

Request for Quotation RFQ#2004-03-009

USAID Model Court Initiative
for provision of printing services
Date: November 7, 2022

Dexis Consulting Group requests quotations for pricing and terms of provision of printing services, as outlined below:

BACKGROUND AND CONTEXT

Dexis Consulting Group (Dexis), an international consulting company based in USA, is currently implementing the USAID-funded **Model Court Initiative (MCI) project in Moldova**. The goal of the MCI project is to assist the Government of Moldova to implement initiatives aimed at improving the efficiency, performance, and quality of court services based on best international practices and in line with international excellence standards for court services.

INSTRUCTIONS TO OFFERORS

With this RFQ, Dexis is soliciting offers from qualified companies to provide **high quality printing services of five legal literacy communication materials and to distribute the printed materials to 24 locations across the country** in accordance with the specifications set forth below.

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.

Offer Submission Deadline

Offers must be received no later than November 21, 2022, 17:00 local time. Proposals received after the deadline may not be considered.

Submission of Offers

All offers must be submitted electronically to the following email address: moldova@dexisonline.com, mentioning the title Printing Services (RFQ # 2004-03-009) in the subject line.

Offers must be on company letterhead with the company's contact name and address. Any email that does not contain the mentioned title will be automatically discarded.

Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing to moldova@dexisonline.com no later than November 18, 2022, 17:00 local time. All correspondence must provide reference to the RFQ number. Questions and clarifications that may be of interest to other bidders, will be circulated to all parties that submitted the questions.

Only the written answers issued by Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Dexis or

any other entity should not be considered as an official response to any questions regarding this RFQ.

Required Documentation

The offers must include the following:

- Cover letter, 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 (president or managing director) of the company, a contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
- Company CV in Romanian or English to highlight the previous experience, including a description of the company's capacity to provide high quality printing products in terms of technical equipment and human resources.
- Copy of company registration documents.
- Financial Proposal (in the format see table below with TECHNICAL REQUIREMENTS).
- Three recommendation letters or three references (contact name, phone number and email address).
- A letter that will include the company's commitment to complete the work within a maximum of 45 working days after the contract signing.
- Samples of previous works (photographs) that were printed by the company in the last year in accordance with the formats requested in this RFQ.

Offerors are requested to provide quotations on their official quotation format or letterhead.

Source/Nationality/Origin

Only firms legally registered in Moldova may submit an offer in response to this RFQ. All services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Moldova.

Quotations

Prices must be quoted as showing unit prices and total prices with VAT 0%. No taxes or fees are to be added. Quotations must be expressed as fixed price, in MDL.

Validity Period

Offers must be valid for a minimum of sixty (60) calendar days after the offer deadline.

Eligibility

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.

Negotiations

It is expected that awards will be made based on submitted offers. However, Dexis reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

The award will be made to an offeror whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for Dexis.

Terms and Conditions

The award is subject to Dexis standard terms and conditions. Please note that Dexis standard payment terms are ten (10) banking business days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHICAL REQUIREMENTS

Dexis is soliciting quotations from qualified firms for printing services that include the following deliverables:

#	Name of the product	Technical Requirements	Quantity	Unit price, MDL (VAT 0%)	Total price, MDL (VAT 0%)
1.	“Ghidul justitiabilului” Brochure Romanian Language	Format: 21cm*21cm Number of pages: 56= 52 inner pages + 4 covers Cover Paper: matte coated paper 150g/m2	189000		
2.	“Ghidul justitiabilului” Brochure Russian Language	Inner pages paper: matte coated paper 90g/m2 Cover and inner pages Colors: 4+4 Binding system: 2 staples Packaging: 50 - 100 pieces	82000		
3.	“Право на услуги переводчика” Leaflet	Format: C-folded A4 leaflet, 3 parts, 2 folds Paper: matte coated paper 115 g/m2 Colors: 4+4 Packaging: 100 pieces	82000		
4.	“Portalul Național al Instanțelor de Judecată” Brochure Romanian Language	Format: A5 Number of pages: 8 pages (cover+inner pages) Paper: matte coated paper 115 g/m2 (cover + inner block)	189000		

5.	“Portalul Național al Instanțelor de Judecată” Brochure Russian Language	Colors: 4+4 (cover+inner pages) Binding: 2 staples Packaging: 100 pieces	82000		
TOTAL:					

