

Request for Quotation (RFQ) for Goods

Provision of promotional material for European PROGRES programme and Nusicijada festival

RFQ Ref No: UNOPS-EP-2016-G-059

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for Provision of promotional material for European PROGRES programme and Nusicijada festival
RFQ Case No.: UNOPS-EP-2016-G-059

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Graeme Tyndall
Title: UNOPS RSOC Manager
Date: 27 July 2016

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of <i>Provision of promotional material for European PROGRES programme and Nusicijada festival</i> , as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to the following e-mail address: srpc.procurement@unops.org United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.
Clarifications	Requests for clarification from bidders will not be accepted by any later than 01 August 2016 . Relevant responses to requests for clarification will be communicated at LBHT web site (http://www.sagradimodom.org) and European PROGRES website (www.europeanprogres.org) under RFQ Case UNOPS-EP-2016-G-059 (Tenders)
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety 90 days for RFQ from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars). UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 12:00, CET on 02 August 2016 .
Quotation submission	Quotations must be submitted as follows: Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. All quotations must be submitted to the following address Address: Šumatovačka 59, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Suzana Tanaskovic 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. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar goods (i.e. printing & providing of promotional materials) for the last 2 (two) years. • Bidder must also identify and disclose all information regarding any associated entity/s, if any, by providing full legal name and address of those entity/s. Should there be no related entities, the Bidder must provide a statement to that effect. 3. Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Previous Experience Form • Registration, financial and legal documents: <ul style="list-style-type: none"> - Document from Business Registers Agency ; • Previous experience (references): <ul style="list-style-type: none"> - Minimum three contract or valid invoice proving the successful delivery of promotional material, similar to items required as per this RFQ, in the last three years, in support of the information given in the Previous Experience Form • Catalogue, brochure or similar document that will prove the required characteristics of the offered promotional material - if available.
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): Purchase Order</p>

General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 05 August 2016 .
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>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</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/DP's suspended and removed vendors list;
- iii. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- iv. is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#);

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENCY(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

List of goods & quantities:

Item No	List of goods	Quantity
1.	Promotional USB Flash model 1	200
2.	Promotional USB Flash model 2	200
3.	Umbrella with automatic opening mechanism	100
4.	Promotional metallic pencil	2000
5.	Organiser with a printed insert	200
6.	Sticker 1	1000
7.	Sticker 2	1000
8.	Exhibition boards	20
9.	Wall Maps with European PROGRES AoR	3
10.	Promotional European PROGRES notebook	2000
11.	Promotional European PROGRES folder	2000
12.	Promotional bag	2000
13.	Desk planner with a cover	200
14.	Information on the project (Fast Facts in Serbian)	1000
15.	Information on the project (Fast Facts in English)	1000
16.	Banner 1 (for a festival stage)	1
17.	Banner 2 (for a festival stage)	1
18.	European PROGRES Wall Plaque	15
19.	Leaflet	6000
20.	Poster 1	300
21.	Poster 2	300
22.	Theatre tickets - 1	550
23.	Theatre tickets - 2	550
24.	Theatre tickets - 3	550
25.	Theatre tickets - 4	550
26.	Theatre tickets - 5	550
27.	Bags, transparent	500

28.	Paper bags, white with handles	500
29.	Paper bags, no handles	200
30.	Stickers - transparent	700
31.	ID Cards	300
32.	Thank-you cards 1	250
33.	Thank-you cards 2	20
34.	Invitations	150
35.	Mesh net	1
36.	Exhibition boards	32
37.	T-shirts	150

IMPORTANT NOTES:

- 1) For items under no. 1 – 9 UV, ink-jet and digital printing is required (except printed insert in Organizer under no. 5, which has to be printed in offset)
- 2) For items no. 10 – 37 offset print is required
- 3) Delivery deadline for items 19 – 37 is 15 August 2016
- 4) Delivery deadline for items 1 –18 is 30 August 2016
- 5) Partial quotations shall not be allowed. Bidders must quote prices for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
- 6) Delivery of promotional materials shall be included in the price. Promotional material (items 19-37) shall be delivered to Turistička organizacija Ivanjice, Milinka Kušića 47, 32250 Ivanjica, and delivery of items 1-18 shall be to UNOPS RSOC office in Belgrade, Sumatovacka 59.
- 7) The offered prices are net of any direct taxes, and indirect taxes and VAT.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: **[Insert submission date]** _____

Subject: Quotation for the supply of **[Insert a brief description of goods/services] in _____ **[Name of country/city]**, RFQ Case No. **[insert RFQ ref number]** _____, dated **[insert date]** _____.**

