOADING TO UNOPS – EUROPEAN PROGRES PROGRAMME

Cirila i Metodija 23 18000 Nis:

Items from 1 to 5 – 10 days from the date of order;

Item 6 - 10 days from the date of approval of submitted sample for Hard shell folder from UNOPS;

Item 7 – 10 days from the day of receipt of final design for Poster for calendar competition from UNOPS.

6 Mobilization and duration (for services) n/a

Service provision shall commence calendar days after contract signature. The successful supplier is expected to complete the services by (date).

7 Quotations due

All quotations must be received to the address stated below no later than:

Date: 07 September 2015
Time: 12:00h CET
Address: Sumatovacka 59, 11000 Beograd
Or to E-mail: srpc.bids@unops.org
Contact person: Nenad Sucurovic

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses: <http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:

Date: 01 September 2015



Graeme Tyndall, UNOPS Serbia Operations Centre Manager

ANNEX A

Requirements and price list

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form

As part of the tender documentation the Bidders shall also provide:

1. Company registration documents (not older than six months from the deadline for submission of quotations)
2. Minimum three reference letters or contracts supporting the information given on Previous Experience Form

ANNEX B

RFQ – Quotation form

Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The under signed, having read the terms and conditions of RFQ-UNOPS-EP-2015-G-031 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel. no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted:


Quotation to be addressed to: UNOPS,
Sumatovacka 59, 11000 Beograd
Tel.: 011/243-5703 or
E-mail: srpc.bids@unops.org

1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

UNOPS minimum technical requirements:

No.	ITEM	Quantity	Bidders to fill-in
1.	<p>OFFSET PRINTING:</p> <p>Promotional notebook Quantity: 2000 Format: 170 x 225 mm (final format 164 x 219 mm) Number of pages: 120</p> <p>Binding Matte art print paper 350 g/m² Full color print (both front and back binding) and one additional color (inside front and back cover) 4/1 Matte plastification 1/1 UV overprint varnish 1/0 (on front and back cover page) Blindruck (embossing) on the notebook cover (maximum size of cliché cca 70x40mm) Inside pages Non-wood offset paper 90 g/m² Full color printing + one spot color 5/5 White metal spiral, appropriate radius for the amount of pages, along the longer (vertical) side of the notebook. Spiral bind pitch 3/1, perforated rectangle shape holes</p> <p>Pre-press files will be delivered in electronic format.</p>	2000 pcs	
2.	<p>Folder Quantity: 2000 Final dimensions of folded piece: 235 mm x 315 mm Open format B2 (700 x 500 mm)</p> <p>Material: 350g/m² matte art print paper Printing: 4/1 Matte plastification 1/0 Matte overprint varnish inside 0/1</p>	2000 psc	

	UV overprint varnish 1/0 Cut form of folder in B2 Blindruck (embossing) with maximum size of cliché cca 120x70mm Pre-press files will be delivered in electronic format.		
3.	Information about Programme (Fast Facts in Serbian) Quantity: 500 copies Final format: A4, 210 x 297 mm Format prior to cutting: 215 x 302 mm 170g/m ² matte art print paper Printing 5/5 Matte overprint varnish 1/1 Pre-press files will be delivered in electronic format.	500 pcs	
4.	Information about Programme (Fast Facts in English) Quantity: 500 copies Final format: A4, 210 x 297 mm Format prior to cutting: 215 x 302 mm 170g/m ² matte art print paper Printing 5/5 Matte overprint varnish 1/1 Pre-press files will be delivered in electronic format.	500 pcs	
5.	SCREEN/TAMPON PRINTING Plastic pen  Quantity: 2000 pieces Tampon printing: 3 spot colors (2/1) Pen identical or similar to the one on photo Along with the bid, submit a photograph of the pen. Blue ink. Pre-press files will be submitted in vector format.	2000 pcs	
6.	Hard shell folder (book binded) for Certificates and Grants Format: 25 x 35 cm (unfolded format 51 x 35 cm) Material: dark blue PE leather (designers choice and approval needed) binded and glued on hard pressed 2 mm cardboard Book binded (similar to hard-cover book binding): Hard pressed cardboard 2 mm, dark blue PE leather glued onto cardboard, with adequate bleed.	500 pcs	

	Inside cover with the same PE leather. Textile ribbon 4 - 5 mm wide in the middle in dark blue or yellow color (designer's choice and approval needed). The ribbon will hold the documents inside (folded A3 format), as on the example photos attached. Hot (gold and silver) foil stamp on front cover: Gold foil stamp 4,5 x 2 cm, silver foil stamp 9 x 2,5 cm Hot silver foil stamp on back cover, cca 17 x 2,5 cm Embossing on cover page, cca 21 x 10 cm Example attached.		
7.	Poster for Calendar Competition Format: 50 x 70 cm (B2) Material: matte art print paper (kunstdruck) 170 g/m2 Printout: 4/0 Foil Lamination: 1/0, matte UV varnish: 1/0	300 pcs	

Technical specification in Serbian language is attached to this RFQ (Attachment I).

UNOPS reserved the rights to increase or decrease quantity of items.

The products offered are in accordance with the specifications and requirements

- Yes
 No

Any deviation must be listed below:

Date

Authorized Signature

2. Price & delivery form

Quotation					
Bidder's total price (Price & currency to be entered by bidder): VAT excluded					
TOTAL FIRM DAP PRICE - DAP: All equipment should be delivered to the UNOPS office in Nis.					
Requested offer validity period from the date of offer submission: 90 Days					
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):					
ITEM	DESCRIPTION	QTY	CURRENCY:		
			UNIT PRICE DAP	TOTAL PRICE DAP	
1.	Promotional notebook	2000 pcs.			
2.	Folder	2000 pcs.			
3.	Information about Programme (Fast Facts in Serbian)	500 pcs.			
4.	Information about Programme (Fast Facts in English)	500 pcs.			
5.	Plastic pen	2000 pcs.			
6.	Hard shell folder (book binded) for Certificates and Grants	500 pcs.			
7.	Poster for Calendar Competition	300 pcs.			
GRAND TOTAL:					

Bidder's delivery data	Confirm if you agree with the delivery terms (Yes/No)
DELIVERY AND OFFLOADING TO UNOPS – EUROPEAN PROGRES PROGRAMME Cirila i Metodija 23 18000 Nis: Items from 1 to 5 – 10 days from the date of order; Item 6 - 10 days from the date of approval of submitted sample for Hard shell folder from UNOPS; Item 7 – 10 days from the day of receipt of final design for Poster for calendar competition from UNOPS.	

Date _____

Authorized Signature _____

3: Previous experience form

Previous Experience				
Description of services/goods /works	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Date _____

Authorized Signature _____



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01