# **SECTION 1. LETTER OF INVITATION**

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

To enable you to submit a proposal, please read the following documents carefully.

* Section 1. This Letter of Invitation
* Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract
* Section 3. Information Sheet
* Section 4. Terms of Reference

Your submission should include the following:

* Form A: Quotation Submission Form
* Form B: Technical and Financial Offer
* Form C: Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (*optional - completed online*)
* Form D: Format For CV Of Proposed Key Personnel, if required

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and procedure as set out in this RFQ and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the “Messages” function in Quantum.

We look forward to receiving your proposal,

UN Women Procurement Section

# **SECTION 2. INSTRUCTIONS TO VENDORS**

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| **GENERAL PROVISIONS** | |
| **1. Scope** | Vendors are invited to submit a quotation for the services/goods specified in the Terms of Reference (TOR)/Schedule of Requirements (SOR), in accordance with this Request for Quotation (RFQ).  Vendors should adhere to all the requirements of this RFQ, including any amendment made in writing. This RFQ is conducted in accordance with Policies and Procedures of UN Women. |
| **2. Interpretation of the RFQ** | Any quotation submitted will be regarded as an offer by the vendor and does not constitute or imply the acceptance of the quotation by UN Women. UN Women is under no obligation to award a contract to any vendor as a result of this RFQ. Nothing in or in connection with this RFQ shall give rise to any liability on the part of UN Women unless and until the contract is signed by UN Women and the successful vendor. UN Women is not bound to accept the lowest evaluated quotation or any other quotation that UN Women may receive. |
| **3. Deadline for the Submission of Quotation** | Complete quotations must be received by UN Women in the manner, and no later than the date and time, specified in this document and the RFQ.  If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/.](http://www.timeanddate.com/worldclock/)  It shall be the sole responsibility of the vendor to ensure that their quotation is submitted by specified submission method and received by UN Women by before the closing date and time.  Any quotations received after the stipulated deadline will be rejected.  UN Women may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with the Article 12 - “*Amendment of solicitation documents*”. In this case, all rights and obligations of UN Women and vendors subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| **4. Method of Submission** | The vendor shall submit a complete quotation electronically through the [Quantum](http://supplier.quantum.partneragencies.org/) system.  Electronic files that form part of the Quotation must be documents and forms in accordance with the format and requirements indicated in the RFQ (use the templates provided where applicable).  Quotations with no fixed price will be disqualified and will not be considered for evaluation.  The Quotation must be submitted electronically through the [Quantum](http://supplier.quantum.partneragencies.org/) system (as indicated in the RFQ Documents). Electronic files that form part of the Quotation must be in accordance with the format and requirements indicated in the RFQ Documents.  By submitting an offer, the vendor irrevocably and unconditionally accepts the [UN Women General Conditions of Contract](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract)s in their entirety. Any deviations, reservations, or objections to the General Conditions of Contract must be expressly stated in the submission, accompanied by proposed alternative language. The extent of non-compliance will be a material factor in the evaluation process, and any material deviation may result in immediate disqualification.  Failure to disclose any reservations or objections by the bid closing date constitutes a binding waiver of the vendor’s right to assert any such objections, thereafter, including post-award. Any attempt to introduce reservations or objections after the bid closing date or post-award shall be deemed a material breach, entitling UN Women to unilaterally rescind the award without liability. |
| **5. Withdrawal, Substitution, and Modification of Quotation** | A vendor may withdraw, substitute or modify its quotation after it has been submitted at any time prior to the deadline for submission. In case of withdrawal, the vendor shall send a written notice to UN Women through the “Messages” functionality on the Quantum system. In case of substitution or modification of the quotation, if any, the vendor shall resubmit their quotation in the Quantum system. The substituted or modified quotation shall supersede the initial quotation. |
| **6. Cost of preparation of quotation** | UN Women shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner  of conducting the selection process. |
