



# Request for Quotation for Production of Branded Visibility Materials

2003-RFQ-2024/0006

May 10, 2024

Dexis Interactive Incorporated, Washington,  
Chisinau Branch of Dexis Consulting Group  
8/1 Calea Iesilor str., of 9A,  
Chisinau, Republic of Moldova, MD-2069

dexis

## SUBJECT: REQUEST FOR QUOTATIONS FOR PRODUCTION OF BRANDED VISIBILITY MATERIALS

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Dexis Interactive Incorporated, Washington, Chisinau branch invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of **branded visibility materials**. Dexis reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not oblige Dexis to enter into a contract nor does it oblige Dexis to pay any costs incurred in the preparation of submission of any Response.

Dexis anticipates that this Request for Quotation (RFQ) will result in a Blanket Purchase Agreement (agreement) or possibly multiple agreements — to establish specific pricing levels and parameters for ordering these services.

Offerors are responsible for ensuring that their offers are received by Dexis in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

### BACKGROUND

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Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

Dexis is currently implementing multiple US government funded projects in the Republic of Moldova. Our Moldovan projects focus on rule of law, justice sector reform and anti-corruption activities to support Moldovan citizens access to justice, improve services and the institutional capacity of justice sector agencies to serve all citizens.

As part of implementation of projects activities, Dexis requires the purchase of as-needed branded visibility materials in support of planned activities.

### DESCRIPTION OF SERVICES

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The purpose of this RFQ is to engage the service provider to produce branded visibility materials for Dexis projects.

At this time, specific quantities to be purchased under any agreement resulting from this RFQ are unknown. Specific quantities will depend on the needs of the projects. Individual requests will be issued under the agreement, as the need arises for additional services. **Prices must be presented in Moldovan Lei (MDL). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.** The offered rates must remain fixed throughout the term of the Agreement.

Offerors are required to submit their quotations by using the template provided in Annex 2 and submit a signed/stamped version to Dexis.

The table below contains the technical specifications.

No.	Services/items	Quantity
1	<b>Folder for conferences</b> A4 sized, PU leather or textile document folder with approx. 20 sheets notepad, pen, and business card holders (optional), with full color USAID logo and Project name in Romanian or English applied on each item	Micro run (100-150)
2	<b>Folder for conferences</b> A4 Multifunction folder with magnetic clasp and wireless charger on the cover. Detachable notepad, inner pocket and mobile phone, card, and pen holder, with full color USAID logo and Project name in Romanian or English applied on each item	Micro run (100-150)
3	<b>Branded A4 Folders</b> A4 folders, 4+0, made of cardboard (matte coated paper 350gr/sqm) with pocket, with full color USAID logo and Project name in Romanian or English on each item.	Small run (150-499) Medium run (500-999) Large run (1000-1500)
4	<b>Branded pens</b> Branded bamboo pens made of metal accessories with full color USAID logo and Project name in Romanian or English applied on each item	Small run (150-499) Medium run (500-999) Large run (1000-1500)
5	<b>Branded pens</b> Branded metal/steel pens made of metal accessories with full color USAID logo and Project name in Romanian or English applied on each item.	Micro run (100-150)
6	<b>Branded A5 undated planners</b> A5 undated notebook with soft PU cover with elastic band and pen holder; 96 lined pages, with blue or gray color cover. Full color USAID logo and Project name in Romanian or English printed on the cover of each item	Small run (100-199) Medium run (200-299) Large run (300-400)
7	<b>Branded A5 notebooks</b> A5 lined notebook, 40 sheets. Cover 300 gr/sqm, interior block 90gr/sqm, spiral grip at the top. Polychrome colors 4+0 both covers, 4+4 interior block. Full color USAID logo and Project name printed on the cover of each item, in Romanian or English	Small run (100-499) Medium run (500-999) Large run (1000-1500)
8	<b>Branded A5 Planner (2025)</b> Dated Planners for 2025 in Romanian language, A5 format, hard cover, PU leather. Full color USAID logo and Project name in Romanian or English applied on each item. Color of the planner to be agreed.	Micro run (50-100)
9	<b>Branded A5 Planner (2026)</b> Dated Planners for 2026 in Romanian language, A5 format, hard cover, PU leather. Full color USAID logo and Project name in Romanian or English applied on each item. Color of the planner to be agreed.	Micro run (50-100)
10	<b>Branded desk organizer</b> Set of stickers enclosed in a cardboard cube. Inside a set of white office sheets, a compartment for office supplies and self-adhesive PET plastic notes and a pen. Full color USAID logo and Project name in Romanian or English applied on each item.	Small run (100-199) Medium run (200-299) Large run (300-400)
11	<b>Branded USB Flash Memory</b>	Small run (100-199) Medium run (200-299)

