# Basic Information

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| **Procurement Title / Titre de l’approvisionnement** | FOURNITURE ET IMPRESSION DE SUPPORT DE COMMUNICATION\_PROJET NJUREEL\_SENEGAL |
| **Atlas e-Requisition #/Demande électronique Atlas #** | REQ/SEN30/0000002756 |
| **Advertisement Period / Période de publicité** | 6 business days.  *(Minimum of 5 business days for RFQ)* |
| **Nature of Tender / Nature de l’appel d’offres** | Competitive Process |
| **Deadline for Submitting Clarification Questions / Date limite pour soumettre des questions de clarification** | 3 days before deadline for responses. |
| **Quotation Validity Period / Période de validité du devis** | 90 |
| **Requesting Unit/Office/Country/Region \_ Unité/Bureau/Pays/Région demandeur** | Senegal - SEN30, West and Central Africa RO - WCA30 |
| **Value Added Tax in Financial Proposal**[[1]](#footnote-2)**/ Taxe sur la valeur ajoutée dans la proposition financière1** | Must be exclusive of VAT and other applicable indirect taxes |
| **Expected Delivery Date and Time / Date et heure de livraison prévues** | Expected delivery/completion date: 09.09.2021  As per Delivery Schedule attached |
| **Advance payment / Acompte** | Not Allowed  If allowed Bank Guarantee Choose an item. |
| **Liquidated Damages / Dommages-intérêts liquidé** | Will not be imposed  Percentage of contract price per week of delay: Click or tap here to enter number.% up to a maximum of 10% of the Contract value, after which UN Women may terminate the contract. |
| **Partial quotations (lots) / Devis partiels (lots)** | Partial quotations shall not be allowed. Vendors must quote prices for the total requirement requested under Schedule of Requirements. Evaluation will be done for the total requirement. |
| **Alternative quotations / Citations alternatives** | Shall not be considered. |
| **Quotations currencies / Devises de cotation** | Prices shall be quoted in XAF |
| **Contract award to one or more vendor / Attribution du contrat à un ou plusieurs fournisseurs** | UN Women will award a contract to:  One Vendor Only |
| **Other information related to the RFQ / Autres renseignements liés à l’appel d’offres** | *Le dépôt des échantillons est obligatoire pour permettre une meilleure évaluation des services proposes. Le recrutement se fera avec une enterprise locale du SENEGAL.*  The deposit of samples is mandatory to allow a better evaluation of the services offered. Recruitment will be done with a local SENEGAL company. |

# Schedule of Requirements

**Technical Specifications for Goods:**

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| **Item No** | **Minimum Technical Requirements** | **Unit** | **Quantity** |
| **1** | **Flyers**  **1000 (Flyers-A6)**  **1000 (Affiches- A4)**  **Papier: Satiné: 100g, 160g, 200g, 280g, 350g Impression: recto** | **Unité** | **2000** |
| **2** | **Polos blancs avec messages devant et derrière, insertion de logos brodés: Taille, M 50, L 50, XL 50, XXL 50**  **les logos à broder: NJUREEL avec slogan ( droit ), ONU FEMMES (gauche) Details: 180 g/m2 (White: 175 g/m2) 100% coton piqué bande de propreté dans le même matériau bord côte au col et aux poignets patte de boutonnage 2 boutons fentes latérales pour une meilleure coupe Manches courtes bouton de réserve coutures latérales** | **Unité** | **200** |
| **3** | **Tee-shirts  blancs de bonne avec messages devant et derrière: Taille S 200, M 200, L 200, XL 200, XXL 200: les logos: NJUREEL avec slogan ( droit ), ONU FEMMES (gauche) Details: Couleur de fond: Blanc Grammage minimum du polo :140 g/m² · 100% coton (bio), Fin bord côte au col ·Bande de propreté ·Double piqûre au cou et à l'ourlet ·Coutures latérales ·Pas d`étiquette B&C pour un rebranding parfait · Surface très lisse pour une impression lumineuse** | **Unité** | **1000** |
| **4** | **Casquettes**  **blanches avec insertion logo :  Casquettes blanches avec insertion logo : NJUREEL**  **Couleur : Blanc Details:**  **125 g/m²; 100% polyester; 5 panneaux**  **panneau central sans couture**  **6 surpiqûres sur la visière**  **visière en PU recyclé**  **oeillets**  **taille ajustable avec fermeture auto-agrippante**  **étiquette détachable**  **convient à la broderie et le transfert** | **Unité** | **300** |
| **5** | **Catalogues de présentation Njureel, plastifiés**  **Details :  A4 fermé – 6 pages, Dimensions : 21 cm x 29,7 cm, 1 pli central, Papier de 250 à 350 g/m², Reliure thermocollée, Mise en forme avant impression** | **Unité** | **200** |

