REQUEST FOR QUOTATION

RFQ-003/2012

Request for Quotation (RFQ) – Printing and Shipping of UNU 2011 Annual Reports;
English and Japanese

1. The United Nations University (UNU) requests your price quotation for the goods and services specified in this Request for Quotation (RFQ). The Specifications Requirements are as per Annex A attached.

2. We would appreciate receiving your quotation by fax to 03-3499-2828 or email to makuuchi@unu.edu by 16 March, 2012 close of business. Your quotation must be valid for at least 30 days. Your quotation will be reviewed by the UNU in accordance with its financial duties and regulations as well as the considerations contained herein.

3. Financial rules and regulations of the UNU preclude advance payments or payments by letter of credit. Such provisions in a quotation will be prejudicial to its evaluation by the UNU. The normal payment terms of the United Nations is net 30 days (or similar discounted payment terms if offered by your company) upon satisfactory delivery of merchandise and acceptance thereof by United Nations. Please clearly specify in your quotation if our payment term is acceptable.

4. Please direct all inquiries in writing to makuuchi@unu.edu

Angela Lee
Procurement & Administrative Officer
United Nations University
ANNEX A

Request for Quotation (RFQ) - Printing and Shipping of UNU 2011 Annual Reports; English and Japanese versions

Specification Requirements

Printing

Size: ISO216 B5 (250mm H X 176mm W finished)
Pages: 54pp plus cover
Printing: 4C/4C, full bleed, uncoated
Paper: FSC-certified uncoated paper, bright white appearance.
       Interior 85 gsm; Cover 125 - 150 gsm
Print Run: English version – 8,500 copies, Japanese version – 3,500 copies
Origination: Print-ready file, Adobe InDesign data format

Shipping

Vendor is required to provide distribution support for both single and bulk copies to international locations.
ANNEX A-1

QUOTATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total amount (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing of Annual Reports (English)</td>
<td>8,500</td>
<td></td>
</tr>
<tr>
<td>Printing of Annual Reports (Japanese)</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>LESS Discount (if any)</td>
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<tr>
<td>ADD Miscellaneous Charges (please specify, if any)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand TOTAL</td>
</tr>
</tbody>
</table>

Notes:

1. By affixing the signature and company stamp below, the vendor agrees to provide printing services for the UNU Annual Reports at the prices indicated above.
2. Vendor’s offer must be fully compliant with the specifications requirements under this RFQ.
3. This Quotation should contain an overall quotation in a single currency, i.e. in Japanese Yen (JPY) only.

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Vendor Name

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Name of Authorized Official

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Signature

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Date