

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: <b>Companies</b>	DATE: May 3, 2012
	REFERENCE: <b>RFQ/016/12 – Visibility goods</b>

Dear Sir/Madam,

UNDP Uzbekistan would like to invite you to participate in tender for supply of visibility goods and submit your quotation for the following items before **17:00 local time (Tashkent) on May 18, 2012.**

Item	Goods Description	Technical Specifications/Parameters	Language	Estimated Q-ty
<b>LOT 1. PRINTING ON PAPER MATERIALS</b>				
1.1	Project One-pager	<b>Print:</b> Full color two-sided offset printing, 4+4 <b>Size:</b> A4 <b>Paper weight:</b> 150g.	RUS+ENG UZB+RUS	1200 1800
1.2	Notepad (optional)	<b>Cover:</b> Full color one-sided printing, 4+0, paper 250 g/m <sup>2</sup> , size A5, one-sided mat lacquering 8 micrometers <b>Internal block:</b> Full color one-sided printing, 4+0, paper 80 g/m <sup>2</sup> , 30 sheets <b>Substrate:</b> Full color one-sided printing, 4+0, cardboard 300g/m <sup>2</sup> , paper size A5, one-sided mat lacquering 8 micrometers <b>Binding:</b> metallic wire binding of spiral shape	RUS	2100
1.3	Brochure	<b>Description:</b> A brochure with detailed information about the project (in particular, foundation objectives, project activities, achievements, contact information, partners, etc.) <b>Paper size:</b> A4 <b>Cover:</b> Full color one-sided offset printing, 4+4, paper: 250 g., number of pages: 1 <b>Internal block:</b> Full color one-sided offset printing, 4+4, <b>Paper weight:</b> 150 g, number of pages - 6 <b>Mounting:</b> staples	UZB RUS ENG	1000 1000 1000
1.4	Brochure	<b>Description:</b> A brochure with detailed information about the Information Centers (in particular, the history of foundation, services, contact information, information about the regional administrations, etc) <b>Size:</b> A4	UZB RUS ENG	1800 600 300

		<b>Cover:</b> Full color one-sided offset printing, 4+4, paper: 200 g., number of pages: 1 <b>Internal block:</b> Full color one-sided offset printing, 4+4, <b>Paper weight:</b> 80 g, number of pages - 6 <b>Binding:</b> two metallic staples in the middle		
1.5	Brochure OSS	<b>Description:</b> A brochure with detailed information about the OSS (in particular, the history of foundation, services, contact information, etc) <b>Printing:</b> Full color two-sided printing, 4+4 <b>Size:</b> A5 <b>Paper weight:</b> 200 g. <b>Number of pages:</b> 8 <b>Mounting:</b> metal staples	UZB RUS ENG	2000 1000 500
1.6	Booklet	<b>Description:</b> Booklet with more detailed information about Zaamin <b>Printing:</b> Full color two-sided offset printing, 4+4 <b>Size:</b> A4 <b>Number of scores:</b> 2 <b>Paper weight:</b> 150g	UZB RUS ENG	2000 2000 3000
1.7	Quarterly Project Bulletin	<b>Printing:</b> Full color two-sided printing, 4+4 <b>Size:</b> A4 <b>Number of pages:</b> 8 <b>Mounting:</b> staples <b>Paper weight:</b> 150 g	RUS	400
1.8	Envelope	<b>Description:</b> “Peel and seal” envelope for letters with UNDP logo and Project address <b>Printing:</b> Full color one-sided printing, 4+0 <b>Size:</b> 22.9 x 32.4 cm <b>Paper weight:</b> 100 g	n/a	1000
1.9	Envelope	<b>Description:</b> “Peel and seal” envelope for letters with UNDP logo and Project address <b>Printing:</b> Full color one-sided printing, 4+0 <b>Size:</b> 11.45 x 22.9 cm <b>Paper weight:</b> 100 g	n/a	1000
1.10	Envelope	<b>Description:</b> “Peel and seal” envelope for letters with UNDP logo and Project address <b>Printing:</b> Full color one-sided printing, 4+0 <b>Size:</b> 17.8 x 25.4 cm <b>Paper weight:</b> 100 g	n/a	1000
1.11	Leaflet	<b>Description:</b> Flier with information about project and its activities <b>Printing:</b> Full color two-sided offset printing, 4+4 <b>Size:</b> 209 x 104 mm <b>Size:</b> 150 g.	UZB RUS ENG	5000 3000 2000
1.12	Label with UNDP logo	<b>Size:</b> 69*140 mm <b>Printing:</b> 4+0 <b>Paper:</b> - transparent and self-adhesive - self-adhesive	n/a	200