**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Vendor shall deliver the goods 7 days after Contract signature. |
| **Delivery Terms (**[**INCOTERMS 2020**](https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-2020/)**)** | Click or tap here to enter text. |
| **Customs clearance**  **(must be linked to INCOTERM)** | Not applicable  Shall be done by:  Name of organisation  Vendor/bidder  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | OFFICE UN WOMEN, SENEGAL |
| **Distribution of shipping documents (if using freight forwarder)** | Not applicable |
| **Special Packing Requirements** | Click or tap here to enter text. |
| **Training on Operations and Maintenance** | Not applicable |
| **Warranty Period** | Not applicable |
| **After-sales service and local service support requirements** | Changement des produits défectueux ou ayant des erreurs |
| **Preferred Mode of Transport** | Land |
| **Subcontracting** | The vendor is 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 the goods fail to meet the laid down specifications, the vendor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of UN Women.

# Technical and Financial Offer

***Vendors are requested to complete this form, sign it and return it as part of their quotation****. 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. Instructions on inclusion of VAT and other direct/indirect taxes are included in the solicitation documents and shall be followed when preparing the financial proposal.*

***Les vendeurs sont priés de remplir ce formulaire, de le signer et de le retourner dans le cadre de leur devis.*** *Le Vendeur doit remplir ce formulaire conformément aux instructions indiquées. Aucune modification de son format n’est autorisée et aucune substitution n’est acceptée. Les instructions relatives à l’inclusion de la TVA et d’autres impôts directs/indirects figurent dans le dossier de sollicitation et sont suivies lors de l’élaboration de la proposition financière.*

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| Name of Vendor: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| **Currency of the Quotation: XAF**  **INCOTERMS:** Click or tap here to enter text. | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Click or tap here to enter text. |  |  |  |  |
| 2. | Click or tap here to enter text. |  |  |  |  |
| 3. | Click or tap here to enter text. |  |  |  |  |
| Total Price | | | | |  |
| Transportation Price | | | | |  |
| Insurance Price | | | | |  |
| Installation Price | | | | |  |
| Training Price | | | | |  |
| Other Charges (specify) | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

***Note*: *In case of discrepancy between unit price and total, the unit price shall prevail / Note: En cas d’écart entre le prix unitaire et le total, le prix unitaire prévaudra.***

**Compliance with Requirements**

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| Requirement | Your Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Minimum Technical Specifications / Spécifications techniques minimales |  |  | Click or tap here to enter text. |
| Delivery Lead Time / Délai de livraison |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements / Exigences en matière de garantie et d’après-vente |  |  | Click or tap here to enter text. |
| Validity of Quotation / Validité de la citation |  |  | Click or tap here to enter text. |
| Payment terms/ Modalités de paiement |  |  | Click or tap here to enter text. |
| Other requirements / Autres exigences [Dépôt des échantillons] |  |  | Click or tap here to enter text. |

**Other Information:**

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| Estimated weight/volume/dimension of the Consignment | Click or tap here to enter text. |

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| 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 / Je, soussigné, certifie que je suis dûment autorisé à signer ce devis et à lier la société ci-dessous en cas d’acceptation du devis. | | | |
| Company Name: | Click or tap here to enter text. | Authorized Signature: |  |
| Address: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| Phone No.: | Click or tap here to enter text. | Functional title of Authorized Signatory: | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. | E-mail address: | Click or tap here to enter text. |

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)