| **7. Supplier Code of Conduct** | All vendors must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labor, human rights, environment and ethical conduct** may be may be found at: [https://www.un.org/Depts/ptd/about-us/un-](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) [supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)  Vendors who take part in this solicitation exercise, and willing to do business with UN Women must take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration, and benefits.  UN Women also expects all its suppliers to adhere to the principles of the [United](http://www.unglobalcompact.org/) [Nations Global Compact](http://www.unglobalcompact.org/) (https:/[/w](http://www.unglobalcompact.org/))w[w.unglobalcompact.org/)](http://www.unglobalcompact.org/)) and requests that all Vendors observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this RFQ exercise.  UN Women implements a policy of zero tolerance on proscribed practices, including fraud1, corruption2, collusion3, unethical practices4, and obstruction.5 UN Women requires all vendors to observe the highest standard of ethics at all stages, including pre- bidding/solicitation, during the procurement process, post-contract award, and contract implementation.  UN Women is committed to prevent, identify, and address all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. In pursuance of this policy, UN Women shall reject a proposal if it determines that the selected vendor has engaged in any corrupt or fraudulent practices in competing for the contract in question.  Further, UN Women shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UN Women contract. |
| **8. Conflict of Interest** | UN Women encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN Women if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates,  and other information used in this RFQ. |
| **9. General Conditions of Contract** | Any Purchase Order or Contract that will be issued as a result of this RFQ shall be subject to the UN Women General Conditions of Contract, which are available publicly on the [UN Women website.](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract) |
| **10. Eligible Vendors** | Vendors may be a legally constituted commercial entity with legal capacity as a firm(s) with a valid registration, to enter into a binding commercial contract with UN Women.  Vendors shall not be eligible to submit a quotation at the time of quotation submission:   * is suspended by or has any pending disputes or litigations with UN Women or other Organizations, Funds or Programs of the UN System. * is subject to European Commission (EC) Financial Sanctions (the “EC Sanction List” - applicable only to projects/programmes funded by EC); * has engaged in any money-laundering activities, which include, but are not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means. is included in the Ineligibility List, hosted by [UNGM,](https://www.ungm.org/) that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List,](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) [Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals.](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms)   As part of the RFQ exercise, by submitting a Quotation(s), vendor(s) declares (both for parent and/or subsidiary entities, as applicable) that it:   * + is not a company, or associated with a company or individual, under procurement prohibition lists as stated above.   + is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.   + has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment   + or pending legal action against them that could impair their operations in the foreseeable future.   + undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with UN Women or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risks to UN Women;   It is the vendor’s responsibility to ensure that its employees, joint venture partners, sub- contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UN Women. |
| **11. Conflict of Interest** | All vendors found to have a conflict of interest shall be disqualified. Vendors may be considered to have a conflict of interest if:   * they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, TOR, cost analysis/estimation and other documents to be used for the procurement of the goods/ services/ civil works required in the present procurement process. * has a close business or family relationship with a UN Women personnel who:   1. are directly or indirectly involved in any stage of the RFQ-process of such contract; or (ii) would be involved in the implementation or supervision of such contract; * has an interest in other vendors (who is submitting a proposal/s in response to this RFQ) including when they have common ownership and/or management. Vendors shall not submit more than one quotation, except for alternative offers, if permitted. This will result in the disqualification of all quotations in which the vendor is involved.   Vendors must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Failure to disclose any actual or potential conflict of interest may lead to the vendor being sanctioned or debarred by UN Women, and the proposal security (if applicable) shall be surrendered to UN Women. |
| **12. Clarification of Solicitation Documents** | Vendors may request clarifications on any of the RFQ documents no later than the date indicated in the RFQ. Any request for clarification and all other correspondence in relation to this RFQ must be sent in writing through the “Messages” functionality in the Quantum system.  UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors through the Quantum system. Responses will be made to clarification questions received by the deadline for questions indicated in the RFQ. Responses to clarification requests shall be binding for all vendors. |
| **13. Amendment of Solicitation Documents** | At any time prior to the deadline for submission of Quotations, UN Women may, for any reason, amend the solicitation documents. Prospective vendors will be notified through the Quantum system (as applicable) of all amendments to the solicitation documents. In order to afford prospective vendors reasonable time, UN Women may, at its discretion, extend the deadline for the submission of quotations. |
