

# **REQUEST FOR PROPOSAL**

**Provision of printing services to the UN Agencies**

**RFP № 107 / 2018  
Belarus**



**United Nations Development Programme  
February 2018**

## **Section 1. Letter of Invitation**

*Minsk*  
*22 February, 2018*

**Subject: RFP 107/2018**

**Tender for selection printing companies to provide printing services to UN agencies on long term basis**

Dear Sirs or Madams,

The United Nations Development Programme (UNDP), representing the interests of the UN Agencies in the Republic of Belarus (UNHCR, UNICEF, WHO, UNFPA, UNAIDS, UN DPI, IOM) hereby requests the companies, interested in cooperation within the declared subject, are invited to submit their Proposals to this Request for Proposal (RFP).

RFP is a part of the tender procedure to be resulted in conclusion of long-term agreements.

Long-term agreements will be signed for the period of 1 year with possibility of extension for up to 3 years in case of successful implementation of the contractual responsibilities by the Bidder.

This RFP includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Proposers (including Data Sheet)

Section 3 – Terms of Reference

Section 4 – Proposal Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer

Section 6 – Technical Proposal Form

Section 7 – Financial Proposal Form

Section 8 – Contract for Professional Services, including General Terms and Conditions

Section 9 – Check List of documents included into the RFP submission documentation

Annex 1 – Price Schedule for Digital Printing

Annex 2 – Price Schedule for Offset Printing

Your offer, including Technical and Financial Proposal, packed in two separate sealed envelopes, should be prepared in accordance with Section 2 and delivered to the address mentioned below no later than 5 pm local time, on 14 March, 2018.

Offers for separate Lots are allowed.

**United Nations Development Programme**

220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor

Secretary

+375 17 226 03 40 (fax), 327-48-76 (phone)

e-mail: [tenders.by@undp.org](mailto:tenders.by@undp.org)

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

*Yours sincerely,*

*Tatiana Bykhankova,  
Operations Manager  
UNDP in Belarus*

## Section 2: Instruction to Proposers

### Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the Proposer; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other Proposers.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the

deadline for the submission of Proposals.

n) “*Terms of Reference*” (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

## A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
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/transparencypdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
  - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; 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, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have 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 services under this RFP; and
  - 6.2 All other circumstances 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 proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers 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 RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers 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 PROPOSAL**

### **9. Sections of Proposal**

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

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

### **10. Clarification of Proposal**

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal 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 Proposers who have provided confirmation of their intention to submit a Proposal.

- 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 Proposals, unless UNDP deems that such an extension is justified and necessary.

## **11. Amendment of Proposals**

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

## **C. PREPARATION OF PROPOSALS**

### **12. Cost**

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal 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 Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer 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 Proposal, 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. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of

this RFP.

## 15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal 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 RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires 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 proposers are therefore required to submit the following in their proposals:

- 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; and
  - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 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 proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. 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 consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer 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 Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal 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 Proposer fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

## 16. Financial Proposals

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

## 17. Currencies

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

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP 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.

Proposals submitted by two (2) or more Proposers shall all be rejected 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 RFP; 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 Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) and expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

#### **18. Documents Establishing the Eligibility and Qualifications of the Proposer**

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

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

#### **19. Joint Venture, Consortium or Association**

If the Proposer 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 Proposal, they shall confirm in their Proposal 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 Proposal; 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 the member entities comprising the joint venture.

After the Proposal 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 proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another

Proposal.

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 RFP, both in the Proposal and 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 RFP, 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 RFP.

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

## 20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals 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 proposal.

## 21. Validity Period

Proposals 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 Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

## 22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. **Non-attendance, however, shall not result in disqualification of an interested Proposer.** Minutes of the proposer'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 RFP 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 RFP.

## D. SUBMISSION AND OPENING OF PROPOSALS

### 23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL RFP 988/2012” or “FINANCIAL PROPOSAL/RFP 988/2012”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer 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 Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes 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 Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer 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 Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 8.

### 24. Deadline for Submission of Proposals and Late Proposals

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

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

## **25. Withdrawal, Substitution, and Modification of Proposals**

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, 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 Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

## **26. Proposal Opening**

UNDP will open the Proposals 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 proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' 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 Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

## **27. Confidentiality**

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

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of

the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

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

## **E. EVALUATION OF PROPOSALS**

### **28. Preliminary Examination of Proposals**

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer 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 Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

### **29. Evaluation of Proposals**

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

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the

Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\begin{aligned} & (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) \\ & + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%}) \\ & \hline & \text{Total Combined and Final Rating of the Proposal} \end{aligned}$$

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. 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 information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP 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 Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities 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 Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal 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 Proposals, in accordance with RFP Clause 32.

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

### **31. Responsiveness of Proposal**

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

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

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

### **32. Nonconformities, Reparable Errors and Omissions**

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

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

Provided that the Proposal 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.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.



## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers 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/protestandsanctions.html> for details)

### **34. Award Criteria**

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 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 services and/or goods, 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 Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

### **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 Proposer 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 Proposer 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 proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer 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 Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

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

## Instructions to Proposers

### DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	UNDP, UNHCR, UNICEF, WHO, UNFPA, UNAIDS, UN DPI, IOM
2		Title of Services/Work:	Printing services
3		Country / Region of Work Location:	Belarus
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Russian
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Allowed This RFP covers two lots required by the UN agencies: Lot #1. Digital printing products; Lot #2. Offset printing products. The Proposers may apply for both lots as well as for an individual lot out of two.  <input type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered  <input type="checkbox"/> Shall be considered. A proposer may submit an alternative proposal, but only if it also submits a proposal that meets the base case. UNDP shall only consider the alternative proposals offered by the Proposer whose proposal for the base case was determined to be the proposal with the highest evaluated score.
7	C.22	A pre-proposal conference will be held on:	As an alternative to a conference, in case any clarification regarding the documents and information requested is needed, the

			<p>proposers are suggested to forward their requests directly to the UNDP focal person, arranging this tender procedure (in accordance with the period mentioned in DS B.10.1):</p> <p>Dmitry Shvedov, UNDP Procurement unit +375 44 418 16 89 E-mail: dmitry.shvedov@one.un.org</p>
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	Not Required
10	B.9.5	Acceptable forms of Proposal Security	Not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not applicable
12		Advanced Payment upon signing of contract	Not allowed
13		Liquidated Damages	<p>Will be imposed under the following conditions:</p> <p>Percentage of order price per day of delay: 0.5%</p> <p>Max. no. of days of delay: 30 days after which UNDP may terminate the order</p>
14	F.37	Performance Security	Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<p>United States Dollars (US\$)</p> <p>Euro</p> <p>Local Currency: Byelorussian Rubles</p> <p><i>Reference date for determining UN Operational Exchange Rate : <b>March 14, 2018</b></i></p> <p>During the financial evaluation stage, the UN Agency will convert the amount of financial proposals in various currencies to US dollars at the official UN exchange rate on the last day for submission of Quotations.</p>

16	B.10.1	Deadline for submitting requests for clarifications/questions	2 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions	<p>The UNDP focal point is: Dmitry Shvedov, UNDP Procurement unit E-mail: <a href="mailto:dmitry.shvedov@one.un.org">dmitry.shvedov@one.un.org</a> +375 44 418 16 89</p> <p>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.</p>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email or fax, and Posting on the website: <a href="http://www.by.undp.org/content/belarus/ru/home/operations/procurement/">http://www.by.undp.org/content/belarus/ru/home/operations/procurement/</a></p>
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	<p>Original : 1. Copies : 1</p>
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<p>The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below.</p> <p>The outer envelope shall be addressed to:</p> <p><b>UNDP Belarus, Kirova str. 17, 6th Floor Minsk 220050, Republic of Belarus Do not open until 14 March, 2018, 17:00. RFP № 107/2018 for provision of printing services to the UN Agencies</b></p> <p>Both inner envelopes shall indicate the name and address of the proposer, and clearly marked:</p> <p>1<sup>st</sup> envelope: "Technical Proposal" and shall contain the documents with the information stipulated in DS No.26 and 27 below. The technical proposal shall not contain any pricing information.</p> <p>2<sup>nd</sup> envelope: "Financial Proposal" in a hard copy form and on a CD or flash-disk in excel format containing the Price Schedule with the information stipulated in Annex 1 (Lot 1, Digital Printing) or Annex 2 (Lot 2, Offset Printing) to this</p>

			<p>RFP.</p> <p>If the two inner envelopes are not sealed and marked as per the instructions in this clause, UNDP will not assume responsibility for the proposal's misplacement or premature opening.</p>
21	C.21 D.24	Deadline of Submission	<p>Date and Time: No later than 5 pm local time, on 14 March, 2018</p>
22	D.23.2	Allowable Manner of Submitting Proposals	Mail/Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Not applicable
24	D.23.1	Date, time and venue for opening of Proposals	<p>Date and Time: March 14, 17:10 (local time)</p> <p>Venue: UNDP Belarus, Minsk, Kirova str. 17, 6th Floor, Conference room</p>
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<p>Evaluation method - Lowest financial offer of technically qualified Proposals.</p> <p>Technical evaluation of the proposals using scoring system (please refer to the Table 1 below). Maximum obtainable score of the technical proposal - 1000 points. Technical proposal of the Bidder should achieve at least 70% from maximum obtainable points (1000) to be considered technical responsive and subject to further evaluation;</p> <p>Price evaluation – Bidder should fill in the forms of finance proposal, indicated in Section 7 (price-list and sample order form; for each lot – separate price-list and sample order). Total amount of the price proposal will be calculated according to the total amounts from the filled sample order forms (price in sample orders should be calculated based on the rates, mentioned in the price-list).</p>
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<p>Proposal forms filled as per Sections 4 and 5 of this RFP including the following information to be indicated in item No.11 of Proposer Information Form (Section 5 of this RFP): all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved,</p>

