

INVITATION TO BID

Establishment of Long Term Agreement for Printing Services for Three Years

Pakistan

UNDP-ITB-2017-023



United Nations Development Programme

March, 2017

Section 1. Letter of Invitation

March 17, 2017
Ref: UNDP-ITB-2017-023
JTN # 8689

Establishment of Long Term Agreement for Printing Services

Dear Sir/ Madam,

The United Nations Development Programme (UNDP) intends to hire the services of a qualified and potential printing firm having capability to meet the day to day requirements of the UNDP. In this regards, through this ITB UNDP will establish a Long-Term Agreement with the printing firm for a period of three years. Potential printing firms/companies are invited to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements
- Section 4 – Term of Reference
- Section 5 – Bid Submission Form
- Section 6 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 7 – Technical Bid Form
- Section 8 – Price Schedule Form
- Section 9 – Form for Bid Security
- Section 10 – Contract to be signed, including General Terms and Conditions

Your offer, comprising of Technical bid and Price Schedule, together in sealed envelope should reach to the following address on or before **10 April 2017 (1230 hours)** in accordance with Section 2 of the ITB. Bids received after the above-mentioned deadline will not be considered. Hand delivery at the below address is not acceptable. Therefore, it is requested to please ensure to submit all the documents through courier to the following address.

[UNDP-ITB-2017-023]
UNDP Registry, Quotation/Bids/Proposals
United Nations Development Programme
Serena Business Complex, 2nd Floor, Khayaban e Suharwardy,
Islamabad, Pakistan
Tel: 051-8355600 Fax: 051-2600254-5

Note: Please ensure to mention the company name and reference number on envelop of solicitation document e.g. [Ref. # UNDP-ITB-2017-023]. In case Courier Company, will use their own envelop then also make sure that Reference number is mentioned clearly. Bids received without reference number in the subject line will not be entertained and will be returned unopened to the sender (mentioned on Envelop). UNDP will not assume the responsibility for the misplacement or premature opening of the bids when the instructions noted above are not properly followed.

A pre-bid conference will be held on Tuesday 28 March 2017 at [11: 00 AM PST] in UNDP Office, situated at **Serena Business Complex, Khayaban e Suharwardy, Islamabad, Pakistan**. Interested parties who wish to attend the pre-bid conference are kindly requested to send the name, NIC number and company name to Mr. Imran Moin at imran.moin@undp.org on or before Monday 20 March 2017 [4:00 PM PST] in order to obtain necessary security clearance. No bidder will be allowed to take part without security clearance.

Any requests for clarifications about the contents of ITB shall be sent via fax (+51-2600254 & 55) or to the email address at procurement.info@undp.org. Answers to questions/inquiries will be posted on the UNDP Country Office website.

While UNDP would endeavor to provide response/clarification expeditiously, any delay in providing such information will not be considered a reason for extending the submission date.

This letter is not to be construed in any way as an offer to contract with your firm.

Yours sincerely,

Ignacio Artaza
Country Director

United Nations Development Programme
Serena Business Complex, 2nd Floor, Khayaban e Suharwardy,
Islamabad, Pakistan
Email: procurement.info@undp.org

Section 2: Instruction to Bidders

Definitions

- a) *"Bid"* refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *"Bidder"* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *"Contract"* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *"Country"* refers to the country indicated in the Data Sheet.
- e) *"Data Sheet"* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *"Day"* refers to calendar day.
- g) *"Goods"* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *"Government"* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *"Instructions to Bidders"* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *"ITB"* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *"LOI"* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *"Material Deviation"* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.

- n) “Services” refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) “Supplemental Information to the ITB” refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP Anti Fraud Policy English FINAL june 2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest,

Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid :

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

- 7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
- 8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF BID

9. Sections of Bid

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP

to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

C. PREPARATION OF BID

12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability

and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.

- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder’s response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All bidders are therefore required to submit the following in their bids :

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP’s acceptance of the justification for substitution, and UNDP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and

reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Bidder fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and

- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this ITB; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;
- e) they are subcontractors to each other's bid, or a subcontractor to one bid also submits another Bid under its name as lead Bidder; or
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently

or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

21. Validity Period

21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

23.1 The Technical Bid and the Price Schedule must be submitted together and sealed together in one and the same envelope, delivered by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Bidders submitting Bid by mail shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.

25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The

corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or MODIFICATION".

25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.

25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

E. EVALUATION OF BID

28. Preliminary Examination of Bid

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

29. Evaluation of Bid

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Bid

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

31. Responsiveness of Bid

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

32.3 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

- 33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.
- 33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/)

34. Award Criteria

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:
<http://www.undp.org/procurement/protest.shtml>

Instructions to Bidders

DATA SHEET¹

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Strengthening Electoral and Legislative Processes
2		Title of Goods/Services/Work Required:	Establishment of Long Term Agreement for Printing Services for Three Years
3		Country:	Pakistan
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed. The bidders may apply for all four lots or apply for one or more lots. Only complete bid against each lot will be considered. Evaluation of bids and award of contract will be made on lot-wise basis
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	Tuesday 28 March 2017 at 1100 hours in UNDP Office situated at 7 th floor Serena Business Complex, Islamabad, Pakistan
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 90 days

¹ All DS number entries in the Data Sheet are cited as references in the Instructions to Bidders. All DS Nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "n/a" but must not be deleted.

9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Required PKR 300,000/- for each lot. Bidders applying for all four lots should submit a total bid security of PKR 1,200,000/-
10	B.9.5	Acceptable forms of Bid Security ²	<input checked="" type="checkbox"/> Bank Guarantee (See Section 9 for template) <input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of Resident Representative, UNDP Pakistan
11	B.9.5 C.15.4 a)	Validity of Bid Security	90 days from the last day of Bid submission.
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions on each Purchase Order: <i>Percentage of order price per day of delay: 0.1%. Max. no. of days of delay: 30 Next course of action: Contract termination</i>
14	F.37	Performance Security	Not required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (PKR) <input checked="" type="checkbox"/> United States Dollars (US\$) <i>In case of US\$, the UN Rate of Exchange of bid opening date shall apply. The payment to the local vendor will be made in PKR</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	7 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ³	E-mail address dedicated for this purpose: procurement.info@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website ⁴ http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/

² Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

⁴ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

		queries	
19	D.23.3	No. of copies of Bid that must be submitted	Original : 1 Copies : None
20	D.23.1 b) D.23.2 D.24	Bid submission address	[UNDP-ITB-2017-023] UNDP Registry, Quotation/Bids/Proposals United Nations Development Programme Serena Business Complex, 2nd Floor, Khayaban-e-Suharwardy, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: Monday 10 April 2017 1230 hours
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier By hand delivery is NOT acceptable
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Not Allowed
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: April 10, 2017 2:00 PM Venue: United Nations Development Programme Serena Business Complex, 4th Floor, Khayaban e Suharwardy, Islamabad, Pakistan. NOTE: THIS WILL BE A NON-PUBLIC EVENT
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document; <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country; <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;

			<input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years [2015-16] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the top 3 Clients in terms of Contract Value for the past 3 years; <input checked="" type="checkbox"/> List and value of contracts performed for the last three years with similar nature, size and complexity to the subject ITB plus clients who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Provide 1 sample each of following items: (Multi color press capability, color variation, cutting, paper stock and Weight...etc); (Two booklets with Gum and Pin binding, One brochure; One leaflet, One Pocket Folder; One Poster, Cap, t-shirt, pen with printed logo. <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> Written self-declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. <input checked="" type="checkbox"/> Written acceptance of the Contract General Terms and Conditions,
27		Other documents that may be Submitted to Establish Eligibility	None
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	The Structure should follow requirements mentioned in Section 5 (Bid Submission Form); Section 6 (Documents establishing the eligibility and qualification of the Bidder); and Section 7 (Technical Bid Form) and Section 8 (Price Schedule Form) enclosed with this ITB and meeting the line by line requirements thereof.
29	C.15.2	Latest Expected date for commencement of Contract	<i>May 15, 2017</i>
30	C.15.2	Maximum Expected duration of contract	The total expected duration of an LTA is three (3) years. LTA will be signed for an initial duration of one (1) year, with possibility of an extension for additional year(s) based on documented satisfactory performance of LTA holder(s).

