



**CALL FOR EXPRESSIONS OF INTEREST
AND PREQUALIFICATION EXERCISE
(Provision of security printing and cards production)**

The Procurement Services Unit of the United Nations Development Programme (UNDP) hereby invites interested suppliers to submit their expression of interest (applying for prequalification) in relation to upcoming tender (Invitation to Bid) aimed at establishing Long Term Agreements (LTAs) for provision of security printing and cards production.

| | |
|--------------|----------------------|
| Case Ref. | 500183 |
| Issue date | 12 April 2017 |
| Closing date | 17 May 2017 |

A) Background

UNDP in partnership with Beneficiary Countries and Implementing partners regularly assists and implements development projects worldwide. UNDP Procurement Services Unit (UNDP/PSU) supports UNDP Country Offices in procurement processes for a variety of goods and services in relation to Projects being implemented.

Considering the nature of certain Projects, such as electoral-related processes and the complexity of security printing procurement involving large quantities, reduced timelines, and late changes, LTAs have been an instrument used by UNDP/PSU during the last years, which has proven a highly effective procurement methodology to serve the needs of the Organization and Beneficiaries.

In this sense, as the current LTAs for security printing are expiring later in this year 2017, UNDP/PSU aims at establishing new LTAs in a similar set up, involving high capacity and highly experienced Printers for the provision of security printing services and cards production.

B) General instructions

UNDP PSU hence invites hereby qualified and reputable suppliers to submit their applications expressing interest and providing documentation in order to be prequalified (shortlisted) to participate in subsequent ITB intended.

Suppliers may express their interest for single LOTS or both LOTS, listed below as scope of this Prequalification and intended ITB, in which they have capacity and experience meeting the requirements. In the upcoming ITB process, only qualified suppliers from this exercise will be invited to bid, and will be evaluated for each LOT individually. UNDP PSU aims at establishing multiple non-exclusive LTAs for each of the LOTS.

The eventual LTAs are intended to include secondary bidding mechanism, meaning that Requests for Quotations will usually be issued to the relevant LTA holders (within individual LOTS), in order to select and award contracts for the individual projects based on it. The contracts will be awarded to the LTA holder/s offering best value for money, generally being the lowest priced technically compliant offers. Additional details will be provided at the ITB stage.

Please note this is not a solicitation of commercial offers. No price offers are required at this stage. This is a prequalification (shortlisting) exercise in relation to an upcoming tender process (ITB).

UNDP PSU reserves the right to change or cancel the requirement at any time during the EOI/Prequalification and/or

subsequent ITB process without any liabilities. UNDP also reserves the right to require compliance with additional qualification requirements at ITB stage.

Submitting a reply to a Call for the EOI/Prequalification does not automatically guarantee receipt of the solicitation documents (ITB) when issued.

Submissions which are incomplete may not be considered.

C) Scope of Security Printing and Cards Production

This Prequalification (shortlisting) exercise and the intended ITB process relate to the provision of goods and services which essentially include printing of various electoral/security documents, production and personalization of cards -with and without chip, including relevant data management-, inclusion of security features, binding, finishing, sorting, labelling, packing, palletizing and shipping to destinations.

Specifically, LOTS include:

| | |
|--------------|--|
| Lot 1 | <ul style="list-style-type: none">○ Ballot papers○ Envelopes (tamper evident paper and plastic envelopes as well as standard paper envelopes)○ Forms, various types including OMR, NCR and standard forms○ Other related printing items such as voter's lists, booklets, manuals, posters, etc.○ Paper cards (ID, voter, etc. with or without lamination) |
| Lot 2 | <ul style="list-style-type: none">○ Plastic ID cards with chip (smartcards), with or without personalisation○ Related software/applets within the chip or separate.○ Plastic ID cards without chip, with or without personalisation.○ Other related documents, forms, card lists/voters lists, or items as card holders. |

Please note the detailed specifications and requirements will be transmitted at the stage of the subsequent ITB.