We, the undersigned, declare that:

- We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- Our quotation shall be valid for the period of time of **[insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids]** _____ from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- 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.
- We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** _____ to sign this quotation and bind **[insert full name of bidder]** should

UNOPS accept this quotation:

Name: **[complete]** _____

Title: **[complete]** _____

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: **[complete]** _____

Title: **[complete]** _____

Email address: **[complete]** _____

Telephone: **[complete]** _____

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
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Item No	Description	Qty	Unit price DAP (Insert)	Total price DAP (Insert)
1.	Promotional USB Flash model 1	200		
2.	Promotional USB Flash model 2	200		
3.	Umbrella with automatic opening mechanism	100		
4.	Promotional metallic pencil	2000		
5.	Organiser with a printed insert	200		
6.	Sticker 1	1000		
7.	Sticker 2	1000		
8.	Exhibition boards	20		
9.	Wall Maps with European PROGRES AoR	3		
10.	Promotional European PROGRES notebook	2000		
11.	Promotional European PROGRES folder	2000		
12.	Promotional bag	2000		
13.	Desk planner with a cover	200		
14.	Information on the project (Fast Facts in Serbian)	1000		
15.	Information on the project (Fast Facts in English)	1000		

16.	Banner 1 (for a festival stage)	1		
17.	Banner 2 (for a festival stage)	1		
18.	European PROGRES Wall Plaque	15		
19.	Leaflet	6000		
20.	Poster 1	300		
21.	Poster 2	300		
22.	Theatre tickets - 1	550		
23.	Theatre tickets - 2	550		
24.	Theatre tickets - 3	550		
25.	Theatre tickets - 4	550		
26.	Theatre tickets - 5	550		
27.	Bags, transparent	500		
28.	Paper bags, white with handles	500		
29.	Paper bags, no handles	200		
30.	Stickers - transparent	700		
31.	ID Cards	300		
32.	Thank-you cards 1	250		
33.	Thank-you cards 2	20		
34.	Invitations	150		
35.	Mesh net	1		

36.	Exhibition boards	32		
37.	T-shirts	150		
TOTAL				

Payment terms 30 days accepted: Yes

a) List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

[Full legal name and address of subcontractors]

- (A) _____
- (B) _____
- (C) _____

b) List of legal entities associated to the Bidder

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

[Full legal name and address of the associated legal entity]

- (A) _____
- (B) _____
- (C) _____

In case of no related entities, the Bidder must sign the following statement to that effect:

[Delete or cross out if not applicable]:

I, the undersigned, certify that there are no legal entities associated to the **[insert full name of Bidder]**
 _____ . [

c) Authorization to sign quotation

I, the undersigned, certify that I am duly authorized by **[insert full name of Bidder]**
 _____ to sign this quotation and bind
 _____ **[insert full name of Bidder]** should UNOPS
 accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for goods – Comparative Data Table

Item No	UNOPS minimum technical requirements	Qty	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete Insert details of goods offered, including specifications and brand/model offered if applicable
1.	<p>Promotional USB Flash model 1 Direct UV printing in full colour on one side of the metallic part (digital UV printing + UV overprint varnish) Dimensions of the print in line with the model, maximum c.a. 3 x 1.8 cm. Capacity: 16 Gb Similar to model SMART White/White dimensions 58/19/11mm (white metallic part and white rubberised part of the body of the USB) or of identical characteristics: https://www.promostar.rs/reklamni-materijal/usb-gadgeti/smart-white-metalni-deo-za-usb-kuciste-beli-white</p> <p><i>Prepress files will be delivered in a digital vector format</i></p>	200	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<p>Promotional USB Flash model 2 Dimensions: 85 x 52 x 3 mm Direct UV printing in full colour on one side of the card (digital UV printing + UV overprint varnish) Dimensions of the print: 76 x 45 mm Capacity: 16 Gb Similar to Model CREDIT CARD, white, plastic or of identical characteristics https://www.promostar.rs/reklamni-materijal/usb-gadgeti/card-flip-usb-stick-09982004</p> <p><i>Prepress files will be delivered in a digital vector format.</i></p>	200	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<p>Umbrella with automatic opening mechanism Umbrella with an automatic opening mechanism, 8 segments, metal shaft 10 mm, curved plastic handle, plastic tip and ends. Material: raw silk Colour: white Weights: 0.4 kg Size: Ø 103 x 83 cm</p>			