31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Bidders, depending on the following factors: <i>Evaluation of the bids will be based on Lots. Contract will be awarded to the technically qualified and responsive Company/s submitting the lowest price per Lot.</i>
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Compliance on the following qualification requirements: <u>Bid Evaluation Criteria</u>⁵ <input checked="" type="checkbox"/> At least 7 years of professional experience in the field of printing multiple language versions of a publications; <input checked="" type="checkbox"/> Average turnover of \$ 100,000 for the past 2 Years (2015- 2016) <input checked="" type="checkbox"/> Current ratio of not less than 1.0; <input checked="" type="checkbox"/> Maximum percentage of supply/work that will be sub-contracted: 0%; <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements; <input checked="" type="checkbox"/> Availability of at least three satisfactory performance letters; <input checked="" type="checkbox"/> Qualification of the Team Leader to directly coordinate with UNDP: The bidder shall assign a responsible representative to deal with all UNDP order under LTA, who should have at least 3 years of experience with the printing company and proven experience of leading at least one similar project; <input checked="" type="checkbox"/> List of resources in terms of equipment, pre-press equipment, press room equipment, software compatibilities, binding and finishing equipment, speciality equipment such as die cutting, stamping, embossing, fulfilment equipment, etc. Bidder must provide a list of equipment showing (for each machine) the manufacturer, the model, maximum and minimum sizes it can handle, the age and the average output, as well as backup support to cater for electricity blackouts and equipment breakdown. <input checked="" type="checkbox"/> Minimum Equipment Requirements:

⁵ Pls. reconcile and ensure consistency with the contents of the Technical Specifications

			<ul style="list-style-type: none"> ▪ Pre-press equipment and technology should include ability to create "film" with minimum 300 dpi resolution ▪ Software compatibilities for desktop publishing and layout with the ability to make necessary on the spot corrections ▪ Press room equipment including offset with min. 4-colour capabilities and with digital colour control ▪ Binding and finishing equipment including capacities for glossy and matte finishing
33	E.29	Post qualification Actions	<p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed if considered necessary;</p> <p><input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder.</p> <p><input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP.</p>
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Upon the Long-Term Agreement (LTA) signature from both parties;
35		Other Information Related to the ITB ⁶	None

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Section 3: Schedule of Requirements and Technical Specifications

Value	UNDP reserves the right to enter LTA with more than one bidder for each lot and the right to split the award of contract among the LTA holders if it is in UNDP's best interest. LTAs are considered non-exclusive and estimated amount are based on forecast of needs and the ceiling amount appeared in the LTA does not constitute a commitment to place call-offs up to the volume.																														
Duration of the LTA	The total expected duration of an LTA is three (3) years. LTA will be signed for an initial duration of one (1) year, with possibility of an extension for additional year(s) based on documented satisfactory performance of LTA holder(s).																														
Language	The bidder must be capable of printing the materials in English and Urdu languages																														
Technical Specifications	Technical specifications are provided below as a benchmark for quoting price.																														
Volume	<p>Below figures are merely indications of previous or projected business volume and shall not be construed by the companies as a commitment nor as a guarantee of business volume under the LTA. For consideration, only, the previous year annual volumes, placed in several orders, were as follows:</p> <table> <thead> <tr> <th>Particulars</th><th>Qty</th></tr> </thead> <tbody> <tr> <td>Posters (4 colour 18*24, 90 gm)</td><td>66,000.00</td></tr> <tr> <td>Brochure (4 colour two fold, A 4 , 90 gm)</td><td>2,475,000.00</td></tr> <tr> <td>Posters (4 colour 18*24, 90 gm)</td><td>49,500.00</td></tr> <tr> <td>Sticker (4 colour, A 4, 4.25*11.75, with die cutting)</td><td>660,000.00</td></tr> <tr> <td>Banner (Panaflex, 3*9 feet, ring eyelet on each corner)</td><td>4,125.00</td></tr> <tr> <td>Brochure (4 colour three fold, 8.5*23, 115gm)</td><td>100,000.00</td></tr> <tr> <td>Posters (4 colour 18*23, 90 gm) Design 1</td><td>3,000.00</td></tr> <tr> <td>Posters (4 colour 18*23, 90 gm) Design 997 2</td><td>3,000.00</td></tr> <tr> <td>Posters (4 colour 18*23, 90 gm) Design 3</td><td>3,000.00</td></tr> <tr> <td>Poster (4 colour, 18*24, 90 gm)</td><td>60,000.00</td></tr> <tr> <td>Poster (4 colour, 18*24, 90 gm)</td><td>30,000.00</td></tr> <tr> <td>Brochure (4 Colour one fold, 115 gm)</td><td>30,000.00</td></tr> <tr> <td>Brochure (4 Colour three fold, 9*19.5, 115 gm)</td><td>30,000.00</td></tr> <tr> <td>Hand Books</td><td>9,600.00</td></tr> </tbody> </table>	Particulars	Qty	Posters (4 colour 18*24, 90 gm)	66,000.00	Brochure (4 colour two fold, A 4 , 90 gm)	2,475,000.00	Posters (4 colour 18*24, 90 gm)	49,500.00	Sticker (4 colour, A 4, 4.25*11.75, with die cutting)	660,000.00	Banner (Panaflex, 3*9 feet, ring eyelet on each corner)	4,125.00	Brochure (4 colour three fold, 8.5*23, 115gm)	100,000.00	Posters (4 colour 18*23, 90 gm) Design 1	3,000.00	Posters (4 colour 18*23, 90 gm) Design 997 2	3,000.00	Posters (4 colour 18*23, 90 gm) Design 3	3,000.00	Poster (4 colour, 18*24, 90 gm)	60,000.00	Poster (4 colour, 18*24, 90 gm)	30,000.00	Brochure (4 Colour one fold, 115 gm)	30,000.00	Brochure (4 Colour three fold, 9*19.5, 115 gm)	30,000.00	Hand Books	9,600.00
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Secondary Competition	LTA awarded companies will be further invited to the secondary competition for the actual orders. The LTA holders are expected to respond to the request for prices not later than 7 days from receipt of request from UNDP.
Placing the Order	The order will be placed with the supplier based on the Purchase Order (PO). The supplier will be provided with electronic forms of the material to be printed.