| **14. Cost of Quotation** | The vendor shall bear all costs related to the preparation and/or submission of the quotation regardless of whether its quotation is selected or not. Vendors acknowledge that their participation in any stage of the solicitation process for this RFQ is at their own risk and cost and shall not in any way include these as a direct cost of the assignment.  UN Women shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| **15. Language** | The quotation, as well as any and all related documents and correspondence exchanged by the vendor and UN Women, shall be written in the English language, or as otherwise indicated in the RFQ. Any document furnished by the vendor in another language than what is indicated in the RFQ must be submitted together with an English translation of relevant excerpts. In such a case, for purposes of interpretation of the quotation, the English translation shall govern. |
| **16. Currency of**  **Quotation** | Prices in the Quotation shall be quoted in the currency indicated in the RFQ, or any freely convertible currency. Where proposals are quoted in different currencies, for the purposes of comparison of all quotations:   * UN Women will convert the currency quoted into United Stated Dollars (USD), in accordance with the UN Operational Rate of Exchange in force at the time of the quotation submission deadline date and time. * In the event that UN Women selects a quotation for an award that is quoted in a currency different from the preferred currency, UN Women shall reserve the right to award the contract in the currency of UN Women’s preference, using the conversion method specified above. |
| **17. Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UN Women as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFQ. |
| **18. Documents to be submitted** | The quote shall comprise of the following documents and related forms which details are provided in the RFQ:   1. Documents establishing the eligibility and qualifications of the bidder; 2. Statement of Confirmation 3. Technical and Financial Offer in accordance with the Schedule of Requirements 4. Voluntary Agreement for Promoting Gender Equality and Women’s Empowerment   (optional);  Any attachments and/or appendices to the RFQ; |
| **19. Quotation validity period** | All Quotations shall remain valid and open for acceptance for a period instructed in the RFQ Documents after the Deadline for Submission. A Quotation valid for a shorter period may be rejected.  During the Quotation validity period, the Vendor shall maintain its original Quotation without any change, including the availability of the key personnel, the proposed rates and the total price.  In exceptional circumstances prior to the expiration of the Quotation validity period, UN Women may solicit the Vendor’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be considered integral to the Quotation. If the Vendor agrees to extend the period of validity, such extension shall be made without any change in the original Quotation. The Vendor has the right to refuse to extend the validity of its Quotation, and in which case, such Quotation will not be further evaluated. |
| **20. Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after  the quotation has been received. |
| **21. Alternative Quotes** | Unless otherwise specified in the RFQ, alternative quotes shall not be considered. If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UN Women reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they  must be clearly marked as “Main Quote” and “Alternative Quote” |
| **22. Errors or Omissions** | Vendors shall immediately notify UN Women in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFQ, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.  Vendors shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults. |
| **23. Payment Terms** | UN Women shall affect payment to the vendor within 30 days after satisfactory receipt of the goods/services and upon submission of payment documentation and acceptance of the documentation by UN Women, unless otherwise stated in the RFQ. Payment will be affected by bank transfer in the currency of contract.  Except when the interests of UN Women so require, it is UN Women’s standard practice not to make any advance payment(s) (i.e., payments without having received any outputs). Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment must be justified and documented in the Quotation. The justification must explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of  the requested advance payment amount. |
| **24. Confidentiality** | Information relating to the examination, evaluation and comparison of Quotations, and the recommendation of contract award, shall be treated with appropriate confidentiality. |
| **25. Evaluation method** | To evaluate a Quotation, UN Women shall only use all the methodologies and evaluation criteria defined in the RFQ Documents. No other methodology or evaluation criteria shall be permitted. UN Women shall examine the quotations to determine whether they are: submitted before the deadline, complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the quotations are generally in order, among other indicators that may be used at this stage. UN Women may reject any Quotation during the preliminary examination which does not comply with the requirements set out in the RFQ, without further consultation with the Vendor. |
| **26. Due diligence and audit** | UN Women may carry out audits of the Vendor’s accounting records and financial statements and conduct background checks/due diligence on the Vendor recommended for award, to confirm the Vendor meets the criteria set forth in the RFQ or as appropriate to the nature of the procurement process. UN Women may reject a Vendor on the basis of such findings. Vendor shall permit UN Women representatives to access their facilities at any reasonable time to inspect the Vendor’s premises. |