D) Deadline of applications

Applications to this Call for EOI/Prequalification must be received no later than Close of Business on **17 May 2017**, at the email addresses listed further below.

E) Prequalification criteria

1. Eligibility to do business with UNDP

- The supplier should comply with corresponding eligibility criteria, including not being listed in the UN SC 1267/1989 List of entities associated with Al-Qaida, or any other UN ineligibility list.

2. Relevant profile, capacities and experience

- The supplier should demonstrate possessing the right profile, sufficient capacities (organisation, assets, personnel, know-how, tools & systems, production facilities, etc.) and adequate experience in provision of security printing services at international level as relevant to the scope of the intended ITB.

3. Quality and Information Security procedures and certifications:

- The Printer applying for Pre-Qualification and any subcontractor must demonstrate to have an active and adequate internal control systems, quality assurance system and Information Security Management system implemented (internal policies to be provided), corresponding to the scope of supply of this Pre-Qualification Exercise, and be certified according to Internationally recognized quality standards, such as ISO and/or equivalents.

4. Environmental management

- The supplier applying for Pre-Qualification and any subcontractor should prove adherence to environmental sustainable practices and standards, employing recognized environmental management systems (i.e. ISO EMS 14000 certification or equivalent) and possess relevant environmental licenses/permits.

5. Financial soundness

- The supplier should possess sound financial standing/capacity in order to undertake high profile/value projects and healthy debt composition.

6. Litigation

- The supplier should not have a history of substantial/numerous litigation (arbitration, claims, bankruptcy) that demonstrates unreliability, or pending ones that could impair supply performance in future projects. UNDP reserves the right not to shortlist any supplier with a consistent history of litigation.

F) Content of the application for prequalification

Interested suppliers are requested to submit the following information, documents and evidences as a part of their application proving compliance with the qualification criteria above. Fully completed forms and duly authorized submissions are requested. Please note that submissions which are incomplete may not be considered.

Please refer and fill in as requested both Annex A and Annex B, which detail the information requested, in addition to all supporting documentation as outlined in there. The main aspects required in your submission refer to:

1. SUPPLIER's INTEREST

2. SUPPLIER's ELIGIBILITY

3. COMPANY REGISTRATION AND GENERAL INFORMATION – Copies of documents must prove the valid legal status of the company.

4. COMPANY PROFILE AND CAPACITIES proving the adequate profile and capacities as a large specialized security printer, with production resources and -if any- solid partnership agreement/s with partners/sub-suppliers as relevant.

On possible Partners: In case that for a limited part of the scope outlined above the Printer applying for pre-qualification intends to partner with another Printer specialized in such category, all relevant qualification/capacity information must be included for such Partner/s in the application, including:

- Brief profile of the partner company;
- Relevant past experience for the product categories which will be covered by the partner, as per point # 5 below;
- Annex B – list of machineries, relevant to the product categories which will be covered by the partner.

The intended organizational set up must be solid in this sense and clearly not involve increased risks:

- Therefore, preferably only one or maximum two product categories within a LOT may be covered by a Partner.
- In addition, involvement of several partners in the production/supply chain causing excessive fragmentation may not be either considered a solid setup.

In any case, the submitting printer should be the main bidder and must demonstrate capacity and experience/knowledge on the vast majority of items/services requested under each LOT.

If the submitting Printer is eventually shortlisted and invited for the subsequent Invitation to Bid, a formal partnering agreement must be submitted at that stage, if not available/provided at this stage yet.

For clarity, basic materials such as plain envelopes or plain plastic cards are considered simply as production inputs components/raw materials, not necessarily to be considered needing a partnership set up as per above observation.

