



Date: 20 January 2017

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/BKK/RFQ/17/001**  
**Provision of Printing Services**

Dear Sir/Madam,

UNFPA Asia and the Pacific Regional Office in Bangkok (UNFPA APRO) hereby solicits a quotation to establish the Long Term Agreement for 2 (two) years with the possibility to extend the contract for 1 year. for the following service: **Provision of printing on demand for UNFPA APRO's publications.**

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver services 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**

UNFPA APRO is looking for qualified service providers for providing printing services on demand (ca. 3-5 times per year). These can include but are not limited to brochures (A4 format) and folders (48cm x 32 cm).

**III. Questions**

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

Name of contact person at UNFPA:	<i>Nantiya Tipmanee</i>
Tel N°:	<i>02 687 0107</i>
Fax N°:	<i>02 280 1550</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

The deadline for submission of questions is **Monday, 30 January 2017 end of business day (Bangkok time)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

**IV. Content of quotations**



Quotations must be submitted strictly in accordance with the price quotation form. All parts of the quotation must be signed by the bidding company's relevant authority and submitted in a single e-mail.

#### V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by e-mail to the contact person indicated below no later than: **Wednesday, 15 February 2017, end of business day (Bangkok time).**

Name of contact person at UNFPA:	<i>Nantiya Tipmanee</i>
Address of contact person:	<i>United Nations Population Fund Asia and the Pacific Regional Office in Bangkok 12<sup>th</sup> Floor, Block B, UN Secretariat Building Rajdamnern Nok Avenue, Bangkok 10200 Tel 02 687 0107 E-mail: <a href="mailto:tipmanee@unfpa.org">tipmanee@unfpa.org</a></i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/17/001 – Printing Services.**

- Proposals that do not contain the correct e-mail subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers).**

#### VI. Overview of Evaluation Process

Quotations will be evaluated based on their responsiveness to the price quote form and the total cost of the services.

#### VII. Award Criteria

UNFPA shall award a Long Term Agreement with duration of one (1) year to the lowest-priced technically acceptable offer.

#### VIII. 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.

#### IX. 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.

#### X. 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](#).

#### **XI. 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](#).

#### **XII. 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 at Ms. Yoriko Yasukawa at [Yasukawa@unfpa.org](mailto:Yasukawa@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](mailto:procurement@unfpa.org).

#### **XIII. 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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	<b>UNFPA/BKK/RFQ/17/001</b>
<b>Currency of quotation :</b>	THB
<b>Delivery charges based on the following 2010 Incoterm:</b>	N/A
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	120 days

Conditions of the price quotation: Quoted rates must be in **Thai Baht and exclusive of all taxes.**

Option 1: Please provide price of printing services for the publication/report with the below specification.

Cover: 4 pages

Inside: 8-24 pages

Cover paper: Art card 190 grams

Inside paper: Art matt 115 grams

Finishing: Saddle-stitch

Others: PVC Matt Lamination and PVC Glossy Lamination

1.1 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (digital printing)

1.2 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (Offset printing)

1.3 Price per copy for printing 201-350 copies \_\_\_\_\_ THB/copy (Offset printing)

1.4 Price per copy for printing 351-500 copies \_\_\_\_\_ THB/copy (Offset printing)

Option 2: Please provide price of printing services for the publication/report with the below specification.

Cover: 4 pages

Inside: 24-48 pages

Cover paper: Art card 230 grams

Inside paper: Art matt 115 grams

Finishing: Saddle-stitch

Others: PVC Matt Lamination and PVC Glossy Lamination

1.1 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (digital printing)

1.2 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (Offset printing)

1.3 Price per copy for printing 201-350 copies \_\_\_\_\_ THB/copy (Offset printing)

1.4 Price per copy for printing 351-500 copies \_\_\_\_\_ THB/copy (Offset printing)



Option 3: Please provide price of offset printing services for the publication/report with the below specification.

Cover: 4 pages

Inside: 48-84 pages

Cover paper: Art card 260 grams

Inside paper: Art matt 130 grams

Finishing: Glue-binding

Others: PVC Matt Lamination

1.1 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (digital printing)

1.2 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (Offset printing)

1.3 Price per copy for printing 201-350 copies \_\_\_\_\_ THB/copy (Offset printing)

1.4 Price per copy for printing 351-500 copies \_\_\_\_\_ THB/copy (Offset printing)

Option 4: Folder offset printing with the below specification

Size 48 x 32 cm,

Color printing both sides, including two pockets

Art paper 360 g weight, Matt PVC Lamination or PVC Glossy Lamination

4.1 Price per copy for printing 100-200 copies \_\_\_\_\_ THB/copy (Offset printing)

4.2 Price per copy for printing 201-350 copies \_\_\_\_\_ THB/copy (Offset printing)

4.3 Price per copy for printing 351-500 copies \_\_\_\_\_ THB/copy (Offset printing)

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/BKK/RFQ/17/001 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	



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Telephone +66 2 687 0107, Fax +66 2 282 1550  
Website: [www.unfpa.org](http://www.unfpa.org)

**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](#).