| **27. Clarification of Quotations without materials deviation** | To assist in the examination, evaluation and comparison of quotations, UN Women may, at its discretion, ask the vendor for clarification of its quotation (without material deviation, reservation, or omission). The request for clarification and the response shall be in writing and no change in price or substance of the quotation shall be sought, offered or permitted. |
| **28. Award criteria** | In the event a contract award, UN Women shall award the Contract to a vendor who has been determined as eligible and qualified and whose quotation has been determined to be the lowest priced, substantially compliant offer to the RFQ, which offers best value for money. Due consideration will be given to UN Women’s Procurement Principles. UN Women reserves the right to conduct negotiations with the vendor recommended for award on the content of their quotation.  Where indicated in the RFQ, the contract may be awarded for one or more lots/items  at the discretion of UN Women. |
| **29. Right not to accept any quotation** | UN Women reserves the right to accept or reject any quotation, and to annul the tendering process and reject all quotation at any time prior to contract award, without thereby incurring any liability to the affected vendor or vendors or any obligation to inform the affected vendor or vendors on the grounds for UN Women’s action. UN Women shall not be obliged to award the contract to the lowest priced offer. |
| **30. Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum of twenty five percent (25%) of the total offer, without any change in the unit price or other terms and conditions. If there is any restriction associated with quantity, the  Vendor must clearly state such restrictions and any price variation in their Quotation. |
| **31. Liquidated Damages** | If specified in the RFQ, UN Women shall apply Liquidated Damages for the damages and/or risks caused to UN Women resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities  pursuant to any current contract or purchase order. |
| **32. Quotation Protest** | UN Women’s [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to vendors who believe that they have been unjustly treated in connection with this RFQ. The vendor protest procedure is available online and accessible from this link <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure> and provides further details regarding UN Women’s vendor protest procedures.  Vendors, their subsidiaries, agents, intermediaries, and principals must cooperate with the Internal Audit Service (IAS) of UN Women’s Independent Evaluation and Audit Services as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 the production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract and to debar and remove the vendor from UN Women’s list of registered suppliers. |
| **33. Type of Contract to be awarded** | Submission of a quotation shall be deemed as an acknowledgement by the vendor that all obligations stipulated by the RFQ will be met and, unless specified otherwise, the vendor has read, understood and agreed to all the instructions and requirements of the RFQ, the types of contract to be signed and the applicable General Conditions of Contract, which are available publicly on the [UN Women website.](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract) |
| **34. Signature of Contract** | After the award is concluded and the decision is made, UN Women will furnish the winning vendor with a filled copy of the contract. Within ten (10) calendar days of receipt of the contract from UN Women, the successful vendor shall sign, date and return the signed contract to UN Women. Failure to do so may constitute sufficient grounds for the annulment of contract, rejection of offer and on which event UN Women may award the contract to the second ranked vendor or call for new quotations. UN Women reserves the right to suspend/debar the vendor from doing business with UN Women or/and other UN Organizations if Vendor refuses to sign the contract. |
| **35. Policies and**  **procedures** | This RFQ is conducted in accordance with Policies and Procedures of UN Women. |
| **36. Gender-Responsive and Sustainable Procurement** | In support of UN Women’s mandates, quotations from eligible women-owned businesses (a legal entity that is more than 51% owned, managed and controlled by one or more women) are encouraged.  In the case two (2) or more fully responsive quotations with the same price are received, UN Women will award the contract to the women-owned business. If more than one company is women-owned, UN Women will request the Best and Final Offer (BAFO) from all women-owned entities. In case none of the vendors submitting the lowest- priced fully responsive quotation are women-owned, UN Women will request the BAFO from those who submitted the lowest-priced fully responsive quotation.  UN Women expects all vendors in the areas of, including but not limited to, transportation, facilities and meeting venues, to include disability considerations for  the services to be accessible for all, where applicable. |
| **37. Debriefing** | Normally, UN Women does not offer a detailed debrief to involved unsuccessful vendors on any tender exercise. In the event that a vendor is unsuccessful, and in case of high-value or highly complex contracts, the vendor may request a debriefing from UN Women and UN Women may, in its own discretion, offer a debriefing in writing. The purpose of the debriefing is to discuss the strengths and weaknesses of the vendor’s submission, in order to assist the vendor in improving its future proposals for UN Women procurement opportunities. The scope of such debriefing is upon UN Women to decide. The content of other proposals and how they compare to the vendor’s submission shall not be discussed. |