5. PAST INTERNATIONAL EXPERIENCE and ORDERS

The Supplier applying for Pre-qualification must demonstrate its own past capacity and international experience relevant to each of the categories listed by providing copies of Purchase Orders awarded and satisfactorily served by them during the last three (3) years, as below:

For LOT 1:

- Ballot papers: at least 3 purchase orders, 1 of them of a minimum value of USD 750,000.
- Envelopes: at least 2 purchase orders, 1 of them being tamper-evident envelopes, and 1 of them of a minimum value of USD 75,000.
- Forms: at least 3 purchase orders with at least 1 being for OMR, 1 or NCR forms, and 1 of them of minimum value of USD 200,000.

For LOT 2:

- Plastic cards: at least 3 purchase orders with at least 1 being for cards with personalized chip and 1 of them of minimum value of USD 2,000,000.

- 6. QUALITY PROCEDURES and CERTIFICATION** providing details, certificates i.e. ISO or equivalent, and evidences on the quality and information security management procedures and systems employed by your company and subcontractors (partners).
- 7. ENVIRONMENTAL MANAGEMENT** providing details, certificates i.e. ISO or equivalent, and evidences on environmental management procedures and systems employed by your company/subcontractors (partners) and relevant environmental licenses/permits possessed.
- 8. COMPANY FINANCIAL SOUNDNESS** adequate to undertake high profile/value projects providing the following information and evidences:
- external credit rating report (such as D&B, etc.) proving sound financial standing OR letter from a recognized commercial bank certifying sufficient credit availability for high value projects.
 - company's audited financial statements for the last three years 2014, 2015 and 2016 (consolidated Balance Sheet, Profit & Loss, and Cash Flow Statements), proving financial capacity and soundness for high value contracts/projects.
- 9. LITIGATION AND ARBITRATION HISTORY** detailing any cases for the last 5 years.
- 10. COMPLETE CONTACT DETAILS** of the person/s to whom the bidding documents and further correspondence must be sent, including name, position, email address/es and phone numbers.

Interested suppliers should forward their expressions of interest and complete applications including supporting documents and evidences by email (max. 4.5 MB per message) to the following addresses:

Ms. Maria Stevnsborg: maria.stevnsborg@undp.org
Ms. Repunraporn Soudsong: repunraporn.soudsong@undp.org
Mr. Yuriy Silayev: yuriy.silayev@undp.org
Mr. Victor Margall: victor.margall@undp.org

or in hard-copy format including USB with electronic version of all application files to the address:

United Nations Development Programme, Procurement Services Unit
Att: Yuriy Silayev
Marmorvej 51, DK-2100 Copenhagen, Denmark

Please clearly mark your application with the following reference:
Case:500183/EOI-Prequalification/Security Printing/[Supplier Name]

Please forward any questions you may have to the above focal points.

Annex A to Call for EOI/Prequalification (case ref. 500183)

SUPPLIER QUESTIONNAIRE

(Please submit both signed/scanned and editable formats (use the attached excel file))

1. Expression of interest/application for prequalification

Do you express your interest in provision of security printing services (LOTs) and being pre-qualified for upcoming Invitation to Bid aimed at establishing LTAs for provision of security printing services?

Lot 1

Yes/No?

Lot 2

Yes/No?

2. ELIGIBILITY to do business with UNDP

Do you certify that your company is not included in the following ineligibility lists to the best of your knowledge?

The UN Security Council Resolutions 1267/1989 list (individuals, groups, undertakings and other entities associated with Al-Qaida – http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

Yes/No?

The UN Procurement Division list or suspended/removed/ineligible vendors

Yes/No?

Any other ineligibility list maintained by the UN System Organisations

Yes/No?

UN Supplier Code of Conduct

Do you confirm that your company will adhere to the principles and standards set forth in the UN Supplier Code of Conduct which apply to all suppliers with whom the UN does business including the supplier's employees, parent, subsidiary or affiliate entities, and subcontractors?

Yes/No?