	<p>Dimensions of the decal: 20 x 9 cm (x 4 pieces) on four spots Branding: decal in full colour Similar to model FEST Castelli (white) with an automatic opening mechanism or of identical characteristics. https://www.promostar.rs/reklamni-materijal/kisobrani/fest-kisobran-sa-automatskim-otvaranjem-bela</p> <p><i>Prepress for the development of the decals will be delivered in a digital format.</i></p>	100	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	<p>Promotional metallic pencil Direct UV print in full colour on both sides of the pen (digital UV print + UV overprint varnish) Dimension of the print on the side 1: 24 x 7.5 mm Dimensions of the print on the side 2: 57 x 7.5 mm Provide photographs of proposed models together with the proposal. Metallic white pen similar to Oggi Plus, blue ink, length 13.8 cm, diameter 1.0 -1.1 cm, or similar characteristics. https://www.promostar.rs/reklamni-materijal/hemijske-olovke/oggi-plus-metalna-hemijska-olovka-bela</p> <p><i>Prepress will be delivered in digital vector format.</i></p>	2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	<p>Organiser with a printed insert Organiser with an elastic band and pencil holder, printed on a white offset paper 80 g/m², 192 pages in total (81 sheet) with lines, with a pocket on the inside of the cover. In the case the proposed model has similar characteristics, models with a royal or dark blue band will also come into consideration. In such case, a photograph of various angles of the proposed model including photographs of the insides of the organiser should be delivered, together with a precise description of the model and exact dimensions. Dimensions: 14 x 21 cm Colour: white Direct UV print in full colour on the covers (digital UV printing + UV overprint varnish)</p> <p><u>Insert in full colour with information on the Programme</u> Format of the unfolded insert: maximum 400 x 208 mm, after folding 136 x 208 mm* * the folded format is defined by the optimal format that can be inserted into the organiser. In case a different model of the organiser is proposed, the format will</p>	200	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>need to be harmonised with the approved dimensions Material: kunstdruck 175 g matte Printing: 5/5 Matte overprint varnish: 1/1 This insert will be scored (three scores), folded and subsequently glued onto the first page in the organiser, or on the back cover (the photograph of the back cover attached is enclosed) in a way that it functions as an “accordion”(i.e. unfolds to the right). https://www.promostar.rs/reklamni-materijal/rokovnici/mondo-notes-sa-elasticnom-trakom-dimenzija-14-x-21-cm-beli-white Similar to model MONDO (white) or of identical characteristics.</p> <p><i>Prepress will be delivered in a digital format.</i></p>			
6.	<p>Sticker 1 Format cca 100 x 80 mm Print: Ink jet, Eco-solvent, Superfine mod (small details) Gloss plastification of the stickers (foil). Cutting on the contour after plastification.</p> <p><i>Pre-press files will be submitted in vector PDF format (Illustrator) with contour for cutting in the separate spot-channel.</i></p>	1000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	<p>Sticker 2 Format cca 50x40mm Print: Ink jet, Eco-solvent, Superfine mod (small details) Gloss plastification of the stickers (foil). Cutting on the contour after plastification.</p> <p><i>Pre-press files will be submitted in vector PDF format (Illustrator) with contour for cutting in the separate spot-channel</i></p>	1000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	<p>Exhibition boards 20 different graphical content Forex, thickness: 10mm Format: 1150 x 900mm Direct full colour printing on forex Cutting on the contour line with drilling holes for hanging</p>	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	<p>Wall Maps with European PROGRES AoR Level 1 (base carrying layer) Forex, thickness: 10mm Format: 1150 x 900mm Direct full colour printing on forex Cutting on the contour line with drilling holes for hanging Level 2 (additional layer) Forex, thickness: 5mm Format: 950 x 600mm Direct full colour print on forex</p>	3	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>Cutting on the uneven contour line. Both levels should be glued (double sided glued 3M tape), making it 15mm (10mm+5mm) thick in some parts A set of decorative inox screws with spacers should be included (size: 15/15mm, number: 4).</p> <p><i>Pre-press files will be delivered in electronic format, ready for mounting</i></p>			
10.	<p>Promotional European PROGRES notebook Format 170 x 225 mm (final format 164 x 219 mm) Volume 60 sheets (120 pages)</p> <p><u>Covers</u> Matte Kunstdruck, 350 g/m2 Full colour printing (front and back covers) with an additional colour on the back side: 4/1 Matte plastification 1/1 UV overprint varnish 1/0 Blindruck (embossing) on the notebook cover (dimensions of the cliché cca 80 x 30 mm) Inside pages Non-wood offset paper 90 g/m2 Full color printing + one spot print 5/5 White metal spiral metalna spirala (of corresponding diameter) on the longer side. Spiral bind pitch 3/1, perforated rectangle shape holes.</p> <p><i>Pre-press files will be delivered in electronic format, ready for mounting</i></p>	2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	<p>Promotional European PROGRES folder Dimensions of the closed folder: cca 21.8 mm x 31 cm One side flap and one flap on the upper side Open format: 507 x 393.5 mm Material: 350 g Matte Kunstdruck Print: 4/1 Matte plastification 1/1 UV overprint varnish 1/0 Unfolded folder depicted in the attachment. Blindruck (embossing), dimensions of the cliché 1 90 x 30 mm, cliché 2 60 x 20 mm.</p> <p><i>Pre-press files will be delivered in electronic format</i></p>	2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12.	<p>Promotional bag Open format B2 (700 x 500 mm) Print 4/1 200 g/m2 Matte Kunstdruck</p>	2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>Matte plastification 1/0 Matte overprint varnish on the inside 0/1 UV overprint varnish 1/0 Scoring, assembling, gluing. Blindruck (embossing), dimensions of the cliché 120 x 40 mm (two identical on the outside and inside of the bag) Nickel-plated rivet of the string holes. Dark blue string. Inner reinforcement of the bag bottom and edges with thin cardboard.</p> <p><i>Prepress will be delivered in electronic format.</i></p>			
13.	<p>Desk planner with a cover <u>Pages</u> Format 230 x 200 mm (final format) Volume 50 sheets Material: Non-wood offset paper 80 g/m2 Print: 5/0 Edges of the sheets rounded in the r=10 mm radius Pages bonded from the upper side.es <u>Covers</u> Format 468 x 201 mm (open format) After folding 231 x 201 mm, spine 5-6 mm Matte Kunstdruck, 350 g/m2 Full colour print (4/4) Matte plastification 1/1 UV overprint varnish 0/1 Die-cut form with rounded corners, spine (two scores). Die-cut form illustration in attachment Gluing the set of bound sheets onto the horizontal upper edge of the cover (230 mm), gluing the set of sheets (80 g/m2) onto a matte plasticised kunstdruck.</p> <p><i>Prepress will be delivered in electronic format.</i></p>	200	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	<p>Information on the project (Fast Facts in Serbian) Final format: A4, 210 x 297 mm Format before cutting: 215 x 302 mm Matte Kunstdruck 170 g Print: 5/5 Matte overprint varnish 1/1</p> <p><i>Prepress will be delivered in electronic format.</i></p>	1000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.	<p>Information on the project (Fast Facts in English) Final format: A4, 210 x 297 mm Format before cutting: 215 x 302 mm Matte Kunstdruck 170 g Print: 5/5 Matte overprint varnish 1/1</p> <p><i>Prepress will be delivered in electronic format</i></p>	1000	<input type="checkbox"/> Yes <input type="checkbox"/> No	