# **SECTION 3. INFORMATION SHEET**

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| **Title of requirement** | **Company to support the Editing, Design, and Printing of a Motivational and Support Book Focused on Women's Empowerment and Well-being** |
| **Deadline for Submitting Clarification Questions** | 3 days before the deadline for responses. |
| **Quotation Validity Period** | 90 business days |
| **Value Added Tax on Proceed Quotation**[[1]](#footnote-2) | Must be exclusive of VAT and other applicable indirect taxes |
| **Liquidated Damages** | Will be imposed as follows:  Percentage of contract price per week of delay: 0.1% up to a maximum of 10% of the Contract value, after which UN Women may terminate the contract. |
| **Partial Proposals (Require Full Quantity)** | Submitting proposals for parts or sub-parts of the ToR is not allowed.  If allowed, describe below how, and ensure that requirements properly describe the sub-parts: Click or tap here to enter text. |
| **Alternative Proposals (Allow Multiple Responses)** | Shall not be considered. |
| **Site Inspection** | A site inspection will not be held.  Date and Time: Click or tap to enter a date.  Location: Click or tap here to enter text. |
| **Contract award to one or more vendor** | UN Women will award a contract to:  One Proposer Only. |
| **Method of Evaluation** | Lowest priced technically compliant. |
| **Type of contract award (or Outcome of the process)** | Contract Order |
| **Other information related to the RFQ** | * ***The manuscript, images, logos, disclaimer text, and other needed materials will be provided by the UN Women*** * ***The deliver address - UN Women Moldova office, 18 Maria Cebotari str., Chisinau. MD -2012.*** |

**SECTION 4: TERMS OF REFERENCE**

**Company to support the Editing, Design, and Printing of a Motivational and Support Book Focused on Women's Empowerment and Well-being**

**STATEMENT OF NEED**:

UN Women Moldova seeks the services of a qualified publishing house to provide end-to-end support in , proofreading, designing and layout, and printing a Motivational and Support Book Focused on Women's Empowerment and Well-being for women in Moldova. The book is envisioned as a vital resource to inspire and inform women, equipping them with knowledge and practical tools to strengthen their mental, physical, and financial well-being. The publication addresses specific challenges faced by women in Moldova, such as societal pressures, gender-based violence.

Working with a completed manuscript, the publishing house will be responsible for linguistic editing, layout and design adaptation, image formatting, and high-quality printing according to the technical specifications provided. It will be designed to appeal to a diverse readership across the country, including young adults, middle-aged readers, and seniors, as well as individuals with varied educational backgrounds

The printed book will be a key advocacy and educational tool within UN Women’s broader programme framework, contributing to women’s empowerment, gender equality, and the strengthening of rights-based community engagement.

The final, printed books must be delivered **no later than November 25th, 2025,** in line with the agreed timeline and quality standards.

**BACKGROUND**

UN Women is the UN organization delivering programmes, policies and standards that uphold women’s human rights and ensure that every woman and girl lives up to her full potential. Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027), UN Women Global Strategic Plan, National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women’s Leadership and Governance; 3) Women’s Economic empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality. Aligned with these strategic priorities, UN Women Moldova recognizes the critical role of targeted, accessible resources in advancing these goals. Acknowledging that sustainable development and gender equality extend beyond policy into the daily experiences of women, there is a clear need for practical tools that address the real-world challenges faced by women.

 As of November 2023, UN Women began the implementation of an EU-funded Project, „Ending Violence, Expanding Livelihood Opportunities for Women and Accelerating Gender Governance in Moldova (EVOLVE4GE project). One of the key priorities of this project is to promote innovative approaches to violence prevention, including interventions within the educational system and through the dissemination of accessible, evidence-based public information.

In this context, UN Women Moldova is supporting the publication of a motivational book, which addresses key topics related to mental and physical well-being, personal development, and resilience. The book is designed to empower women by offering credible, accessible, and inspiring content that supports their health, self-growth, and emotional wellbeing.

**RATIONALE**

Developed book is envisioned as a comprehensive and practical resource designed to empower women to take proactive control over their mental, physical, and financial well-being. It addresses the specific and interrelated challenges women in Moldova face, including but not limited to persistent gender stereotypes, disproportionate exposure to gender-based violence, wage and employment gaps, unequal access to quality health services, and limited availability of tailored support systems.

By integrating real-life stories, expert guidance, and locally relevant data, the publication seeks to inspire positive behavioral change and equip women with actionable knowledge, skills, and resources to enhance their quality of life. The book will also serve as a tool for advocacy, raising awareness among policymakers, community leaders, and the public about the systemic barriers that hinder women’s full participation in social and economic life.

The publication is expected to be of high-quality design and print, ensuring both durability and visual appeal to maximize its usability and reach. The layout will be friendly, accessible to readers with varying literacy levels, and mindful of inclusivity in terms of language and imagery. Given the sensitivity of some topics covered, the book will be designed to foster trust, dignity, and cultural relevance, ensuring it resonates with a wide audience, including women from rural areas, and vulnerable groups.