Delivery

#	Name of the product	Location and address	Quantity
1.	“Ghidul justitiabilului” Brochure	Judecătoria Bălți: mun. Bălți, str. Hotinului 43	15000 Romanian 7000 Russian 15000 Romanian 7000 Russian
2.	+ “Portalul Național al Instanțelor de Judecată” Brochure	Judecătoria Ungheni: mun. Ungheni, str. Nationala 10/1	6000 Romanian 2000 Russian 6000 Romanian 2000 Russian
3.		Curtea de Apel Chisinau: str. Teilor4	21000 Romanian 9000 Russian 21000 Romanian 9000 Russian
4.		Curtea de Apel Bălți: mun. Bălți, str. Ștefan cel Mare 54	5000 Romanian 2000 Russian 5000 Romanian 2000 Russian
5.		Curtea de Apel Cahul: mun. Cahul, str. Ștefan cel Mare, 30	3000 Romanian 2000 Russian 3000 Romanian 2000 Russian
6.		Curtea de Apel Comrat: mun. Comrat, str. Lenin, 177	2000 Romanian 3000 Russian 2000 Romanian 3000 Russian
7.		Judecătoria Chișinău, sediul Central: mun. Chișinău, str. Nicolae Zelinski nr.13	58000 Romanian 24000 Russian 58000 Romanian 24000 Russian

8.	Judecătoria Criuleni: or. Criuleni str. 31 august 1989, 70	4000 Romanian 2000 Russian 4000 Romanian 2000 Russian
9.	Judecătoria Hîncești: mun. Hîncești str. Chișinăului 7	8000 Romanian 2000 Russian 8000 Romanian 2000 Russian
10.	Judecătoria Orhei: or. Orhei str. V. Mahu 135	10000 Romanian 4000 Russian 10000 Romanian 4000 Russian
11.	Judecătoria Strășeni: or. Strășeni, str. Ștefan cel Mare 86	6000 Romanian 2000 Russian 6000 Romanian 2000 Russian
12.	Judecătoria Anenii-Noi: or. Anenii Noi, str. Marțișor 15	4000 Romanian 2000 Russian 4000 Romanian 2000 Russian
13.	Judecătoria Căușeni: or. Căușeni, str. Ștefan cel Mare 86	5000 Romanian 1000 Russian 5000 Romanian 1000 Russian
14.	Judecătoria Drochia: or. Drochia, str. 31 August 1989, 7	8000 Romanian 2000 Russian 8000 Romanian 2000 Russian
15.	Judecătoria Edineț: mun. Edineț, str. Ștefan Vodă I	8000 Romanian 3000 Russian 8000 Romanian 3000 Russian
16.	Judecătoria Soroca: mun. Soroca, str. Independenței 62	7000 Romanian 2000 Russian 7000 Romanian 2000 Russian

17.		Judecătoria Cahul: mun. Cahul, str. M. Frunze 62	7000 Romanian 2000 Russian 7000 Romanian 2000 Russian
18.		Judecătoria Comrat: mun. Comrat, str. Lenin 242	2000 Romanian 6000 Russian 2000 Romanian 6000 Russian
19.		Judecătoria Cimișlia: or. Cimișlia, str. C. Stamati I	5000 Romanian 1000 Russian 5000 Romanian 1000 Russian
20.		Agencia de Administrare a Instanțelor Judecătorești: mun. Chișinău, bd.Ștefan cel Mare, nr.124 B, et.2	2000 Romanian 2000 Russian 2000 Romanian 2000 Russian
21.		Consiliul Superior al Magistraturii: mun. Chișinău, str. Mihai Eminescu 5	1000 Romanian 1000 Russian 1000 Romanian 1000 Russian
22.		Dexis Interactive Incorporated, sucursala Chișinău, mun. Chișinău, str. București 106	2000 Romanian 1000 Russian 2000 Romanian 1000 Russian
23.	“Право на услуги переводчика” Leaflet	Judecătoria Bălți: mun. Bălți, str. Hotinului 43	7000 Russian
24.		Judecătoria Ungheni: mun. Ungheni, str. Nationala 10/1	2000 Russian
25.		Curtea de Apel Chisinau: str. Teilor4	9000 Russian
26.		Curtea de Apel Bălți: mun. Bălți, str. Ștefan cel Mare 54	2000 Russian
27.		Curtea de Apel Cahul: mun. Cahul, str. Ștefan cel Mare, 30	2000 Russian
28.		Curtea de Apel Comrat: mun. Comrat, str. Lenin, 177	3000 Russian
29.		Judecătoria Chișinău, sediul Central: mun. Chișinău, str. Nicolae Zelinski nr.13	24000 Russian