16.	<p>Banner 1 (for a festival stage) Material: Front lite cast canvas, 510 g/m2 Dimensions: 400 x 235 cm (Printing on roll of material 250 cm in width) Digital one-sided latex or eco-solvent print u in full colour (for outdoor conditions) Finish on the edges, application of PVC eyelets 10 mm in diameter used for securing the banner. Eyelets applied on all four sides 25cm apart.</p> <p><i>Prepress will be delivered in a digital vector format</i></p>	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17.	<p>Banner 2 (for a festival stage) Material: Front lite cast canvas, 510 g/m2 Dimensions: 200 x 145 cm (Printing on roll of material 250 cm in width) Digital one-sided latex or eco-solvent print u in full colour (for outdoor conditions) Finish on the edges, application of PVC eyelets 10 mm in diameter for securing, on all four sides, every 25cm</p> <p><i>Prepress will be delivered in a digital vector format</i></p>	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	<p>European PROGRES Wall Plaque Forex, dimensions 300 x 200 mm Quantity: 4 pieces Plaque 10mm in width, direct solvent print on Forex, lamination. Cutting Forex on the contour and drilling mounting holes (preview of the plaque can be found in the attachment) should be done by laser or CNC cutting. Clear plexiglass (4mm in width), format 390 x 290mm, cut on the contour and drilled (example of the cut can be found in the attachment) on appropriate spots, will be mounted over the printed plaque. Envisage a set of corresponding decorative inox bolts (diameter 10-12mm, 4 pieces) with spacers. Please enclose photographs of sets for mounting together with the offer.</p> <p><i>European PROGRES will deliver the prepress in a digital vector format, ready for printing</i></p>	15	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19.	<p>Leaflet Dimensions: 480mm x 120mm 3 scores, 4 sheets, "accordion", 120 mm x 120mm Print: Offset 4/4 Paper/material: Offset 135gr Folding: Yes</p>	6000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20.	<p>Poster 1 Dimensions: 700mm x 1000mm Print: Offset 4/0 Paper/material: Offset 200gr</p>	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	