	USB flash memory made of bamboo or metal with 32 GB capacity. Marking: laser engraving / UV printing Full color USAID logo and Project name in Romanian or English applied on each item	Large run (300-400)
12	<b>Branded bamboo phone stand</b> Mobile Phone Stand/Holder made of bamboo. Full color USAID logo and Project name in Romanian or English applied on each item.	Small run (100-199) Medium run (200-299) Large run (300-400)
13	<b>Branded Foldable Bag</b> Foldable Bag made of rainproof or cotton fabric. The white version USAID logo and Project name in Romanian or English applied on the front side of each bag. Color to be agreed.	Small run (100-199) Medium run (200-299) Large run (300-400)
14	<b>Badges</b> Customized Badges made of laminated cardboard, double sided, with lanyards, design included. Approx. size: 110*80 mm, 4+4, matte	Micro run (50-100)
15	<b>Badges</b> Horizontal plastic badge and cord, Approx. size: 55*90 mm	Micro run (50-100)
16	<b>Design services/Layout of the branded product</b>	Per item
17	<b>Delivery Services</b> Delivery address: 106 Bucuresti St., Liberty Business Center, Chisinau, Republic of Moldova	Per order

BEFORE PRINTING THE ENTIRE QUANTITY, DEXIS MAY REQUEST PRODUCT SAMPLES FOR APPROVAL.

**REQUIREMENTS**

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All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Republic of Moldova.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Dexis will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for award:

1. **Cover letter (Annex 1) \***, signed by an authorized representative of the offeror, which contains general information about the contractor, including full legal name and address of the company, full name of the legal representative of the company, a contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
2. Company profile - one page summary indicating a brief history of the company, **demonstrating at least 5 years of previous experience** in the provision of branded visibility materials.
3. **Quotation Submission Form (Annex 2) \***. The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country (Republic of Moldova). No such Cooperating Country taxes, VAT, charges, tariffs, duties, or levies will be paid under an order resulting from this RFQ. Dexis will provide the selected offeror with the VAT exemption letters.
4. Copy of offeror's registration documents: Extract from the state register of legal entities (Extras din Registrul de stat al persoanelor juridice). Prospective contractor must be **legally registered under the laws of the Republic of Moldova**.
5. **A minimum of three references letters** indicating the relevant services carried out that best illustrate organization qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out.
6. Evidence of Responsibility (Annex 3)\*
7. Copy of offeror's bank details information
8. Unique Entity Identifier (UEI), if applicable. Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Dexis upon request. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected.
9. Subcontractor/Vendor UEI and Executive Compensation Self-Certification, if applicable. This form shall be completed only if the value is over \$30,000 and will be required before the agreement signature. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected.
10. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
11. The Offeror must agree to keep the bid valid for a minimum of 60 calendar days.
12. The prices must be valid for the entire duration of the contract.

***\*All the Annexes (1-3) must be dully completed and signed and submitted as separate documents.***

## EVALUATION

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Offerors applying will be evaluated based on the **minimum technical requirements** presented below:

- **Legally registered under the laws of the Republic of Moldova.**

- **At least 5 years of demonstrated previous experience** in the provision of branded visibility materials.
- **A minimum of three references letters** that best illustrate organization qualifications and past performance.

The agreement(s) will be awarded to the **lowest price technically compliant offer(s)**.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Dexis reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, Dexis reserves the right to conduct any of the following:

- o Dexis may conduct negotiations with and/or request clarifications from any offeror prior to award.
- o While preference will be given to offerors who can address the full technical requirements of this RFQ, Dexis may issue a partial award or split the award among various Vendors, if in the best interest of the Projects.

Please note that in submitting a response to this RFQ, the offeror understands that USAID/INL is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Dexis for consideration, as USAID/INL will not consider protests regarding procurements carried out by implementing partners. Dexis, at its sole discretion, will make a final decision on the protest for this procurement.

## SCHEDULE OF EVENTS

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Release of RFQ	May 10, 2024
Questions Due	May 16,2024, 17:00 local time
Answers from Dexis	May 20, 2024
RFQ Closes – Responses Due	May 24, 2024, 17:00 local time
Estimated Date of Award	May 31,2024

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be for the attention of [moldova@dexisonline.com](mailto:moldova@dexisonline.com).

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of [moldova@dexisonline.com](mailto:moldova@dexisonline.com). Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

## SUBMISSION INSTRUCTIONS

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Bids must be received via email by **May 24, 2024, 17:00 local time**. Offerors should send their bids by email to the individuals identified above (10 MB limit per email).

Offers must be on the company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFQ reference number (2003-RFQ-2024/0006) and the Offeror's name.

## GENERAL TERMS AND CONDITIONS

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1. Dexis will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written, or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
4. All procurement will be subject to Dexis contractual terms and conditions, contingent on the availability of client funding.
5. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
6. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
7. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible for or liable for any reliance on or use of the information or for any claims asserted therefrom.
8. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
9. The RFQ does not oblige Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.
10. Offerors responding to this RFQ must include the following as part of the proposal submission:
  - Disclose any close, familial, or financial relationships with Dexis or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
  - Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
  - Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
  - Certify that all information in the proposal and all supporting documentation are authentic and accurate.
11. This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Dexis to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.
12. This solicitation is subject to Dexis' standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:
  - Dexis standard payment terms are net 10 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

- No payments are made in advance.
- No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- A copy of the full terms and conditions is available upon request.

**Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.**



## ANNEXES

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### ANNEX 1: COVER LETTER

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*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

TO: Dexis Interactive Incorporated, Washington, Chisinau Branch  
of Dexis Consulting Group  
[moldova@dexisonline.com](mailto:moldova@dexisonline.com)

Reference: 2003-RFQ-2024/0006

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Dexis staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Dexis’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company UEI Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

## ANNEX 2: QUOTATION SUBMISSION FORM

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Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete Annex 2 and submit a signed/stamped version to Dexis.

No.	Services/items	Quantity	Unit Price, MDL, VAT 0%
1	<b>Folder for conferences</b> A4 sized, PU leather or textile document folder with approx. 20 sheets notepad, pen, and business card holders (optional), with full color USAID logo and Project name in Romanian or English applied on each item	Micro run (100-150)	
2	<b>Folder for conferences</b> A4 Multifunction folder with magnetic clasp and wireless charger on the cover. Detachable notepad, inner pocket and mobile phone, card, and pen holder, with full color USAID logo and Project name in Romanian or English applied on each item	Micro run (100-150)	
3	<b>Branded A4 Folders</b> A4 folders, 4+0, made of cardboard (matte coated paper 350gr/sqm) with pocket, with full color USAID logo and Project name in Romanian or English on each item.	Small run (150-499) Medium run (500-999) Large run (1000-1500)	
4	<b>Branded pens</b> Branded bamboo pens made of metal accessories with full color USAID logo and Project name in Romanian or English applied on each item	Small run (150-499) Medium run (500-999) Large run (1000-1500)	
5	<b>Branded pens</b> Branded metal/steel pens made of metal accessories with full color USAID logo and Project name in Romanian or English applied on each item.	Micro run (100-150)	
6	<b>Branded A5 undated planners</b> A5 undated notebook with soft PU cover with elastic band and pen holder; 96 lined pages, with blue or gray color cover. Full color USAID logo and Project name in Romanian or English printed on the cover of each item	Small run (100-199) Medium run (200-299) Large run (300-400)	
7	<b>Branded A5 notebooks</b> A5 lined notebook, 40 sheets. Cover 300 gr/sqm, interior block 90gr/sqm, spiral grip at the top. Polychrome colors 4+0 both covers, 4+4 interior block. Full color USAID logo and Project name printed on the cover of each item, in Romanian or English	Small run (100-499) Medium run (500-999) Large run (1000-1500)	
8	<b>Branded A5 Planner (2025)</b> Dated Planners for 2025 in Romanian language, A5 format, hard cover, PU leather. Full color USAID logo and Project name in Romanian or English applied on each item. Color of the planner to be agreed.	Micro run (50-100)	
9	<b>Branded A5 Planner (2026)</b> Dated Planners for 2026 in Romanian language, A5 format, hard cover, PU leather. Full color USAID logo and Project name in Romanian or English applied on each item. Color of the planner to be agreed.	Micro run (50-100)	
10	<b>Branded desk organizer</b> Set of stickers enclosed in a cardboard cube. Inside a set of white office sheets, a compartment for office supplies and self-adhesive PET plastic notes and a pen. Full color USAID logo and Project name in Romanian or English applied on each item.	Small run (100-199) Medium run (200-299) Large run (300-400)	

11	<b>Branded USB Flash Memory</b> USB flash memory made of bamboo or metal with 32 GB capacity. Marking: laser engraving / UV printing Full color USAID logo and Project name in Romanian or English applied on each item	Small run (100-199) Medium run (200-299) Large run (300-400)	
12	<b>Branded bamboo phone stand</b> Mobile Phone Stand/Holder made of bamboo. Full color USAID logo and Project name in Romanian or English applied on each item.	Small run (100-199) Medium run (200-299) Large run (300-400)	
13	<b>Branded Foldable Bag</b> Foldable Bag made of rainproof or cotton fabric. The white version USAID logo and Project name in Romanian or English applied on the front side of each bag. Color to be agreed.	Small run (100-199) Medium run (200-299) Large run (300-400)	
14	<b>Badges</b> Customized Badges made of laminated cardboard, double sided, with lanyards, design included. Approx. size: 110*80 mm, 4+4, matte	Micro run (50-100)	
15	<b>Badges</b> Horizontal plastic badge and cord, Approx. size: 55*90 mm	Micro run (50-100)	
16	<b>Design services/Layout of the branded product</b>	Per item	
17	<b>Delivery Services</b> Delivery address: 106 Bucuresti St., Liberty Business Center, Chisinau, Republic of Moldova	Per order	

*The Offeror agrees to keep the bid valid for a minimum of 60 calendar days.*

*The prices must be valid for the entire duration of the contract.*

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## ANNEX 3: EVIDENCE OF RESPONSIBILITY

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Company Name

Company Name makes the following statements with respect to Contractor Responsibility:

- 1) Company Name has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) Company Name is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) Company Name has a satisfactory performance record;
- 4) Company Name has a satisfactory record of integrity and business ethics;
- 5) Company Name has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
- 6) Company Name has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) Company Name is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title, Company Name