1.13	Label with UNDP logo	<b>Size:</b> 100*10 mm <b>Printing:</b> 4+0 <b>Paper:</b> - transparent and self-adhesive - self-adhesive	n/a	200
1.14	Folder	<b>Cover:</b> Full color one-sided printing, 4+0, paper 300 g/m <sup>2</sup> , one-sided mat lacquering 8 micrometers <b>Pocket:</b> full-color one-sided printing, 4+0, cardboard 300 g/m <sup>2</sup> , qualitatively and firmly fixed to the base with cuts for business cards	UZB	1800
1.15	Poster	<b>Description:</b> advertising poster/poster with information about sites <b>Printing:</b> Full color one-sided offset printing, 4+4 <b>Size:</b> A3 <b>Paper weight:</b> 300 g.	UZB RUS ENG	1800 1400 2050
1.16	Reference book	<b>Description:</b> A reference book with contact information of public servants and state agencies <b>Printing:</b> Full color two-sided offset printing, 4+4 <b>Size:</b> 209 x 104 mm <b>Paper weight:</b> 150 g	UZB RUS ENG	2000 1000 500
1.17	Certificate	<b>Description:</b> A Certificate for awarding participants of seminars, workshops organized by the Project <b>Printing:</b> Full color one-sided offset printing, 4+4 <b>Size:</b> A4 <b>Paper weight:</b> 250 g	n/a	100
<b>LOT 2. INFORMATION BANNERS</b>				
2.1	POP-UP Press Conference Banner	<b>Description:</b> POP-UP banner <b>Design/Mounting:</b> Mobile display stand with an umbrella-type structure, which represents light-wall tubings interconnected by axles and attachment points <b>Base:</b> On a white banner vinyl (or other appropriate material) <b>Size:</b> 3 x 2.5 m <b>Color:</b> Full color (4 +0) <b>Printing:</b> Piezo inkjet printing with external-influence- resistant inks, resolution 720 dpi <b>Note:</b> A special cover of rigid material (plastic) for a comfortable and reliable transportation must be available	UZB+RUS	8
2.2	Outdoor banner	<b>Material:</b> a white banner vinyl <b>Color:</b> 4+0 <b>Poster size:</b> 6000 x 3000 mm. <b>Printing:</b> Piezo inkjet printing with external-influence- resistant inks, resolution 720 dpi <b>Mounting:</b> Metal rings with a firm rope (length 20 m) tied across the banner perimeter	UZB+RUS	6
2.3	Outdoor banner for Information Service	<b>Description:</b> wallboard banner <b>Base:</b> On the white banner vinyl	UZB+RUS	1