30.	Judecătoria Criuleni: or. Criuleni str. 31 august 1989, 70	2000 Russian
31.	Judecătoria Hîncești: mun. Hîncești str. Chișinăului 7	2000 Russian
32.	Judecătoria Orhei: or. Orhei str. V. Mahu 135	4000 Russian
33.	Judecătoria Strășeni: or. Strășeni, str. Ștefan cel Mare 86	2000 Russian
34.	Judecătoria Anenii-Noi: or. Anenii Noi, str. Martișor 15	2000 Russian
35.	Judecătoria Căușeni: or. Căușeni, str. Ștefan cel Mare 86	1000 Russian
36.	Judecătoria Drochia: or. Drochia, str. 31 August 1989, 7	2000 Russian
37.	Judecătoria Edineț: mun. Edineț, str. Ștefan Vodă I	3000 Russian
38.	Judecătoria Soroca: mun. Soroca, str. Independenței 62	2000 Russian
39.	Judecătoria Cahul: mun. Cahul, str. M. Frunze 62	2000 Russian
40.	Judecătoria Comrat: mun. Comrat, str. Lenin 242	6000 Russian
41.	Judecătoria Cimișlia: or. Cimișlia, str. C. Stamati I	1000 Russian
42.	Agenția de Asministrare a Instanțelor Judecătorești: mun. Chișinău, bd.Ștefan cel Mare, nr.124 B, et.2	2000 Russian

43.	Consiliul Superior al Magistraturii: mun. Chişinău, str. Mihai Eminescu 5	1000 Russian
44.	Dexis Interactive Incorporated, sucursala Chişinău, mun. Chişinău, str. Bucureşti 106	1000 Russian
TOTAL DELIVERY PRICE, MDL (VAT 0%)		

Delivery Timeframe

The bidder should specify the timeframe for delivery of the requested printing materials, expressed in calendar days (after receiving the order). Delivery should be within a **maximum of 45 working days after contract signature**.

A letter that will include the company's commitment to complete the work within a maximum of 45 working days after the contract signing.

Eligibility Criteria

1. Officially registered legal entity as per Republic of Moldova's regulations with full capacity to act
2. At least five years of work-related experience in printing services and demonstrated knowledge of pre-press processes
3. Proven specialized experience in printing products similar to those listed in this request
4. Demonstrated availability of technical and human resources for successful implementation of the assignments
5. An asset will be considered previous experience in working with USAID Mission in Moldova or USAID funded projects as well as international organizations or projects, human rights or justice sector NGOs, justice sector institutions.

Evaluation of Quotations

Dexis will first evaluate quotations for compliance with the mandatory requirements/elements of this RFQ. Quotations that do not contain all mandatory requirements will not be considered.

Evaluation of offers will be performed according to the following evaluation criteria:

#	CATEGORY	POINTS
1.	Relevant experience and proved expertise <ul style="list-style-type: none"> • Minimum five years of successful work experience in printing services (10) • Samples of works printed in the last year (20) • Demonstrated availability of technical and human resources for successful implementation of the assignments (10) 	50

	<ul style="list-style-type: none"> The degree to which the Offeror demonstrates a very good professional reputation as evidenced by the recommendation letters or references (10) 	
2.	Quality of technical proposal <ul style="list-style-type: none"> The proposed quotation to this RFQ match the requirements set out in this document 	15
3.	Delivery <ul style="list-style-type: none"> Delivery timeframe (max. 45 working days from the contract signature date) (10) 	10
4.	Price	25
TOTAL SCORE:		100

NB: Each sub-criterion will receive points only when it is proved through confirming documents, materials, and/or documented experience.

The Offeror that receives the most review points will be recommended for a contract.

Thank you!

The MCI Team