Through its targeted and context-specific content, the book will directly contribute to the EVOLVE4GE Project key priorities - to promote innovative approaches to violence prevention, including through the dissemination of accessible, evidence-based public information.

**OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to engage a qualified publishing house to provide comprehensive services for the proofreading, design, and high-quality printing of a Motivational and Support Book Focused on Women's Empowerment and Well-being for women in Moldova. This includes ensuring linguistic accuracy, professional layout and design, proper integration of visual elements, and production of a durable, visually appealing book. The assignment aims to ensure that the final publication is accurate, accessible, and impactful, serving as a key resource to promote women’s rights, well-being, and empowerment, and contributing to UN Women’s broader gender equality objectives.

**SCOPE OF WORK**

Under the supervision of the **UN Women Communications Specialist for the EVOLVE4GE project,** the selected publishing house will be responsible for providing high-quality design, layout, and printing services for a book aimed at empowering women in the Republic of Moldova.

***UN Women holds all rights of whatsoever nature to the book, including this edition, covering both content and design. The publishing house will be acknowledged for its contribution, but the ownership of the final product will remain with UN Women. The contractor shall not use, reproduce, distribute, or otherwise deal with the material without the prior written consent of UN Women.***

**DELIVERABLES SCHEDULE**

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| **Deliverable** | **Deliverable Timeframe** | **Unity of Measure** | **Quantity** | **Reference** |
| **Content editing** of completed manuscript - grammatical and stylistic proofreading in 2 stages - before and after layout.  Before the layout:  -Substantive/structural editing (improving clarity, flow, and organization of ideas).  -Copyediting (style, grammar, punctuation, and consistency).  After the layout:  Final check after layout to catch typos, formatting errors, and inconsistencies.  *Manuscript to be provided by the UN Women Moldova.* | Before the layout - September 30 -October 15, 2025 | Edited manuscript | 1 |  |
| **Layout and design adaptation -** including and not limited to formatting the text and illustrations, integrating graphic elements, and ensuring professional layout in line with publishing standards.  Illustrations and graphics from the draft manuscript must be adapted into the required format for final publication  **Specifications:**  **-Illustrations:** up to 6  **Graphics:** up to 4 *All to be provided by UN Women Moldova*  **-Inside pages:** Black-and-white including illustrations and graphics.  **-Paragraph spacing:** 1.5  **-Paragraph indent:** none  **-Body text font**: Source Serif Pro, 12.5 pt / 17 pt line spacing  -**Title font:** Gilda Display, 17 pt  **-Page dimensions**: Approx. 17 cm width × 22 cm length  **-Include ISBN in**: Imprint/copyright page (usually page 2)  Back cover (above or within barcode)  *Note:* ***ISBN must be provided by the publishing house before final layout*** *so it can be included correctly on the imprint page and barcode.* | -October 15 – October 30 2025 | Designed and formatted book file (print-ready PDF) | 1 |  |
| **Cover design** - professionally designed to reflect the content, tone, and purpose of the book, ensuring strong visual impact and effective use of imagery.  A visually appealing and thematically relevant composition that aligns with the publication’s message and target audience.  **-Details**: Includes **front cover, back cover, spine** and inner flaps design, aligned with publishing standards and the overall visual identity  **-Include ISBN** in: Back cover (above or within barcode)  **-Type**: Full color  **-Process:** Unlimited design revisions/modifications until final approval by UN Women Moldova  *Logos to be included will be provided by UN Women* | October 15 – October 30, 2025 | Designed and formatted book cover file (print-ready PDF) | 1 |  |
| **Printing of Finalized Book -** Produce and deliver the printed book in accordance with the technical specifications listed in the table below, including cover design, binding, and quality standards.  **Book Specifications:**   * 1. **Content:** * **Inside pages:** Black-and-white printing. * **Paper:** High-quality, offset at least 100 g/m² suitable for long-term durability and clear text reproduction. * **Maximum length:** Up to 300 pages.   **2. Cover**:   * + **Type:** **Full color**, soft cover (flexible), includes front cover, back cover, spine, and inner flaps   + **Printing:** **4-color process** to ensure vibrant, high-resolution imagery and visual impact. * **Finish:** Protective matte lamination to enhance durability and aesthetic appeal. (laminare mata)   **3. Binding:**   * **Type:** Section-sewn, thread-sewn paperback binding or equivalent for enhanced durability, ensuring the book withstands frequent handling and maintains structural integrity over time.)   **4. Dimensions:**  Approximate Approx. 17 cm width × 22 cm in length  **5. Quality Standards**   * Printing must meet professional publishing standards, ensuring uniform ink density, accurate color reproduction, and precise trimming. * All copies must be free from defects (e.g., misprints, missing pages, binding errors). * First copies to be approved by UN Women before mass printing * **Must Include ISBN** | October 27-november 25th 2025 | Printed book | 3000 |  |