Please refer to the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/qualifications/>

3. COMPANY GENERAL INFORMATION

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- Business registration documents
- Supplier's Organizational Schema

Please list corresponding file names

Company legal registration name

Year of registration

Main office address

Location of printing premises

Contact details for correspondence with your company on this case (name, title, telephone, email)

Organizational Structure:

- Parent company (if applicable)
- Subsidiaries (if applicable)

4. COMPANY PROFILE and CAPACITIES

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- Company profile (core areas of business, products and services, number of years in business, assets, know-how, trained personnel, tools & systems) relevant to provision of security printing services
- Turnover documentation (referring to sales relevant to this Call for EOIs scope)
- List of production facilities and details of equipment/machinery

Please list corresponding file names

Number of full time, part-time and temporary employees (please distinguish clearly)

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Company TOTAL SALES relevant to the scope of this exercise (annually), in US\$

LOT 1

2014

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2015

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2016

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LOT 2

2014

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2015

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2016

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AREAS OF EXPERTISE (specify for each NUMBER OF YEARS IN BUSINESS and RECENT YEARLY VOLUME)

LOT 1

Ballot papers

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Envelopes (tamper evident, plastic, and standard envelopes)

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Forms (OMR, NCR and standard forms)

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Other related printing items (voter lists, booklets, posters, etc.)

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Paper cards (ID, voter, etc. with or without lamination)

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LOT 2

Plastic cards with chip (smartcards), with or without personalisation

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Related software/applets within the chip or separate

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Plastic cards without chip

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Other related documents, forms, card lists/voters lists, or items as card holders

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CAPACITIES

LOT 1

List all security features that can be produced/printed

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Location of own Printing premises

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Size of printing premises in sqm

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Size of warehouse facilities in sqm

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PRESSES AND EQUIPMENT – here only please provide an indicative summary on machinery in each category. Detailed list must be provided separately in Annex B

Prepress equipment

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Printing equipment

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Finishing equipment

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Other equipment (die cutting, stamping, embossing, fulfilment, etc)

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Packing and Palletizing equipment

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LOT 2

List all card printing/personalisation capabilities your company can provide, listing:

I. Printing technologies

II. Security features

III. Card plastic materials your company can work with

IV. Prepress and artwork design technologies available

Location of own Printing premises

Size of printing premises in sqm

Size of warehouse facilities in sqm

PRESSES AND EQUIPMENT - – here only please provide an indicative summary on machinery in each category. **Detailed list must be provided separately in Annex B**

Prepress equipment

Printers

Collating

Lamination

Punching

Chip embedding

Personalization

Other finishing aspects, Packing and Palletizing equipment

5. COMPANY PAST INTERNATIONAL EXPERIENCE and ORDERS

Have you submitted SUPPORTING DOCUMENTATION REQUESTED - information and copies of relevant pages of the purchase orders, showing?

o Country and client (including updated contact details for references);

o The type of items and main technical features (size, security features, etc.).

o Total contract amount.

o Delivery timelines both to FCA delivery and delivery at destination (indicate Incoterm), in cases where the Bidder did so.

Note: if printer cannot disclose full copies of the Purchase orders, it must be fully justified and still selected pages of the contract are required proving at least that the referred contract was awarded to the submitting Printer or Partner, incl. information as quantities, items and dates; Also, alternative documentation must be provided including:

o Certificate of completion of contract, or references from clients;

o Updated Client contact details: name, position, telephone number, email address, etc.

LOT 1

5.1 BALLOT PAPER Purchase Orders

Purchase Order 1 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Please list corresponding file names

Delivery time to final destination in calendar days (if applicable)
Description of main features, total quantities (for main items), etc.

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Purchase Order 2 - Main description

PO date
Country of destination
Client name and contact details
Total Contract value converted in USD with current exchange rate
Delivery INCOTERMS
FCA Delivery time in calendar days
Delivery time to final destination in calendar days (if applicable)
Description of main features, total quantities (for main items), etc.