	Center in Yangiurgan (Namangan)	<b>Size:</b> 3 x1.2 m <b>Color:</b> Full color (4+0) <b>Printing:</b> Piezo inkjet printing with external-influence- resistant inks, resolution 720 dpi <b>Mounting:</b> Metal rings with a firm rope (length 8.6 m) tied across the banner perimeter		
<b>LOT 3. PRINTING ON STAINLESS STEEL OR OTHER HARD MATERIAL</b>				
3.1	Information board with a map	<b>Description:</b> Information boards with the map of Zaamin district and located tourist sites <b>Surface material:</b> Stainless steel or other hard material, resistant to external influences, including climatic conditions of mountain regions <b>Surface thickness:</b> 6 mm <b>Size:</b> 120 x 80 cm <b>Information board pocket:</b> for placement of distributing materials of A4 size <b>Information plotting:</b> with engraving or external influence-resistant inks, printing resolution 720 dpi <b>Mounting:</b> 2 metal tubes, each with a length of 1.3 meters	UZB+RUS+ENG	5
3.2	Information poster	<b>Description:</b> An information poster nearby tourist sites of Zaamin <b>Surface material:</b> stainless steel or other hard material, resistant to external influences, including climatic conditions of mountain regions <b>Surface thickness:</b> 6 mm <b>Size:</b> 120 x 80 cm <b>Information board pocket:</b> for placement of distributing materials of A4 size <b>Information plotting:</b> with engraving or external influence-resistant inks, printing resolution 720 dpi <b>Mounting:</b> 2 metal tubes, each with a length of 1.3 meters	UZB+RUS+ENG	14
3.3	Roadside signs	<b>Description:</b> Roadside signs to be deployed in a distance of 200 meters from tourist sites and guest houses, as well as along the road forks <b>Surface material:</b> stainless steel or other hard material, resistant to external influences, including climatic conditions of mountain regions <b>Surface thickness:</b> 6 mm <b>Size:</b> 100 x 30 cm <b>Information plotting:</b> with engraving or external influence-resistant inks, printing resolution 720 dpi <b>Mounting:</b> a metal tube, each with a length of 2 meters	UZB+RUS+ENG	30
3.4	Road sign with direction plates	<b>Description:</b> Road signs with direction plates, pointing towards the big cities of the world (Tashkent, Paris, New York, Tokyo, Berlin,	UZB+RUS+ENG	2

		<p>Moscow, Rome, Mecca, Beijing, London, etc) and the highest mountains on the Earth</p> <p><b>Surface material:</b> stainless steel or other hard material, resistant to external influences, including climatic conditions of mountain regions</p> <p><b>Surface thickness:</b> 6 mm</p> <p><b>Size:</b> 60 x 20 cm</p> <p><b>Information plotting:</b> with engraving or external influence-resistant inks, printing resolution 720 dpi</p> <p><b>Mounting:</b> a metal tube with a length of 2 meters</p>		
<b>LOT 4. SOUVENIRS</b>				
4.1	Pen	<p><b>Description:</b> Qualitative drawing of the name, web-site of the project and UNDP logo on the pen</p> <p><b>Method of drawing:</b> tampon printing</p> <p><b>Drawing color:</b> dark-blue</p> <p><b>Pen case:</b> white color with elements of dark-blue color</p> <p><b>Type of pen:</b> Standard blue ball-point pen</p>	ENG	2000
4.2	Diary	<p><b>Size:</b> 17.5 x 26 cm</p> <p><b>Cover:</b> imitation leather of high quality, dark blue color, drawing of UNDP logo + Project name</p> <p><b>Internal block:</b> paper 70g., color 1+1.,</p> <ul style="list-style-type: none"> <li>-hard cover</li> <li>- undated</li> <li>- russified</li> <li>- Adapted under the project, 10 sheets color 4+4, paper 70 g/m<sup>2</sup>.</li> </ul>	n/a	50
4.3	Cup + Saucer (SET)	<p><b>Description:</b> in a gift box</p> <p><b>Volume:</b> 100 ml,</p> <p><b>Material:</b> ceramics,</p> <p><b>Color:</b> white</p> <p><b>Design:</b> tampon printing with putting UNDP logo and Project name on the cup and saucer</p>	n/a	50
4.4	Polo shirt	<p>Knitted with collar and short sleeves, thermal transfer – UNDP logo + Project name, color white</p> <p><b>Size/quantity:</b> 48/10</p> <p><b>Size/quantity:</b> 50/40</p> <p><b>Size/quantity:</b> 52/30</p> <p><b>Size/quantity:</b> 54/20</p> <p><b>Fabric:</b> 100% cotton</p>	n/a	100
4.5	Leather business card holder	<p><b>Type:</b> imitation leather of high quality, color: black,</p> <p><b>Pocket:</b> capacity 250-300 business cards</p> <p><b>Design:</b> laser engraving of UNDP logo + Project name</p>	n/a	50
4.6	GIFT SET: business card holder, pen, key ring	<p><b>Description:</b> A gift set in a gift case/box comprising of business card holder, ballpoint pen and stylish key ring</p> <p><b>Material:</b> high quality steel:</p> <p><b>Design:</b> laser engraving</p>	n/a	50

