



United Nations Population Fund
Maldives Country Office
3rd Floor, Shinetree Building, Boduthakurufaanu Magu
Maafannu, Male' 20184, Republic of Maldives
Email: maldives.office@unfpa.org
Website: www.unfpa.org

Date: 30 November 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/21/011

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Printing: UNFPA Notebook and Calendar 2022”.

UNFPA requires the provision of printing and publication services for the visibility materials for UNFPA Maldives: a professional planner/notebook and tabletop calendar for 2022. This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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/Specifications)

Objectives and scope of the Services

- Background information

UNFPA is the UN leading agency for Reproductive Health and Rights, delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA Maldives country office will be rolling its 7th Country Programme Document (CPD) for 2022-2026 which defines the strategic outputs that UNFPA will prioritize in the Maldives over the next 5 years. UNFPA will showcase programme priorities and create visibility for the agency as well as further awareness of population issues in the life cycle.

UNFPA is therefore looking for a qualified printing and publishing firm to print the 2022 UNFPA Notebook and Calendar.

- UNFPA inputs

Print ready files with 2 mm bleed will be provided by UNFPA.



- Immediate objective(s)
Printing of Notebook and Calendar, as per the print ready layout provided by UNFPA, with free delivery to UNFPA Maldives Country Office, Shinetree Building (3rd Floor), Boduthakurufaanu Magu, Male'.
- Outputs / Deliverable(s)
 - 300x Notebooks
 - 200x Calendars (tabletop)
- Printing Specifications:
 - Notebook
 - Note book outer cover:
 - Size: 6 x 8.5 inches
 - 300 gsm matt with lamination
 - Full color CMYK
 - Back pocket to help small cards and memos
 - Strong twin-wire binding (white or orange)
 - Elastic support
 - Inside
 - Paper Size: A5
 - Paper: 70-80 gsm Conqueror paper: white
 - 160 pages / 80 sheets
 - 20 full color CMYK pages
 - Calendar (tabletop)
 - 8 x 8 inch
 - 300 gsm art paper
 - Sturdy full wire binding (white or orange)
 - Printing: Full Colour
 - 28 pages / 14 sheets
 - Base made of sturdy and durable paper board (orange).
- Timing / Schedule
Approximately 2 weeks in December 2021

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>Mohamed Haneef</i>
Tel N°:	<i>(960) 331 6940</i>
Fax N°:	<i>(960) 331 7936</i>
Email address of contact person:	haneef@unfpa.org

The deadline for submission of questions is **Thursday, 02 December 2021 at 16.00hrs Maldives 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:

- a) Summary of past experience of such works/services completed successfully (profile of the company or business establishment)
- b) Price quotation, to be submitted strictly in accordance with the price quotation form, including:
 - o Validity of quotation (Minimum 90 days from date of deadline).
 - o Accurate Delivery time. Liquidated damages may be applied in case of late delivery
 - o Prices in Maldivian Rufiyaa (MVR)
 - o Dated, signed and stamped.

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: **Tuesday, 07 December 2021 at 16.00 hrs Maldives time.**

Name of contact person at UNFPA:	<i>Mohamed Haneef</i>
Email address of contact person:	maldives.office@unfpa.org

Please note the following guidelines for electronic submissions:techni

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDV/RFQ/21/011 – Printing: UNFPA Notebook and Calendar 2022.** Quotations that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- 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 specifications 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. Quotations will be evaluated for technical compliance (as per specifications) 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 on a fixed-cost basis with duration 10-20 days to the Bidder that obtains 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.



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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

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 office, Shadiya Ibrahim at ibrahim@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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/MDV/RFQ/21/011
Currency of quotation:	MVR
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Schedule:

Printing of UNFPA advocacy materials

Item No.	Description of item	Quantity	Price/unit	Total Price	Delivery schedule (days/months)
1	Printing of NoteBook (as per the design and specifications)	300 copies			
2	Printing of Calendar (tabletop) (as per the design and specification)	200 copies			

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDV/RFQ/21/011 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.

Name and title	Date and place	



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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](#)