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Purchase Order 3 - Main description

PO date
Country of destination
Client name and contact details
Total Contract value converted in USD with current exchange rate
Delivery INCOTERMS
FCA Delivery time in calendar days
Delivery time to final destination in calendar days (if applicable)
Description of main features, total quantities (for main items), etc.

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5.2 ENVELOPES Purchase Orders

Purchase Order 1 - Main description

PO date
Country of destination
Client name and contact details
Total Contract value converted in USD with current exchange rate
Delivery INCOTERMS
FCA Delivery time in calendar days
Delivery time to final destination in calendar days (if applicable)
Description of main features, total quantities (for main items), etc.

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Purchase Order 2 - Main description

PO date
Country of destination
Client name and contact details
Total Contract value converted in USD with current exchange rate
Delivery INCOTERMS
FCA Delivery time in calendar days
Delivery time to final destination in calendar days (if applicable)
Description of main features, total quantities (for main items), etc.

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5.3 FORMS Purchase Orders

Purchase Order 1 - Main description

PO date
Country of destination
Client name and contact details
Total Contract value converted in USD with current exchange rate
Delivery INCOTERMS
FCA Delivery time in calendar days
Delivery time to final destination in calendar days (if applicable)

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Description of main features, total quantities (for main items), etc.

Purchase Order 2 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Delivery time to final destination in calendar days (if applicable)

Description of main features, total quantities (for main items), etc.

Purchase Order 3 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Delivery time to final destination in calendar days (if applicable)

Description of main features, total quantities (for main items), etc.

LOT 2

5.4 PLASTIC CARDS with chip (smartcards) Purchase Orders

Purchase Order 1 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Delivery time to final destination in calendar days (if applicable)

Description of main features, total quantities (for main items), etc.

Purchase Order 2 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Delivery time to final destination in calendar days (if applicable)

Description of main features, total quantities (for main items), etc.

Purchase Order 3 - Main description

PO date

Country of destination

Client name and contact details

Total Contract value converted in USD with current exchange rate

Delivery INCOTERMS

FCA Delivery time in calendar days

Delivery time to final destination in calendar days (if applicable)

Description of main features, total quantities (for main items), etc.

6. QUALITY and INFORMATION SECURITY PROCEDURES and CERTIFICATION

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- Certificates ISO or equivalent
- Details/documents on the quality and information management procedures and systems employed by your company and subcontractors (partners)

ISO 9001 Quality Management System, or equivalent

ISO/IEC 27001 Information Security Management, or equivalent

ISO 14298 Management of Security Printing Processes, or equivalent

Internal quality control standards and procedures document

Security procedures implemented for printing premises, printing outputs/products, and handing of data/information

Please list corresponding file names

7. ENVIRONMENTAL MANAGEMENT

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- Certificates ISO or equivalent
- Details/documents on the environmental management procedures and systems employed by your company and subcontractors (partners)
- Licences/permits possessed
- Evidences of your Company's (partner's) adherence to recognized environmental sustainable practices

ISO 14001 Environmental Management System, or equivalent

Environmental licenses/permits issued by appropriate national authorities

Internal company environmental policy and procedures

Experience and evidences of the supplier's adherence to environmental sustainable practices

Please list corresponding file names

8. FINANCIAL SOUNDNESS

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- An external credit rating (such as D&B, etc.) OR
- Letter certifying credit availability?

Name of the institution/bank issuing the report/letter

Date issued

Rating or credit availability

Please list corresponding file names

Have you submitted SUPPORTING DOCUMENTATION REQUESTED?

- Your company's audited financial statements for the last three years (consolidated Balance Sheet, Profit & Loss, and Cash Flow Statements) demonstrating financial soundness of the company and ensuring capacity to undertake high profile/value projects

fiscal year - 2014

Annual turnover

Account receivables and other marketable securities

Liabilities

Quick Ratio

fiscal year - 2015

Annual turnover

Account receivables and other marketable securities

Liabilities

Please list corresponding file names

Quick Ratio

fiscal year - 2016

Annual turnover

Account receivables and other marketable securities

Liabilities

Quick Ratio

11. LITIGATION history

Has your company been involved in any serious litigation (arbitration, claims, bankruptcy) or any legal action that could impair supply performance as a going concern within last 5 years? If yes, provide relevant details.