21.	Poster 2 Dimensions: 500mm x 700mm Print: Offset 4/0 Paper/material: Offset 200gr	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Theatre tickets – 1 Dimensions: 74mm height x 210 mm Print: Offset 4/0 Paper/material: Offset 135gr. Perforation: Yes	550	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23.	Theatre tickets – 2 Dimensions: 74mm height x 210 mm Print: Offset 4/0 Paper/material: Offset 135gr. Perforation : Yes	550	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24.	Theatre tickets – 3 Dimensions: 74mm height x 210 mm Print: Offset 4/0 Paper/material: Offset 135gr. Perforations: Yes	550	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25.	Theatre tickets – 4 Dimensions: 74mm height x 210 mm Print: Offset 4/0 Paper/material: Offset 135gr. Perforation: Yes	550	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26.	Theatre tickets – 5 Dimensions: 74mm height x 210 mm Print: Offset 4/0 Paper/material: Offset 135gr. Perforation: Yes	550	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27.	Bag, transparent Dimensions: 250 mm x 350 mm Print: 1/0 Paper/material: PVC	500	<input type="checkbox"/> Yes <input type="checkbox"/> No	
28.	Paper bags, white with handles Dimensions: 350 mm x 450 mm Print: 1/0 Paper/material: Natron (sodium paper)	500	<input type="checkbox"/> Yes <input type="checkbox"/> No	
29.	Paper bags, no handles Dimensions: 250 mm x 350 mm Print: / Paper/material: Natron (sodium paper)	200	<input type="checkbox"/> Yes <input type="checkbox"/> No	
30.	Stickers – transparent Dimensions: 50 mm x 70 mm Print: Digital print Paper/material: Transparent self-adhesive foil Remark: Cutting on the contour	700	<input type="checkbox"/> Yes <input type="checkbox"/> No	
31.	ID Cards Dimensions: 90 mm x 70 mm Print: 4/0	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Paper/material: 250gr kunstdruck Plastification: Yes Remark: The plastification of the ID cards need to pre perforated in the middle 5mm from the upper edge			
32.	Thank-you cards 1 Dimensions: A4 Print: 4/0 Paper/material: 250gr Offset	250	<input type="checkbox"/> Yes <input type="checkbox"/> No	
33.	Thank-you cards 2 Dimensions: A3 Print: 4/0 Paper/material: 250gr Offset	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	
34.	Invitations Dimensions: 110 mm x 230 mm Print: 1/0 Paper/material: 250gr Offset	150	<input type="checkbox"/> Yes <input type="checkbox"/> No	
35.	Mesh net Mesh dimensions 6000 mm x 3800 mm, Print: 4/0, Material: PVC Remark: eyelets	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
36.	Exhibition boards Dimensions: 690 mm x 1000 mm x 3 mm Print: / Paper/material: Forex board Remark: PVC foil is glued to the Forex board	32	<input type="checkbox"/> Yes <input type="checkbox"/> No	
37.	T-shirts Quantity: 150 t-shirts– 90 female (15 S, 30 M, 30 L, 15 XL), 60 male (10 S, 20 M, 20 L, 10 XL) Colour: White Print: 4/4 Description: Classic T-shirts, 100% cotton, 150gr. Double outside stitch, enforced band around the neckline, double stitch along the shoulders, collar 1cm Remark: Digital print on the t-shirts is applied to the front and the back of the t-shirt	150	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
Delivery time	Bidder shall deliver the items under no. 19 – 37 till 15 August 2016 Bidder shall deliver the items under no. 1 – 18 till 30 August 2016	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery place and Incoterms rules	Net of any direct taxes, customs duties, indirect taxes and VAT. DAP - Delivered at Place (as per Incoterms 2010)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consignee details	UNOPS RSOC, Sumatovacka 59, Belgrade for items 1-18 Turistička organizacija Ivanjice Milinka Kušića 47, 32250 Ivanjica for items 19-37	<input type="checkbox"/> Yes <input type="checkbox"/> No	
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.] _____

Name of Bidder: [insert name of Bidder] _____

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

Name : _____

Title : _____

Date : _____

Signature : _____