Technical Specifications

Lot-1

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Delivery Time
1	4 colour brochure (English and Urdu)	Size	A4 horizontal	4	100	8 working days
					200	
		Stock	120 gsm cover, white matte coated		500	
		Art	Press ready PDFs		1000	
		Presswork	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		2000	
		Finishing	Trim, score, fold		5000	
		Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run		10000	
2	4 colour gatefold brochure (English and Urdu)	Size	99 mm x 210 mm; A4 horizontal (flat)	6 (3 each front and back)	500	8 working days
					1000	
		Stock	120 gsm cover, white matte coated		2000	
		Art	Press ready PDFs			
		Presswork	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		5000	
		Finishing	Trim, score, gate-fold		10000	
		Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run			
3	4 colour report/booklet (English and Urdu)	Size	A3 horizontal or A4 vertical	16 + cover	500	8 working days
		Stock	Cover: 200 gsm cover, white matte coated Text: 120 gsm white matte text		1000	
		Art	Press ready PDFs		2000	
		Presswork	Cover: 4 colour process + aqueous coating Bleeds. Printer runs trapping. Text: 4 colour process. Bleeds. Printer runs trapping		5000	
		Finishing	Fold and score covers, saddlestitch or perfect bound		10000	
		Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run			

				<div>24 + cover</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div> <div>48 + cover</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div> <div>72 + cover</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div> <div>96 + cover</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div>	8 working days
4	4 colour pocket folder (English) with two (2) interior pockets, business card slits (Front back print)	<div>Size</div> <div>22.5 mm x 33 mm; 22 mm x 10 mm pockets, no gussets</div> <div>Cover: 200 gsm cover, white matte coated Press ready PDFs</div> <div>Stock</div> <div>Art</div> <div>4 colour process + aqueous coating. Bleeds. Printer runs trapping.</div> <div>Presswork</div> <div>Trim, score, die-cut, fold and glue Loose matchprints on all images. Composed proof and PDF proof. Designer to attend print run.</div> <div>Finishing</div> <div>Proofing</div>	<div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div> <div></div>	8 working days	
5	4 colour pocket folder (English) with two (2) interior pockets, business card slits (with all 4 panels printed)	<div>Size</div> <div>22.5 mm x 33 mm; 22 mm x 10 mm pockets, no gussets</div> <div>Cover: 200 gsm cover, white matte coated Press ready PDFs</div> <div>Stock</div> <div>Art</div> <div>4 colour process + aqueous coating. Bleeds. Printer runs trapping.</div> <div>Presswork</div> <div>Trim, score, die-cut, fold and glue Loose matchprints on all images. Composed proof and PDF proof. Designer to attend print run.</div> <div>Finishing</div> <div>Proofing</div>	<div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div>	8 working days	
6	4 colour poster (English and Urdu)	<div>Stock</div> <div>175 gsm, white matte coated</div> <div>Art</div> <div>Press ready PDFs</div> <div>Presswork</div> <div>4 colour process + aqueous coating. Bleeds. Printer runs trapping.</div> <div>Finishing</div> <div>Proofing</div> <div>Trim</div> <div>Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.</div>	<div>A3</div> <div>100</div> <div>300</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div> <div>10000</div> <div>A2</div> <div>100</div> <div>300</div> <div>500</div> <div>1000</div> <div>2000</div> <div>5000</div>	8 working days	

				A1	10000 100 300 500 1000 2000 5000 10000	
				A0	100 300 500 1000 2000 5000 10000	
7	4 colour bookmark (English and Urdu)	Size Stock Art Presswork Finishing Proofing	50 mm x 150 mm 200 gsm cover, white matte coated Press ready PDFs 4 colour process + aqueous coating. Bleeds. Printer runs trapping. Trim Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.	2	500 1000 2000 5000 10000	8 working days
8	4 colour CD cover (English and Urdu)	Size Stock Art Presswork Finishing Proofing	125 mm x 248 mm 200 gsm, white matte coated Press ready PDFs 4 colour process + aqueous coating. Bleeds. Printer runs trapping. Trim, score, fold, glue Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.	2	500 1000 2000 5000 10000	8 working days
9	4 colour standees (English and Urdu)	Size Material Art Presswork Finishing Proofing	3' x 6' or 3' x 6' roll-up stand 10 mm polyfilm Press ready PDFs 4 colour. Bleeds. Printer runs trapping. Delivered with stands Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.		1 10 20 50	8 working days
10	4 colour standees (English and Urdu)	Size Material Art	2' x 5' x-standee 10 mm polyfilm Press ready PDFs		1 10 20	8 working days

		<i>Presswork</i>	4 colour. Bleeds. Printer runs trapping.		50		
		<i>Finishing</i>	Delivered with stands				
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.				
11	4 colour banners (English and Urdu)	<i>Material</i>	368 g vinyl	12' x 10'	1	8 working days	
					5		
		<i>Art</i>	Press ready PDFs		20		
					50		
		<i>Presswork</i>	4 colour. Bleeds. Printer runs trapping.		100		
					500		
		<i>Finishing</i>	Edges stitched and grommets in corners, also along edges on larger sizes	12' x 8'	1		
					5		
					20		
					50		
					100		
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.	8' x 4'	500		
					1		
					5		
					20		
					50		
					100		
					500		
12	Flyer	A4 4 colour process + aqueous coating. Bleeds. Printer runs Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run 120 gsm cover, white matte coated	Panel 1	100	8 working days		
				300			
				500			
				1000			
				2000			
				5000			
				10000			
				50000			

Lot -2

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Delivery Time
1	Poster	Size	18x24 inches	1	1000	14 working days
		Stock	90 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + one side print		10000	
		Finishing	Offset, Laminated		50000	
		Proofing			100000	
					500000	
					1000000	
2	Poster	Size	18x24 inches	2	1000	14 working days
		Stock	90 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + two sides print		10000	
		Finishing	Laminated		50000	
		Proofing			100000	
					500000	
					1000000	

3	Poster	Size	17.5" (W) x23" (L) inches	1	1000	14 working days
		Stock	120 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + one side print		10000	
		Finishing			50000	
		Proofing			100000	
					500000	
4	Brochure	Size	One fold; A4	4	1000	14 working days
		Stock	115 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + back to back side printing		10000	
		Finishing	Matt		50000	
		Proofing			100000	
					500000	
5	Brochure	Size	two fold; A4	4	1000	14 working days
		Stock	90 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + back to back side printing		10000	
		Finishing	Matt		50000	
		Proofing			100000	
					500000	
6	Brochure	Size	one fold; A3	4	1000	14 working days
		Stock	115 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + back to back side printing		10000	
		Finishing	Matt		50000	
		Proofing			100000	
					500000	
7	Brochure	Size	three fold; 9" (w) x 19.5" (L)	4	1000	14 working days
		Stock	115 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + back to back side printing		10000	
		Finishing	Matt		50000	
		Proofing			100000	
					500000	
8	Poster Sticker	Size	A3	1	1000	14 working days
		Stock	120 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + one side printing		10000	
		Finishing	Laminated		50000	
		Proofing			100000	
					500000	
9	Poster Sticker	Size	A2	1	1000	14 working days
		Stock	120 gm		2000	
		Art	Press ready PDFs		5000	
		Presswork	4 colour + one side printing		10000	
		Finishing	Laminated		50000	
		Proofing			100000	
					500000	
10	Sticker	Size	A3	1	1000	14 working days
		Stock	80 gm		2000	
		Art	Press ready PDFs		5000	

		<i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	4 colour Opaque		10000 50000 100000 500000 1000000	
11	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A4 80 gm Press ready PDFs 4 colour Opaque	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
12	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A5 80 gm Press ready PDFs 4 colour	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
13	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A3 80 gm Press ready PDFs 4 colour Opaque with die cutting	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
14	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A4 80 gm Press ready PDFs 4 colour Opaque with die cutting	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
15	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A5 80 gm Press ready PDFs 4 colour with die cutting	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
16	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	A5 80 gm Press ready PDFs 4 colour Transparent with die cutting	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
17	Sticker	<i>Size</i> <i>Stock</i> <i>Art</i> <i>Presswork</i> <i>Finishing</i> <i>Proofing</i>	Round shape 7 inch diameter 80 gm Press ready PDFs 4 colour Opaque	1	1000 2000 5000 10000 50000 100000	14 working days