**MINIMUM REQUIREMENTS**

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| **UN Women Minimum Requirements** |
| Team composition (if applicable) |
| Project Manager:   * Minimum **5 years** of proven experience in managing end-to-end publishing projects, including editing, design, and printing of books or similar publications. * University degree in communications, publishing, journalism, linguistics, design, or another relevant field. * Demonstrated experience in coordinating multidisciplinary teams (editors, designers, production staff) to deliver high-quality publications within tight deadlines. * Strong project management skills, including planning, budgeting, and quality control. * Excellent command of Romanian (native or equivalent proficiency) and working knowledge of English. |
| Relevant Experience of the Organization |
| * Minimum **5** years of operational experience in book publishing, editing, design, and printing. * At least **5** complete projects of similar nature, size, and complexity within the last **five** years. * Documented experience in delivering publications in Moldova or the region, including book production. * Previous contracts for comparable services, each with a minimum value of USD 10,000 **and/or** a minimum print run of 3,000 copies. * Experience with publications addressing social, educational, or advocacy themes is considered an advantage. |
| **Documentation to be Submitted:**  Vendors must include the following with their quotation:   * Company registration certificate (valid legal entity in Moldova or eligible country). * Portfolio of previous work (minimum 5 examples of similar projects). * CVs of key proposed team members. * Contact details for at least two references from past clients. * Availability to present Samples of previous printed books demonstrating quality of editing, design, and printing, upon request*.* |
| Subcontracting |
| The vendor strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation.    If subcontracting is proposed, the vendor must:   * Specify the percentage of the total contract value to be subcontracted. * Provide the name, qualifications, and relevant experience of the subcontractor(s). * Demonstrate how quality control will be maintained across all stages. |

### FORM A: QUOTATION SUBMISSION FORM

*Vendors are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Form B: Technical and Financial Offer. The vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

We, the undersigned, offer to supply the goods/services required in accordance with your Request for Quotation. We hereby submit our Quotation, which shall be valid and remain binding upon us for the period of time specified in the RFQ.

**Vendor Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract:**

* **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/We acknowledge that by submitting an offer without explicitly stated reservations or objections to the General Conditions of Contract, I/We irrevocably and unconditionally accept these terms in full. Any attempt to introduce reservations or objections after submission, including post-award, shall be deemed a material breach, which may result in the immediate revocation of the award without liability.
* I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
* **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
* I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
* **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization’s Point of Contact.
* **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
* **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
* **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
* I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused.

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### FORM B: TECHNICAL AND FINANCIAL OFFER

*Vendors are requested to complete this form and return it as part of their quotation. The Vendor should fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

**Technical Offer**

Provide the following:

* a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
* a brief methodology, approach and implementation plan.
* team composition and CVs of key personnel

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

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| **Ref** | **Description of Deliverables** | **UoM** | **Q-ty** | **Unit Price** | **Total Price, MDL, VAT 0%** |
| 1. | **Content editing** of completed manuscript -  grammatical and stylistic proofreading in 2 stages - before and after layout. | Edited manuscript | 1 |  |  |
| 2. | **Layout and design adaptation -** including and not limited to formatting the text and illustrations, integrating graphic elements, and ensuring professional layout in line with publishing standards. | Designed and formatted book file (print-ready PDF) | 1 |  |  |
| 3. | **Cover design -** professionally designed to reflect the content, tone, and purpose of the book, ensuring strong visual impact and effective use of imagery. | Designed and formatted book cover file (print-ready PDF) | 1 |  |  |
| 4. | Printing of Finalized Book - Produce and deliver the printed book in accordance with the technical specifications listed in the table below, including cover design, binding, and quality standards. | Piece | 3000 |  |  |
| **Total Price (All Inclusive) MDL, VAT 0%** | | | | |  |

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

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| --- | --- |
| Authorized Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Functional Title of Authorized Signatory: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FORM D: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

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| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
| Nationality: | Date of birth: |
| Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
| Address of employer: | |
| Telephone: | Email: |
| Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the past 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

1. The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices. [↑](#footnote-ref-2)