## GENERAL CONDITIONS/REQUIREMENTS

1. Your quotation in English or Russian language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in Tashkent city, Uzbekistan.
2. The prices should be quoted for delivery CIP Tashkent Airport for imported goods and/or EXW 16A, 3rd Fl., Uzbekistan Street, Tashkent, Uzbekistan, Local Governance Support Project Office for domestically supplied goods (INCOTERMS 2000).
3. Prices can be quoted in Uzbek Soums without VAT, since the UNDP is exempted from all taxes by reason of immunity.
4. The supplier must meet all minimum requirements of the technical specifications of the above-mentioned goods and services.
5. The Bidder must provide copies of documents, which certify the registration of the Bidder as a legal entity in state bodies (certification, license, etc.) and competence to render the required types of services of high quality.
6. The Bidder must present at least two recommendation letters from previous clients with similar orders.
7. Designs for all printing materials will be provided by the UNDP, while pre-printing works will be conducted by the supplier.
8. The successful bidder/s shall be contracted for supply of above listed visibility materials during 2012 and therefore prices per each items must be valid during 2012;
9. UNDP will bear neither financial obligations nor commitments on the volume of ordered goods/services. Orders will be placed from time to time based on need during 2012. UNDP is entitled to order goods/services in any quantities up to total amount of contract specified above.

## OTHER CONDITIONS

Delivery Time	Up to 10 business days from the date on which the individual order is placed	
Payment Terms	- <b>For payments in Uzbek Soums:</b> 15% pre-payment of the amount of each order, 85% post-payment of the amount of each order after delivery and acceptance of the ordered goods/services - <b>For payments in USD Dollars:</b> 100% payment of the amount of each order after delivery and acceptance of the ordered goods/services	
Validity of Long-term Agreement	An annual contract is valid: (i) Till December 31, 2012; or (ii) until the total amount of contract is fully utilized WHICHEVER comes earlier	
Validity of Quotation	<b>30 business DAYS from the date of bid opening</b>	
Contract	<b>With successful bidder/s shall be signed UNDP template of contract</b>	
Mode of Transport	✓ By AIR	By SEA
	✓ By SURFACE	✓ By OTHERS means

## !!! OBLIGATORY TO STATE

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|---|--|
| <ul style="list-style-type: none"> <li>Quantity discount and early payment discount</li> <li>Separate quote for estimated transportation &amp; insurance charges for each lot, if any</li> <li>Total quote for estimated transportation &amp; insurance charges for all lots in case of awarding contract to all lots.</li> </ul> | <ul style="list-style-type: none"> <li>Delivery period.</li> </ul> |
|---|--|

## SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address [bids.uz@undp.org](mailto:bids.uz@undp.org) or in sealed envelopes via mail/express mail or by hand to the address below not later than **17:00 am local (Tashkent) time May 18, 2012:**

**UNDP CO Uzbekistan**  
**4 Taras Shevchenko st.,**  
**Tashkent, 100029, Uzbekistan**  
**Late bids will be rejected.**

**You may quote for any Lot or for all Lots together. Price quotations will be evaluated for each LOT separately and**

contract shall be awarded to the company/s meeting to the technical specification and offering the lowest price on Lot by Lot basis. UNDP holds the right to cancel the present bidding in any stage without giving any reasons and explanations according to its internal rules and regulations.

**ATTENTION:** Please indicate on the envelop or on e-mail subject the RFQ reference i.e. **“RFQ/016/12 visibility goods”**. UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. UNDP does not take any responsibility for opening bids received by email with subject not containing above reference information. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to:

**UNDP CO Uzbekistan**

**Fax: +998 371 120 34 85**

**or E-mail: [pu.uz@undp.org](mailto:pu.uz@undp.org)**

**Attn: Procurement Unit**