					500000	
					1000000	
18	Sticker	Size Stock Art Presswork Finishing Proofing	Round shape 3 inch diameter 80 gm Press ready PDFs 4 colour Opaque	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
19	Sticker	Size Stock Art Presswork Finishing Proofing	Round shape 3 inch diameter 80 gm Press ready PDFs 4 colour Transparent	1	1000 2000 5000 10000 50000 100000 500000 1000000	14 working days
20	Placard	Size Stock Art Presswork Finishing Proofing	18x24 inches Press ready PDFs 4 colour + Mounted on wooden stick Vinyl	1	50 100 500 1000 5000 10000 25000 50000	14 working days
Lot 21	Placard	Size Stock Art Presswork Finishing Proofing	1x2 ft Press ready PDFs 4 colour Vinyl	1	50 100 500 1000 5000 10000 25000 50000	14 working days
22	Placard	Size Stock Art Presswork Finishing Proofing	A5 Press ready PDFs 4 colour Vinyl	1	50 100 500 1000 5000 10000 25000 50000	14 working days
23	Banner	Size Stock Art Presswork Finishing Proofing	5x15 ft Press ready PDFs 4 colour + wooden sticks on two shorter ends Cotton	1	50 100 500 1000 5000 10000 25000 50000	14 working days
24	Banner	Size Stock Art Presswork Finishing Proofing	4x12 ft Press ready PDFs 4 colour + wooden sticks on two shorter ends Cotton	1	50 100 500 1000 5000 10000 25000	14 working days

					50000	
25	Banner	Size	3x9 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + wooden sticks on two shorter ends			
		Finishing	Cotton		1000	
		Proofing			5000	
					10000	
					25000	
26	Banner	Size	5x15 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
		Finishing	Panaflex		5000	
		Proofing			10000	
					25000	
					50000	
27	Banner	Size	4x12 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
		Finishing	Panaflex		5000	
		Proofing			10000	
					25000	
					50000	
28	Banner	Size	3x9 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
		Finishing	Panaflex		5000	
		Proofing			10000	
					25000	
					50000	
29	Banner	Size	10x3 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
					5000	
		Finishing	Panaflex		10000	
		Proofing			25000	
					50000	
30	Banner	Size	10x5 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
					5000	
					10000	
		Finishing	Panaflex		25000	
		Proofing			50000	
31	Banner	Size	10x18 ft	1	50	14 working days
		Stock			100	
		Art	Press ready PDFs		500	
		Presswork	4 colour + ring/eyelet on each corner		1000	
					5000	
					10000	
		Finishing	Panaflex		25000	

		<i>Proofing</i>			50000	
32	Streamer	<i>Size</i>	15x35 inches	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + Wooden Sticks in shorter ends with wire/rope to hang			
		<i>Finishing</i>	Cotton		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
33	Streamer	<i>Size</i>	15x35 inches	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + 1 inch metal frame on all 4 sides with bracket to hang			
		<i>Finishing</i>	Panaflex		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
34	Streamer	<i>Size</i>	15x35 inches	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + 1 inch wooden frame with wire/rope to hang			
		<i>Finishing</i>	Panaflex		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
35	Streamer	<i>Size</i>	2x5 ft	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + wooden sticks in shorter ends wire/rope to hang			
		<i>Finishing</i>	Cotton		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
36	Streamer	<i>Size</i>	2x5 ft	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + 1 inch metal frame on all 4 sides with bracket to hang			
		<i>Finishing</i>	Panaflex		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
37	Streamer	<i>Size</i>	2x5 ft	1	100	14 working days
		<i>Stock</i>			500	
		<i>Art</i>	Press ready PDFs		1000	
		<i>Presswork</i>	4 colour + 1 inch wooden frame with wire/rope to hang			
		<i>Finishing</i>	Panaflex		5000	
		<i>Proofing</i>			10000	
					25000	
					50000	
38	Streamer	Streamers, 3 x 5 feet Panaflex with metal bars and strings/ropes; four colour printing		1	100	14 working days
					500	
					1000	

				5000	
				10000	
				25000	
				50000	
				100000	
39	Standeers	X- Standees, 5 x 2 feet Panafelx with four colour printing with X stand	1	100	
				500	
				1000	
				5000	
				10000	
				25000	
				50000	
				100000	

Lot -3

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Delivery Time
1	Handbook	<i>Size</i>	A4 horizontal		300 (16 no. of pages incl cover)	14 working days
		<i>Stock</i>	80 gm cover		300 (24 no. of pages incl cover)	
		<i>Art</i>	Press ready PDFs		1000 (16 no. of pages incl cover)	
		<i>Presswork</i>	4 colour process + back to back printing; with two inserts of illustrated foldable charts sized 15x10.		1000 (24 no. of pages incl cover)	
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		20000 (16 no. of pages incl cover)	
		<i>Proofing</i>			20000 (24 no. of pages incl cover)	
2	Handbook	<i>Size</i>	A4 horizontal		300 (16 no. of pages incl cover)	14 working days
		<i>Stock</i>	80 gm cover		300 (24 no. of pages incl cover)	
		<i>Art</i>	Press ready PDFs		1000 (16 no. of pages incl cover)	
		<i>Presswork</i>	4 colour process + back to back printing		1000 (24 no. of pages incl cover)	
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		20000 (16 no. of pages incl cover)	
		<i>Proofing</i>			20000 (24 no. of pages incl cover)	
3	Handbook	<i>Size</i>	A4 horizontal		1000 (90 no. of pages)	14 working days
		<i>Stock</i>	80 gm cover		5000 (90 no. of pages)	
		<i>Art</i>	Press ready PDFs		10000 (90 no. of pages)	
		<i>Presswork</i>	4 colour process + back to back printing		50000 (90 no. of pages)	
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		100000 (90 no. of pages)	
		<i>Proofing</i>			250000 (90 no. of pages)	
4	Handbook – A4	<i>Size</i>	A4 horizontal		100 (90 no. of pages)	14 working days
		<i>Stock</i>	80 gm cover,		500 (90 no. of pages)	
		<i>Art</i>	Press ready PDFs		1000 (90 no. of pages)	

		<i>Presswork</i>	4 colour process + back to back printing		pages)	
		<i>Finishing</i>	Matt finish. Binding: Spiral binding		2000 (90 no. of pages)	
		<i>Proofing</i>			5000 (90 no. of pages)	
					10000 (90 no. of pages)	
5	Handbook – A5	<i>Size</i>	A4 horizontal		1000 (48 no. of pages)	14 working days
		<i>Stock</i>	80 gm cover,		5000 (48 no. of pages)	
		<i>Art</i>	Press ready PDFs		10000 (48 no. of pages)	
		<i>Presswork</i>	4 colour process + back to back printing		50000 (48 no. of pages)	
		<i>Finishing</i>	Bond finish . Binding: simple book binding with glue and staple.		100000 (48 no. of pages)	
		<i>Proofing</i>			250000 (48 no. of pages)	
6	Manual – A4	<i>Size</i>	A4 horizontal		1000 (48 no. of pages)	14 working days
		<i>Stock</i>	80 gm cover, matt		5000 (48 no. of pages)	
		<i>Art</i>	Press ready PDFs		10000 (48 no. of pages)	
		<i>Presswork</i>	4 colour process + back to back printing		50000 (48 no. of pages)	
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		100000 (48 no. of pages)	
		<i>Proofing</i>			250000 (48 no. of pages)	
7	Flip Charts Pads	<i>Size</i>	27x34 Inches		5	14 working days
		<i>Stock</i>	90 gm cover,		10	
		<i>Art</i>	Press ready PDFs		20	
		<i>Presswork</i>	4 colour process + one side print		500	
		<i>Finishing</i>	Matt			
		<i>Proofing</i>				
8	Flip Charts Pads	<i>Size</i>	27x34 Inches		5	14 working days
		<i>Stock</i>	90 gm cover		10	
		<i>Art</i>	Press ready PDFs		20	
		<i>Presswork</i>	4 colour process + one side print		500	
		<i>Finishing</i>	Laminated			
		<i>Proofing</i>				
9	Flip Charts Pads	<i>Size</i>	27x34 Inches		5	14 working days
		<i>Stock</i>	90 gm cover		10	
		<i>Art</i>	Press ready PDFs		20	
		<i>Presswork</i>	Black and White + one side print		500	
		<i>Finishing</i>	Matt			
		<i>Proofing</i>				
Lot 10	Flip Charts Pads	<i>Size</i>	27x34 Inches		5	14 working days
		<i>Stock</i>	90 gm cover		10	
		<i>Art</i>	Press ready PDFs		20	
		<i>Presswork</i>	Black and White + one side print		500	
		<i>Finishing</i>	Laminated			
		<i>Proofing</i>				