COMMITTEMENT

I, the undersigned, duly authorized to represent [Name of the Company], hereby certify that the information provided above and the statements made above including supporting documents furnished are correct and true.

Name of the Company:

Name of the Official Representative:

Functional Title:

Authorized signature:

Date:

Annex B to Call for EOI/Prequalification (case ref. 500183)

SUPPLIER LIST OF MACHINERY and EQUIPMENT

(Please submit both signed/scanned and editable formats (use the attached excel file))

LOT 1

Supplier is requested to list own production facilities from which requirements under an eventual LTA would be served. For each location **(if more than one)** Printers applying to pre-qualify are requested to detail existing printing equipment/machinery stating for each hourly production capacity, covering:

- o Location, size details in m2, staff
- o Different security features print capabilities
- o Prepress equipment
- o Printing equipment
- o Finishing equipment
- o Other equipment, i.e. die cutting, stamping, embossing, fulfilment
- o Packing and Palletizing equipment

The Printer must demonstrate with the above that they possess sufficient resources and facilities on its own (its property) to cover the totality or most product categories outlined, in large volumes/short timelines.

| Facility details (location, size details in m2, staff) | Different security features print capabilities available | Machinery category | Machinery description | Capacity in: number of colours; number of printed sheets per hour/day; etc. as applicable | Total production capacity for 8 hour shift | Comments |
|--|--|--|--------------------------|---|---|----------|
| Facility 1 | Detailed description of features | Prepress | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |
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| | | Printing | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |
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| | | Finishing Equipment - stitching, binding etc. | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |
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| | | Other equipment | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |
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| | | Packing and Palletizing Equipment | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |
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LOT 2

List of own production facilities from which requirements under an eventual LTA would be served. For each location (if more than one) Suppliers applying to pre-qualify are requested to detail existing equipment/machinery to print and personalize plastic cards, stating for each hourly production capacity, covering:

o Location, size details in m2, staff

o Card printing/personalization capabilities including:

I. Printing technologies

II. Security features

III. Card plastic materials your company can work with

IV. Prepress and artwork design technologies available

o Prepress equipment

o Printers

o Collating

o Lamination

o Punching

o Chip embedding

o Personalization

o Other finishing aspects, Packing and Palletizing equipment

The Printer must demonstrate with the above that they possess sufficient resources and facilities on its own (its property) to cover the totality or most product categories outlined, in large volumes/short timelines.

| Facility details (location, size details in m2, staff) | Card printing/ personalization capabilities available | Machinery category | Machinery description | Capacity in: number of colours; number of printed sheets per hour/day; etc. as applicable | Total production capacity for 8 hour shift | Comments |
|--|---|-----------------------|--------------------------|---|---|----------|
| Facility 1 | Detailed description of capabilities incl: I. Printing technologies | Prepress | Machine 1..... | | | |
| | | | Machine 2..... | | | |
| | | | Etc | | | |

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|---|---|----------------|--|--|--|
| II. Security features III. Card plastic materials your company can work with IV. Prepress and artwork design technologies available | | | | | |
| | Printers | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | Collating | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | | | | | |
| | Lamination | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | Punching | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | Chip embedding | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | Personalizati on | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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| | Other finishing aspects, Packing and Palletizing equipment | Machine 1..... | | | |
| | | Machine 2..... | | | |
| | | Etc | | | |
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COMMITTEMENT

I, the undersigned, duly authorized to represent [\[Name of the Company\]](#), hereby certify that the information provided above and the statements made above including supporting documents furnished are correct and true.

Name of the Company:

Name of the Official Representative:

Functional Title:

Authorized signature:

Date: