



Date: August 14, 2023 Skopje

REQUEST FOR QUOTATION RFQ N° UNFPA/MKD/RFQ/23/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Printing of promotional materials for the campaign “There is help for life without violence”

UNFPA requires the provision of promotional materials (posters, flyers, stickers and pocket flyers) for the campaign “There is help for life without violence”. These materials are expected to be delivered by 15 September 2023.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II – Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

The campaign “There is help for life without violence” aims to promote services available to women and girls victims of domestic and gender-based violence, with a specific focus on the most vulnerable. The campaign is part of the project “Prevention and Protection against Gender-based Violence in North Macedonia” which is implemented by the United Nations Population Fund – UNFPA, in cooperation with the Ministry of Labour and Social Policy and financially supported by the British Embassy in Skopje.

The project purpose is to support the Government to embed and begin implementing state-wide integrated policies on gender-based violence (GBV), in line with the principles of the Istanbul Convention. The project will support implementation of the Istanbul Convention with a broad partnership through development of a robust legal and policy framework that enables quality multi-sectoral services, strengthens data management, targets perpetrator engagement, and leverages the media, so that women and girls are free from all forms of violence and the threat of such violence.

To expand the communications activities and outreach to as many as possible citizens and vulnerable groups, the UNFPA North Macedonia office will disseminate printed promotional materials through the



network/facilities of the Ministry of Interior (MOI), Ministry of Health (MH) and Ministry of Labour and Social Policy (MLSP) in the entire territory of the country.

| No. | Item Description | Quantity | UOM | Specifications |
|-----|------------------|----------|---------------|---|
| 1 | Posters | 3322 | Posters | A3, 150 GSM (poster paper), full colour, one-sided print, four languages |
| 2 | Flyers | 34350 | Flyers | 296x210mm, 150 GSM, three-folded; full colour, print on both sides of the paper, four languages |
| 3 | Stickers | 12700 | Stickers | 84x81mm, full colour, one-sided print sticker foil pvc, four languages |
| 4 | Pocket flyers | 26050 | Pocket flyers | 270x83mm, 150 GSM, 5-folded (harmonica style) + 2 attached/glued cards at the front and end of the pocket flyer: 90x50mm, 150 GSM, full colour; print on both side of the paper, four languages |

Note: The design and prepress file will be provided. All of the materials will be printed in Macedonian, Albanian, Roma and Turkish language.

A sample of materials already produced can be shared for better understanding of the specifications.

Packaging: Please note that we have a specific demand for packaging of the printed materials, since they will be distributed through 3 different ministries. For that purpose, the vendor will need to follow the charts below and provide UNFPA north Macedonia with 3 packaging as per indicated numbers:

| Ministry of Internal Affairs | |
|--------------------------------------|----------|
| Item Description | Quantity |
| Posters | 134 |
| Flyers | 15000 |
| Stickers | 3350 |
| Pocket flyer | 6700 |
| Ministry of Labour and Social Policy | |
| Item Description | Quantity |
| Posters | 62 |
| Flyers | 6200 |
| Stickers | 6200 |



| | |
|--------------|------|
| Pocket flyer | 6200 |
|--------------|------|

| Ministry of Internal Affairs | |
|------------------------------|----------|
| Item Description | Quantity |
| Posters | 3126 |
| Flyers | 13150 |
| Stickers | 3150 |
| Pocket flyer | 13150 |

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

| | |
|----------------------------------|-------------------------------|
| Name of contact person at UNFPA: | <i>Daniel Kalajdjieski</i> |
| Email address of contact person: | <i>kalajdjieski@unfpa.org</i> |

The deadline for submission of questions is 21st August 2023, 16.00 local (Skopje) time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : **28th August, 16.00 local (Skopje) time** ¹.

| | |
|----------------------------------|----------------------------------|
| Name of contact person at UNFPA: | <i>Kristijan Angeleski</i> |
| Email address of contact person: | <i>Procurement.mkd@unfpa.org</i> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MKD/RFQ/23/003 – Printing of promotional materials for the campaign “There is help for life without violence”** . Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance



United Nations Population Fund
Country Office in North Macedonia
Jordan Hadji Konstatinov Djinot 23, Skopje
North Macedonia
Email: procurement.mkd@unfpa.org
Website: <https://northmacedonia.unfpa.org/>

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Afrodita Shalja Plavjanska, shalja-plavjanska@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

| | |
|---|---|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | UNFPA/MKD/RFQ/23/003 |
| Currency of quotation: | MKD |
| Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i> | |

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

| Item | Description | Quantity | Unit Cost | Total | Delivery Timeline |
|------|---------------|----------|-----------|-------------------|-------------------|
| 1 | Posters | 3322 | | | |
| 2 | Flyers | 34350 | | | |
| 3 | Stickers | 12700 | | | |
| 4 | Pocket flyers | 26050 | | | |
| | | | | <i>Subtotal</i> | \$\$ |
| | | | | Grandtotal | \$\$ |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MKD/RFQ/23/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

| | |
|----------------|---|
| | Click here to enter a date. |
| Name and title | Date and place |



DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

| 1. | The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
|----|--|--------------------------|--------------------------|
| | a. Fraud; | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Corruption; | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. conduct related to a criminal organization; | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. money laundering or terrorist financing; | <input type="checkbox"/> | <input type="checkbox"/> |
| | e. terrorist offences or offences linked to terrorist activities; | <input type="checkbox"/> | <input type="checkbox"/> |
| | f. sexual exploitation and abuse; | <input type="checkbox"/> | <input type="checkbox"/> |
| | g. child labour, forced labour, human trafficking; or | <input type="checkbox"/> | <input type="checkbox"/> |
| | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | <input type="checkbox"/> | <input type="checkbox"/> |

² “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



| | | | |
|----|--|--------------------------|--------------------------|
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



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Jordan Hadji Konstatinov Djinot 23, Skopje
North Macedonia
Email: procurement.mkd@unfpa.org
Website: <https://northmacedonia.unfpa.org/>

Name of the Company:

UNGM N°:

Postal Address:

Email:



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)