

REQUEST FOR QUOTATION (RFQ)

	DATE: 12 October 2009
	REFERENCE: Request for Quotation for printing of IEC materials for HIV prevention Campaign.

Dear Sir/Madam,

You are kindly requested to submit your quotation before close of business on **Monday 19th October, 2009 @ 12:00 hours** in a sealed envelop to United Nations Development Programme (UNDP) ,UN Building Buruzumagu,Male',Maldives or via **fax No.3324504**.

Item	Description	Qty	Unit price	Price in MVR	Delivery Date
1	POSTERS PRINTING SPECIFICATIONS <ul style="list-style-type: none"> • Size: A2, W 42cm x H 59.4cm • Paper: Light-Brown Paper, 160gsm to 200gsm • Full-Colour Print on one side, Blank back • Gloss Lamination • Bleed: 0.5 cm • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print-Ready PDFs) 3 Different POSTERS based on the above PRINTING SPECIFICATIONS	1. IDU (QTY. 1000) 2. Youth (QTY. 1000) 3. Generic (QTY. 1000) TOTAL: 3000 POSTERS			
2	LEAFLET PRINTING SPECIFICATIONS <ul style="list-style-type: none"> • Size: A3, W 29.7cm x H 42cm • Paper: Light-Brown Paper, 160gsm to 200gsm • 4 Folds • One-Colour print (Panton) on outside • Gloss Lamination on outside • CMYK Full Colour printed on Opaque-White base, at inside • Bleed: 0.3 cm • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print-Ready PDFs) 8 Different LEAFLETs based on the above PRINTING SPECIFICATIONS	1. Dhivehi youth (QTY. 5000) 2. Migrant Eng (QTY. 5000) 3. Migrant Tamil (QTY. 6500) 4. Migrant Telugu (QTY. 8000) 5. Migrant Sinhalese (QTY. 4500) 6. Migrant Bengali (QTY. 9000) 7. Migrant Nepalese (QTY. 4000) 8. IDU Dhivehi (QTY. 15,500) TOTAL: 57,500 LEAFLETS			
3	CD-PACK PRINTING SPECIFICATIONS COVER- SPECS <ul style="list-style-type: none"> • Size: Fits into A2 (W 42cm x H 59.4cm) • One-Colour print (100% Magenta) on OUTSIDE • CMYK Full Colour on INSIDE • Paper: Light-Brown Paper, 160gsm to 200gsm • Gloss Lamination on one-side (OUTSIDE) • Die-Cuts to insert CDs (5 CDs per COVER) • Folds • Bleed: 0.3 cm • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print- 	TOTAL: 2000 CD Pack(SCDs and Cover)			



	<p>Ready PDFs) CD SURFACE PRINT (NOT STICKER) – SPECS • CMYK Full Colour • 5 Inserted CDs per COVER with 5 different Surface-Prints/Designs • Bleed: 0.3 cm • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print-Ready PDFs) • CD-PACKS to be enclosed in a Transparent Cover (PVC or equivalent)</p>																																											
4	<p>NON WOVEN SHOPPING BAG PRINTING SPECIFICATIONS FACE- SPECS • Dimensions: Top-Width=30.5cm, Bottom-Width=36.5cm, Height=32.5cm • One-Colour print (Pantone Process Magenta C or Equivalent) • Bag-Material Colour: Light-Brown (Pantone 4735C or Equivalent) • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print-Ready PDFs) GUSSETS- SPECS • Dimensions: Width=6cm, Height=33cm • One-Colour print (Pantone Process Magenta C or Equivalent) • Bag-Material Colour: Light-Brown (Pantone 4735C or Equivalent) • Designed in Adobe Illustrator CS3 and Adobe InDesign CS2 ME (with Print-Ready PDFs)</p>	TOTAL: 2500																																										
5	<p>FLIP FLOP/SLIPPERS SPECIFICATIONS</p> <ul style="list-style-type: none"> • PE or PVC Light-Brown (Pantone 4735C or equivalent) sole, 10mm thick (refer table for sizes and profile) • Stylized strap for Womens’ Flip Flop. • PVC Maroon (Pantone 207 C or equivalent) opaque strap • Embossed Logo on center of slipper 03 color pattern on sole <p>Quantities and Sizes</p> <table border="1" data-bbox="135 1444 1149 1691"> <thead> <tr> <th></th> <th>US Size</th> <th>EU Size</th> <th>mm</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>250</td> <td>6.5</td> <td>39.5</td> <td>248</td> <td></td> </tr> <tr> <td>MEN</td> <td>7.5</td> <td>41</td> <td>254</td> <td>750</td> </tr> <tr> <td>250</td> <td>8.5</td> <td>42</td> <td>260</td> <td></td> </tr> <tr> <td></td> <td>5.5</td> <td>36</td> <td>231</td> <td>250</td> </tr> <tr> <td>WOMEN</td> <td>6.5</td> <td>37.5</td> <td>238</td> <td>750</td> </tr> <tr> <td>250</td> <td>7.5</td> <td>38.5</td> <td>245</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center;">TOTAL: 2500</td> </tr> </tbody> </table>		US Size	EU Size	mm	Qty	250	6.5	39.5	248		MEN	7.5	41	254	750	250	8.5	42	260			5.5	36	231	250	WOMEN	6.5	37.5	238	750	250	7.5	38.5	245		TOTAL: 2500							
	US Size	EU Size	mm	Qty																																								
250	6.5	39.5	248																																									
MEN	7.5	41	254	750																																								
250	8.5	42	260																																									
	5.5	36	231	250																																								
WOMEN	6.5	37.5	238	750																																								
250	7.5	38.5	245																																									
TOTAL: 2500																																												
	Grand Total in MVR																																											



Maldives

No of Pages: 3

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP PLACE: UNDP, UN Building, Buruzumagu, Male', Maldives CIP to include land transportation to final site.
Payment Terms	Full payment within 30 working days net from date of delivery of full quantity to location, satisfactory acceptance by end user and upon submission of an official invoice.
Validity of Quotation	60 DAYS
Preliminary Examination - Completeness of quotation.	Partial Quotations not permitted
Warranty/guarantee conditions:	UNDP reserves the right to reject any or all quantity with any kind of defect

REQUIREMENTS

Evaluation of Quotation and Awarding Criteria:	
1	The Evaluation Committee will examine the quotation to determine whether they are complete, whether the documents, have been properly signed and whether the offer complied with the terms and conditions. Arithmetic errors will be rectified on the following basis: if there is a discrepancy between the unit price and the total price that is obtainable by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. The contract will be awarded to the bidder(s) of the lowest price(s) among the qualified and responsive bids
2	All prices shall be quoted in Maldivian Rufiyya.
3	Bidder <u>Must</u> Quote for one (1) offer per item The first offer will be considered for evaluation, and the other options will be disregarded.
4	Bidder is required to include in their offers all necessary supporting documentary proofs to allow the evaluating committee to identify the quality of the goods.

For clarifications, contact Ali Muhaazam, Procurement Associate
ADDRESS: UNDP, UN Building ,Buruzumagu, Male', Maldives
Tel.: 00 960 334 3250, Fax : 00 960 332 45 04, E-mail address: ali.muhaazam@undp.org

Sincerely yours,

Mohamed Zulaal Zaem
Operations Manager