Lot-4

Item No.	Item Category	Description/Specifications of Goods	Panels	Qty	Delivery Time
1	CAP	100% Cotton baseball cap, standard size, green colour, 4 colour printed image 3x5 inches approx, adjustable velcro strap closure at back		500	14 working days
				1000	
				2000	
				3000	
				5000	
				10000	
				50000	
				100000	
2	Pens	Plastic ballpoint, blue ink cartridge, clip on end, retractable (push-click), approx. 2x0.75 inch [White pen with Green writing OR Green Pen with White writing-will be confirmed later]		1000	14 working days
				2000	
				3000	
				4000	
				5000	
				6000	
				10000	
3	BADGES	Round, Plastic Base with safety pin; 2 inches' diameter Printing required: 4 colour		10000	14 working days
				20000	
				30000	
				40000	
				50000	
4	Paper Cups	Size: Circumference top 7.5cm, bottom 4.5 cm, height 9 cm, coated board paper 260 gm, 4 colors printing Material: Silicon coated Message debossed and color filled		10000	14 working days
				20000	
				30000	
				40000	
				50000	
5	Wrist Bands	Size: 0.5 inches (width) & 7 inches (circumference) Material: Rubber Message debossed and color filled		10000	14 working days
				20000	
				30000	
				40000	
				50000	
6	T- Shirts	100% cotton, without collar, round neck, half sleeves and with UN Logo, Gov logo on front and message printed on the shirt Color: White/blue	M, L and XL	100	14 working days
				500	
				1000	
				5000	
				10000	
		100% cotton, without collar, round neck, half sleeves and with UN Logo only Color: White/blue	M, L and XL	100	
				500	
				1000	
				5000	
				10000	
7	Card Strips	ID card Jacket: Transparent and Size: 80 (W) x 123 (L) mm Ribbon: ---- Color, Size: 15 (W) x 1016 (L) mm Good quality ribbon with single colour printing		500	14 working days
				1000	
				2000	
				5000	
				10000	
8	Key chain	Custom shaped upto 4sq. inches, 4 color image /message between 2 cyclic layers, approx.. 0.25 inches thick		500	14 working days
				1000	

				2000	
				5000	
				10000	
9	Memo Note pads	Title page: 4 color 150gm matt finish, 8.5x5.5 inches. Inner page 8.5x5.5 inches, 21 lined sheets, 4 color print, 80 gm offset finish, 50 No. of sheets. Spiral binding book form		500	14 working days
				1000	
				3000	
				5000	
				10000	
10	Envelops	A3 size(32.5 x 45 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000	14 working days
				3000	
				5000	
				10000	
		A4 size (24.5 x 32.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000	
				3000	
				5000	
				10000	
		A4 size (16.5cm X 23.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000	
				3000	
				5000	
				10000	
		Letter Size(11.5 X 23.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000	
				3000	
				5000	
				10000	
11	Sling Bags	Cloth specifications and size, 100 % natural 80z Cotton, Standard Size, Printing specification and Size: A4, Colour printing, both side printing, Velcro looking		1000	14 working days
				3000	
				5000	
				10000	

Background

The goal of UNDP is to support the national and provincial governments in Pakistan in the formulation of national strategies and policies and their effective implementation. UNDP Pakistan does this by developing the capacity of institutions, strengthening community mobilisation, assisting early recovery from disasters and internal displacements, reducing poverty, ensuring gender equity, improving environmental and climate change management, advocating and supporting equitable income generation policies and empowering legislatures and the parliament.

In support of this, the country office produces a great deal of promotional materials such as annual reports, research reports, discussion papers, brochures, pamphlets and flyers. UNDP Pakistan outsources its commercial printing requirements on a recurrent basis as needs arise and will contract with printing companies to provide professional offset printing under a long-term agreement.

Most jobs are produced in at least two languages, English and Urdu. UNDP will pay only for exact quantities ordered and will not accept delivery of under-runs or pay for printing over-runs.

UNDP is very conscious of the impact that printing has on the environment. Therefore all printing for UNDP should be done on recycled stock with vegetable-based inks and produced by means of environmentally compatible technology.

A contract may be awarded to one or more service providers for one or more jobs.

Duties and responsibilities

Under the supervision of the UNDP Communications Unit the printer will provide print services that meet the following criteria:

Quality of work and expected output:

- Multi-colour offset press capability as well as min. 4-colour digitally controlled press capability
- Colour variation in single colour mode
- Solids/screens
- Colour brilliance on coated or uncoated stock
- Halftone quality at min 300 dpi
- Crossovers
- Trim
- Paper stocks/types and weights identified in the printing requirements
- Services should include:
 - Final control and approval of final "films" for printing
 - Final control of sample copy
- Final delivery of "films" for latter additional reprinting to the UNDP Country Office
- Upon completion of print projects, the contractor will supply a low-resolution PDF version suitable for Internet publication
- The contractor must back-up all UNDP jobs and store final copies on tape or CD for five (5) years, or until UNDP requests the tape and/or CDs

Quality control and selection criteria:

Printed materials must fulfil the following quality criteria:

- Minimum requirement of a multi-colour press capable of printing 4-colour process in one pass
- Full colour printing free of slurs; registration, trapping and fit must be precise (noticeable mis-registration of screens, traps or fit will not be accepted)
- Solids and screens must be free of hickeys, streaks, ghosting and mottling (noticeable streaks, ghosts or mottles will not be acceptable)
- Trim should be flush and clean
- Halftones must be of high resolution (min 300) with full tonal quality and detail
- Bindings must be accurate, collated correctly, pages properly aligned, durable
- The Contractor shall ensure all copyright belonging to UNDP;

PACKAGING AND MARKING

- Labels to be applied to top and side of box.
- Printed material/items will be packed in card board boxes

OPERATIONAL PROCEDURES

- Contractor shall state the exact time needed for completing each job since the reception of the design.

Timeframe:

Maximum of eight (8) working days for Lot – 1 and fourteen (14) working days for Lot – 2, Lot – 3 and Lot 4 to print, pack, mark and deliver the materials to UNDP at its address United Nations Development Programme (UNDP), 4th Floor, Serena Business Complex, Khayaban-e-Suharwardy, Islamabad.

Section 5: Bid Submission Form⁷

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per ITB] in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Name of Firm: _____
Contact Details: _____

[please mark this letter with your corporate seal, if available]

Section 6: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form⁸Date: *[insert date (as day, month and year) of Bid Submission]*ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

⁸ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)⁹

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) :Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁹ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 7: Technical Bid Form¹⁰

INSERT TITLE OF THE ITB

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Based on the latest Audited Financial Statements (2013-2014) (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

¹⁰ Technical Bids not submitted in this format may be rejected.

SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

A supporting document with full details may be annexed to this section

2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the bid and its implementation.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. January 2014 – June 2014</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>_____</p>		
Signature of the Nominated Team Leader/Member		Date Signed

Section 8: Price Schedule Form¹¹

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

Lot-1

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
1	4 colour brochure (English and Urdu)	Size	A4 horizontal	4	100		
					200		
		Stock	120 gsm cover, white matte coated		500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		2000		
		Finishing	Trim, score, fold		5000		
		Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run		10000		
	Total for Item 1						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
2	4 colour gatefold brochure (English and Urdu)	Size	99 mm x 210 mm; A4 horizontal (flat)	6 (3 each front and back)	500		
		Stock	120 gsm cover, white matte coated		1000		
		Art	Press ready PDFs		2000		
		Presswork	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		5000		
		Finishing	Trim, score, gate-fold		10000		
	Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run					
	Total for Item 2						

Item No.	Item Category	Description/Specifications of Goods		Pages	Qty	Unit Price	Total Price
3	4 colour report/booklet (English and Urdu)	<i>Size</i>	A3 horizontal or A4 vertical	16 + cover	500		
		<i>Stock</i>	Cover: 200 gsm cover, white matte coated Text: 120 gsm white matte text		1000		
		<i>Art</i>	Press ready PDFs		2000		
		<i>Presswork</i>	Cover: 4 colour process + aqueous coating Bleeds. Printer runs trapping. Text: 4 colour process. Bleeds. Printer runs		5000		

¹¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

		trapping				
		Finishing	Fold and score covers, saddlestitch or perfect bound		10000	
		Proofing	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run			
				24 + cover	500	
					1000	
					2000	
					5000	
					10000	
				48 + cover	500	
					1000	
					2000	
					5000	
					10000	
				72 + cover	500	
					1000	
					2000	
					5000	
					10000	
				96 + cover	500	
					1000	
					2000	
					5000	
					10000	
	Total for Item 3					
Lot No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
4	4 colour pocket folder (English) with two (2) interior pockets, business card slits (Front back print)	Size	22.5 mm x 33 mm; 22 mm x 10 mm pockets, no gussets	500		
			Cover: 200 gsm cover, white matte coated Press ready PDFs	1000		
		Stock Art	4 colour process + aqueous coating. Bleeds. Printer runs trapping.	2000		
		Presswork	Trim, score, die-cut, fold and glue Loose matchprints on all images. Composed proof and PDF proof. Designer to attend print run.	5000		
		Finishing Proofing		10000		
	Total for Item 4					
Lot No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
5	4 colour pocket folder (English) with two (2) interior pockets, business card slits (with all 4 panels printed)	Size	22.5 mm x 33 mm; 22 mm x 10 mm pockets, no gussets	500		
				1000		
		Stock Art	Cover: 200 gsm cover, white matte coated Press ready PDFs	2000		
		Presswork	4 colour process + aqueous coating. Bleeds. Printer runs trapping.	5000		

		<i>Finishing Proofing</i>		Trim, score, die-cut, fold and glue Loose matchprints on all images. Composed proof and PDF proof. Designer to attend print run.			
					10000		
	Total for Item 5						
Item No.	Item Category	Description/Specifications of Goods		Size	Qty	Unit Price	Total Price
6	4 colour poster (English and Urdu)	<i>Stock</i>	175 gsm, white matte coated	A3	100		
					300		
		<i>Art</i>	Press ready PDFs		500		
					1000		
		<i>Presswork</i>	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		2000		
					5000		
		<i>Finishing Proofing</i>	Trim Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.		10000		
			A2	100			
		300					
		500					
		1000					
		2000					
		5000					
		10000					
		A1	100				
			300				
			500				
			1000				
			2000				
			5000				
			10000				
		A0	100				
			300				
			500				
			1000				
			2000				
			5000				
			10000				
	Total for Item 6						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
7	4 colour bookmark (English and Urdu)	<i>Size</i>	50 mm x 150 mm	2	500		
			<i>Stock</i>		200 gsm cover, white matte coated	1000	
		<i>Art</i>	Press ready PDFs		2000		
		<i>Presswork</i>	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		5000		
		<i>Finishing Proofing</i>	Trim Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.		10000		
	Total for Item 7						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
8	4 colour CD cover (English and Urdu)	<i>Size</i>	125 mm x 248 mm	2	500		
					1000		
		<i>Stock</i>	200 gsm, white matte coated		2000		
			<i>Art</i>		Press ready PDFs	5000	

		<i>Presswork</i>	4 colour process + aqueous coating. Bleeds. Printer runs trapping.		10000		
		<i>Finishing</i>	Trim, score, fold, glue				
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.				
	Total for Item 8						
Item No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price	
9	4 colour standees (English and Urdu)	<i>Size</i>	3' x 6' or 3' x 6' roll-up stand	1			
		<i>Material</i>	10 mm polyfilm	10			
		<i>Art</i>	Press ready PDFs	20			
		<i>Presswork</i>	4 colour. Bleeds. Printer runs trapping.	50			
		<i>Finishing</i>	Delivered with stands				
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.				
	Total for Item 9						
Item No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price	
10	4 colour standees (English and Urdu)	<i>Size</i>	2' x 5' x-standee	1			
		<i>Material</i>	10 mm polyfilm	10			
		<i>Art</i>	Press ready PDFs	20			
		<i>Presswork</i>	4 colour. Bleeds. Printer runs trapping.	50			
		<i>Finishing</i>	Delivered with stands				
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.				
	Total for Item 10						
Item No.	Item Category	Description/Specifications of Goods		Size	Qty	Unit Price	Total Price
11	4 colour banners (English and Urdu)	<i>Material</i>	368 g vinyl	12' x 10'	1		
					5		
		<i>Art</i>	Press ready PDFs		20		
					50		
		<i>Presswork</i>	4 colour. Bleeds. Printer runs trapping.		100		
					500		
		<i>Finishing</i>	Edges stitched and grommets in corners, also along edges on larger sizes	12' x 8'	1		
				5			
		<i>Proofing</i>	Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run.	12' x 8'	20		
					50		
					100		
				8' x 4'	500		
					1		
					5		
					20		
			50				
			100				
			500				
	Total for Item 11						
Item	Item Category	Description/Specifications of Goods		Panels	Qty	Unit	Total

No.					Price	Price
12	Flyer	A4 4 colour process + aqueous coating. Bleeds. Printer runs Loose matchprints on all images. Composed proof and PDF proof for English. PDF proof for Urdu. Designer to attend print run 120 gsm cover, white matte coated	1	100		
				300		
				500		
				1000		
				2000		
				5000		
				10000		
				50000		
	Total for Item 12					
	Grand Total Lot – 1					

Lot -2

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
1	Poster	Size	18x24 inches	1	1000		
		Stock	90 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + one side print		10000		
		Finishing	Offset, Laminated		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 1						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
2	Poster	Size	18x24 inches	2	1000		
		Stock	90 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + two sides print		10000		
		Finishing	Laminated		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 2						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
3	Poster	Size	17.5" (W) x23" (L) inches	1	1000		
		Stock	120 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + one side print		10000		
		Finishing			50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 3						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
4	Brochure	Size	One fold; A4	4	1000		
		Stock	115 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + back to back side printing		10000		
		Finishing	Matt		50000		
		Proofing			100000		
					500000		

					1000000		
	Total for Item 4						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
5	Brochure	Size	two fold; A4	4	1000		
		Stock	90 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + back to back side printing		10000		
		Finishing	Matt		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 5						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
6	Brochure	Size	one fold; A3	4	1000		
		Stock	115 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + back to back side printing		10000		
		Finishing	Matt		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 6						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
7	Brochure	Size	three fold; 9" (w) x 19.5" (L)	4	1000		
		Stock	115 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + back to back side printing		10000		
		Finishing	Matt		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 7						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
8	Poster Sticker	Size	A3	1	1000		
		Stock	120 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + one side printing		10000		
		Finishing	Laminated		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 8						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
9	Poster Sticker	Size	A2	1	1000		
		Stock	120 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour + one side printing		10000		
		Finishing	Laminated		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 9						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price

10	Sticker	Size	A3	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		
		Finishing	Opaque		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 10						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
11	Sticker	Size	A4	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		
		Finishing	Opaque		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 11						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
12	Sticker	Size	A5	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		
		Finishing			50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 12						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
13	Sticker	Size	A3	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		
		Finishing	Opaque with die cutting		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 13						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
14	Sticker	Size	A4	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		
		Finishing	Opaque with die cutting		50000		
		Proofing			100000		
					500000		
					1000000		
	Total for Item 14						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
15	Sticker	Size	A5	1	1000		
		Stock	80 gm		2000		
		Art	Press ready PDFs		5000		
		Presswork	4 colour		10000		

		Finishing Proofing		with die cutting		50000			
						100000			
						500000			
						1000000			
	Total for Item 15								
Item No.	Item Category	Description/Specifications of Goods			Panels	Qty	Unit Price	Total Price	
16	Sticker	Size	A5	1	1000				
		Stock	80 gm		2000				
		Art	Press ready PDFs		5000				
		Presswork	4 colour		10000				
		Finishing	Transparent with die cutting		50000				
		Proofing			100000				
					500000				
					1000000				
	Total for Item 16								
Item No.	Item Category	Description/Specifications of Goods			Panels	Qty	Unit Price	Total Price	
17	Sticker	Size	Round shape 7 inch diameter	1	1000				
		Stock	80 gm		2000				
		Art	Press ready PDFs		5000				
		Presswork	4 colour		10000				
		Finishing	Opaque		50000				
		Proofing			100000				
					500000				
					1000000				
	Total for Item 17								
Item No.	Item Category	Description/Specifications of Goods			Panels	Qty	Unit Price	Total Price	
18	Sticker	Size	Round shape 3 inch diameter	1	1000				
		Stock	80 gm		2000				
		Art	Press ready PDFs		5000				
		Presswork	4 colour		10000				
		Finishing	Opaque		50000				
		Proofing			100000				
					500000				
					1000000				
	Total for Item 18								
Item No.	Item Category	Description/Specifications of Goods			Panels	Qty	Unit Price	Total Price	
19	Sticker	Size	Round shape 3 inch diameter	1	1000				
		Stock	80 gm		2000				
		Art	Press ready PDFs		5000				
		Presswork	4 colour		10000				
		Finishing	Transparent		50000				
		Proofing			100000				
					500000				
					1000000				
	Total for Item 19								
Item No.	Item Category	Description/Specifications of Goods			Panels	Qty	Unit Price	Total Price	
20	Placard	Size	18x24 inches	1	50				
		Stock			100				
		Art	Press ready PDFs		500				
		Presswork	4 colour + Mounted on wooden stick		1000				
		Finishing	Vinyl		5000				
		Proofing			10000				
					25000				
					50000				

	Total for Item 20						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
Lot 21	Placard	Size	1x2 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour		1000		
		Finishing	Vinyl		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 21						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
22	Placard	Size	A5	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour		1000		
		Finishing	Vinyl		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 22						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
23	Banner	Size	5x15 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + wooden sticks on two shorter ends		1000		
		Finishing	Cotton		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 23						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
24	Banner	Size	4x12 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + wooden sticks on two shorter ends		1000		
		Finishing	Cotton		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 24						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
25	Banner	Size	3x9 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + wooden sticks on two shorter ends		1000		
		Finishing	Cotton		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 25						

Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
26	Banner	Size	5x15 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
		Finishing	Panaflex		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 26						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
27	Banner	Size	4x12 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
		Finishing	Panaflex		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 27						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
28	Banner	Size	3x9 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
		Finishing	Panaflex		5000		
		Proofing			10000		
					25000		
					50000		
	Total for Item 28						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
29	Banner	Size	10x3 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
					5000		
		Finishing	Panaflex		10000		
		Proofing			25000		
					50000		
	Total for Item 29						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
30	Banner	Size	10x5 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
					5000		
					10000		
		Finishing	Panaflex		25000		
		Proofing			50000		
	Total for Item 30						
Item	Item Category	Description/Spe		Panels	Qty	Unit	Total

No.		cifications of Goods			Price	Price	
31	Banner	Size	10x18 ft	1	50		
		Stock			100		
		Art	Press ready PDFs		500		
		Presswork	4 colour + ring/eyelet on each corner		1000		
					5000		
					10000		
		Finishing	Panaflex		25000		
		Proofing			50000		
	Total for Item 31						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
32	Streamer	Size	15x35 inches	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + Wooden Sticks in shorter ends with wire/rope to hang				
					5000		
		Finishing	Cotton		10000		
		Proofing			25000		
					50000		
	Total for Item 32						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
33	Streamer	Size	15x35 inches	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + 1 inch metal frame on all 4 sides with bracket to hang				
					5000		
		Finishing	Panaflex		10000		
		Proofing			25000		
					50000		
	Total for Item 33						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
34	Streamer	Size	15x35 inches	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + 1 inch wooden frame with wire/rope to hang				
					5000		
		Finishing	Panaflex		10000		
		Proofing			25000		
					50000		
	Total for Item 34						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
35	Streamer	Size	2x5 ft	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + wooden sticks in shorter ends wire/rope to hang				
					5000		
		Finishing	Cotton		10000		
		Proofing			25000		
					50000		
	Total for Item 35						

	Total for Item 35						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
36	Streamer	Size	2x5 ft	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + 1 inch metal frame on all 4 sides with bracket to hang				
		Finishing	Panaflex		5000		
		Proofing			10000		
					25000		
					50000		
				100000			
	Total for Item 36						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
37	Streamer	Size	2x5 ft	1	100		
		Stock			500		
		Art	Press ready PDFs		1000		
		Presswork	4 colour + 1 inch wooden frame with wire/rope to hang				
		Finishing	Panaflex		5000		
		Proofing			10000		
					25000		
					50000		
				100000			
	Total for Item 37						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
38	Streamer	Streamers, 3 x 5 feet		1	100		
		Panafelx with metal bars and strings/ropes; four colour printing			500		
					1000		
					5000		
					10000		
					25000		
					50000		
					100000		
	Total for Item 38						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
39	Standeers	X- Standees, 5 x 2 feet		1	100		
		Panafelx with four colour printing with X stand			500		
					1000		
					5000		
					10000		
					25000		
					50000		
					100000		
	Total for Item 39						
		Grand Total Lot – 2					

Lot -3

Item No.	Item Category	Description/Specifications of Goods	Panels	Qty	Unit Price	Total Price
1	Handbook	<i>Size</i> A4 horizontal		300 (16 no. of pages incl cover)		
		<i>Stock</i> 80 gm cover		300 (24 no. of pages incl		

		<i>Art</i>	Press ready PDFs		cover)		
		<i>Presswork</i>	4 colour process + back to back printing; with two inserts of illustrated foldable charts sized 15x10.		1000 (16 no. of pages incl cover)		
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		1000 (24 no. of pages incl cover)		
		<i>Proofing</i>			20000 (16 no. of pages incl cover)		
					20000 (24 no. of pages incl cover)		
	Total for Item 1						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
2	Handbook	<i>Size</i>	A4 horizontal		300 (16 no. of pages incl cover)		
		<i>Stock</i>	80 gm cover		300 (24 no. of pages incl cover)		
		<i>Art</i>	Press ready PDFs		1000 (16 no. of pages incl cover)		
		<i>Presswork</i>	4 colour process + back to back printing		1000 (24 no. of pages incl cover)		
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		20000 (16 no. of pages incl cover)		
		<i>Proofing</i>			20000 (24 no. of pages incl cover)		
	Total for Item 2						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
3	Handbook	<i>Size</i>	A4 horizontal		1000 (90 no. of pages)		
		<i>Stock</i>	80 gm cover		5000 (90 no. of pages)		
		<i>Art</i>	Press ready PDFs		10000 (90 no. of pages)		
		<i>Presswork</i>	4 colour process + back to back printing		50000 (90 no. of pages)		
		<i>Finishing</i>	Matt finish. Binding: simple book binding with glue and staple.		100000 (90 no. of pages)		
		<i>Proofing</i>			250000 (90 no. of pages)		
	Total for Item 3						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
4	Handbook – A4	<i>Size</i>	A4 horizontal		100 (90 no. of pages)		
		<i>Stock</i>	80 gm cover,		500 (90 no. of pages)		
		<i>Art</i>	Press ready PDFs		1000 (90 no. of pages)		
		<i>Presswork</i>	4 colour process + back to back printing		2000 (90 no. of pages)		

		Finishing	Matt finish. Binding: Spiral binding		5000 (90 no. of pages)		
		Proofing			10000 (90 no. of pages)		
	Total for Item 4						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
5	Handbook – A5	Size	A4 horizontal		1000 (48 no. of pages)		
		Stock	80 gm cover,		5000 (48 no. of pages)		
		Art	Press ready PDFs		10000 (48 no. of pages)		
		Presswork	4 colour process + back to back printing		50000 (48 no. of pages)		
		Finishing	Bond finish . Binding: simple book binding with glue and staple.		100000 (48 no. of pages)		
		Proofing			250000 (48 no. of pages)		
		Total for Item 5					
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
6	Manual – A4	Size	A4 horizontal		1000 (48 no. of pages)		
		Stock	80 gm cover, matt		5000 (48 no. of pages)		
		Art	Press ready PDFs		10000 (48 no. of pages)		
		Presswork	4 colour process + back to back printing		50000 (48 no. of pages)		
		Finishing	Matt finish. Binding: simple book binding with glue and staple.		100000 (48 no. of pages)		
		Proofing			250000 (48 no. of pages)		
		Total for Item 6					
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
7	Flip Charts Pads	Size	27x34 Inches	No of pages ?	5		
		Stock	90 gm cover,		10		
		Art	Press ready PDFs		20		
		Presswork	4 colour process + one side print		500		
		Finishing	Matt				
		Proofing					
		Total for Item 7					
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
8	Flip Charts Pads	Size	27x34 Inches	No of pages ?	5		
		Stock	90 gm cover		10		
		Art	Press ready PDFs		20		
		Presswork	4 colour process + one side print		500		
		Finishing	Laminated				

		Proofing					
	Total for Item 8						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
9	Flip Charts Pads	Size	27x34 Inches	No of pages ?	5		
		Stock	90 gm cover		10		
		Art	Press ready PDFs		20		
		Presswork	Black and White + one side print		500		
		Finishing	Matt				
		Proofing					
	Total for Item 9						
Item No.	Item Category	Description/Specifications of Goods		Panels	Qty	Unit Price	Total Price
Lot 10	Flip Charts Pads	Size	27x34 Inches	No of pages ?	5		
		Stock	90 gm cover		10		
		Art	Press ready PDFs		20		
		Presswork	Black and White + one side print		500		
		Finishing	Laminated				
		Proofing					
	Total for Item 10						

Lot-4

S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
1	CAP	100% Cotton baseball cap, standard size, green colour, 4 colour printed image 3x5 inches approx, adjustable velcro strap closure at back		500		
				1000		
				2000		
				3000		
				5000		
				10000		
				50000		
				100000		
		Total for Item 1				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
2	Pens	Plastic ballpoint, blue ink cartridge, clip on end, retractable (push-click), approx. 2x0.75 inch [White pen with Green writing OR Green Pen with White writing-will be confirmed later]		1000		
				2000		
				3000		
				4000		
				5000		
				6000		
				10000		
		Total for Item 2				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
3	BADGES	Round, Plastic Base with safety pin; 2 inches’ diameter Printing required: 4 colour		10000		
				20000		
				30000		
				40000		
				50000		
		Total for Item 3				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit	Total Price

					Price	
4	Paper Cups	Size: Circumference top 7.5cm, bottom 4.5 cm, height 9 cm, coated board paper 260 gm, 4 colors printing Material: Silicon coated Message debossed and color filled		10000		
				20000		
				30000		
				40000		
				50000		
		Total for Item 4				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
5	Wrist Bands	Size: 0.5 inches (width) & 7 inches (circumference) Material: Rubber Message debossed and color filled		10000		
				20000		
				30000		
				40000		
				50000		
		Total for Item 5				
S.No.	Item Category	Description/Specifications of Goods	Size	Qty	Unit Price	Total Price
6	T- Shirts	100% cotton, without collar, round neck, half sleeves and with UN Logo, Gov logo on front and message printed on the shirt Color: White/blue	M, L and XL	100		
				500		
				1000		
				5000		
				10000		
		100% cotton, without collar, round neck, half sleeves and with UN Logo only Color: White/blue	M, L and XL	100		
				500		
				1000		
				5000		
				10000		
		Total for Item 6				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
7	Card Strips	ID card Jacket: Transparent and Size: 80 (W) x 123 (L) mm Ribbon: ---- Color, Size: 15 (W) x 1016 (L) mm Good quality ribbon with single colour printing		500		
				1000		
				2000		
				5000		
				10000		
		Total for Item 7				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
8	Key chain	Custom shaped upto 4sq. inches, 4 color image /message between 2 cyclic layers, approx.. 0.25 inches thick		500		
				1000		
				2000		
				5000		
				10000		
		Total for Item 8				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
9	Memo Note pads	Title page: 4 color 150gm matt finish, 8.5x5.5 inches. Inner page 8.5x5.5 inches, 21 lined sheets, 4 color print, 80 gm offset finish, 50 No. of sheets. Spiral binding book form		500		
				1000		
				3000		
				5000		
				10000		
		Total for Item 9				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
10	Envelops	A3 size(32.5 x 45 cm), self-adhesive envelop, white paper,		1000		

		100 gram matt paper		3000		
				5000		
				10000		
		A4 size (24.5 x 32.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000		
				3000		
				5000		
				10000		
		A4 size (16.5cm X 23.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000		
				3000		
				5000		
				10000		
		Letter Size(11.5 X 23.5 cm), self-adhesive envelop, white paper, 100 gram matt paper		1000		
				3000		
				5000		
				10000		
		Total for Item 10				
S.No.	Item Category	Description/Specifications of Goods		Qty	Unit Price	Total Price
11	Sling Bags	Cloth specifications and size, 100 % natural 80z Cotton, Standard Size, Printing specification and Size: A4, Colour printing, both side printing, Velcro looking		1000		
				3000		
				5000		
				10000		
		Total for Item 11				

Section 9: FORM FOR BID SECURITY

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS *[name and address of Contractor]* (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated *Click here to enter a date.* , to deliver goods and execute related services for *[indicate ITB title]* (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bid;
- c) Fails to comply with UNDP’s variation of requirement, as per ITB Section F.3; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until 30 days after the date of validity of the bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address

Section 10: Contract



**[PLEASE ATTACH HERETO THE .PDF VERSION OF THE CONTRACT THAT WILL BE USED AND THE
GENERAL TERMS AND CONDITIONS]**