			<p>indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded</p> <p>Company Profile, which should not exceed fifteen (15) pages (should be indicated in Technical Proposal Form, Section 6, item 1.1 of this RFP)</p> <p>Copy of the Bidder's State Certificate of Registration (please provide the copies of all certificates of registration, if the company was re-registered)</p> <p>Copy of a license for printing, and publishing activities (if available)</p> <p>Copies of Environmental Compliance Certificates (if available)</p> <p>At least three letters of Recommendations from major companies and organizations (including letters from international customers if available)</p> <p>CV of a Personal Manager for the UN Agencies orders processing. The following information should be included into the CV: name, contact details (e-mail, phones numbers), length (in years) and description of relevant experience in printing (clients relations management)</p> <p>CV of a proof-reader (own or subcontractor's) for Russian and Belarusian languages. The following information should be included into the CV: name, contact details (e-mail, phones numbers), length (in years) and description of relevant experience. Copies of relevant linguistic diplomas or analogous documents confirming Russian and Belarusian languages knowledge must be attached</p> <p>Copies of Balance Sheets and Income Statements for 2016 and 2017 years. Balance Sheet and Income Statement for 2017 shall be submitted together with the certified Auditors report. In case of application of simplified tax accounting scheme by the company the financial information about its annual turnovers and profit\losses should be presented in other applicable forms and certified by independent accountants/auditors.</p> <p>Note: annual turnovers in local currencies indicated in the Income Statements will be converted by the Evaluation Committee to US dollars at the average National Bank of Belarus exchange rate of the respective year for evaluation purposes</p> <p>Sample printing jobs for the each lot as listed in the item</p>
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			<p>No.27 below</p> <p>Proposal forms as per Sections 6 and 7 of this RFP, including the following information to be indicated in Technical Proposal Form as per Section 6 of this RFP:</p> <p>1) List of major regular corporate clients (with whom contracts were concluded 2 and more times for the last 3 years) and international customers (multinational corporations or representatives of international organizations) for the last 3 years including the following information: clients name and country, contact person details, cooperation details (list of contracts with indication of contracts years, description of printing jobs executed, contracts amounts in USD) – fill in the table in the item 1.2 of the Section 6 of this RFP.</p> <p>2) List of the bidder's printing staff for the following duties/positions within each lot:</p> <p style="text-align: center;"><b>Lot 1 (digital printing)</b></p> <ul style="list-style-type: none"> <li>- specialist for digital pre-press and printing activities,</li> <li>- specialist for finishing techniques.</li> </ul> <p style="text-align: center;"><b>Lot 2 (offset printing)</b></p> <ul style="list-style-type: none"> <li>- specialist for offset pre-press activities,</li> <li>- offset printing specialist,</li> <li>- offset printing specialist assistant,</li> <li>- specialist for finishing techniques (binding/stitching),</li> <li>- technician for cutting equipment.</li> </ul> <p><b>Note:</b> the following information should be indicated in the list fill in the relevant tables in the item 3.1 of the Section 6 of this RFP: name, position, length (in years) of relevant experience with detailed description of the performed duties;</p> <p>3) List of available software for pre-press activities in item 4.1. of the Section 6 of this RFP.</p> <p>4) List of the bidder's own printing equipment as per tables in the item 4.2. of Section 6 of this RFP for the following processes within each lot:</p> <p style="text-align: center;"><b>Lot 1 (digital printing)</b></p> <ul style="list-style-type: none"> <li>- all full cover digital printing machines owned by the bidder with availability of printing on 350 gm2 paper; SRA3+ paper format; chalked mat, chalked glossy and mat papers,</li> <li>- all bidder's binding and finishing equipment, including binding on staple, wire-o binding, lamination, scoring,</li> </ul>
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			<p>eyelet setting, cutting, folding, punching, steel strapping, corners rounding machines, etc.</p> <p><b>Lot 2 (offset printing)</b></p> <ul style="list-style-type: none"> <li>- offset plate making machine or CTP equipment,</li> <li>- all offset printing machines owned by the bidder,</li> <li>- bidder's binding and finishing equipment, including binding on staple, thermo binding, wire-o binding, lamination, scoring, eyelet setting, cutting, collating, steel strapping, foiling and hot stamping machines, etc.</li> </ul> <p>5) Description of environmental policies implemented by the bidder as per requirements stated in the items 5.1.-5.4. of the Section 6 of this RFP.</p> <p>6) Proposed methodology for each lot as per requirements described in the items 2.1.-2.5. of the Section 6 of this RFP.</p>
27		Other documents that may be Submitted to Establish Eligibility	<p>Sample printing jobs for each lot:</p> <p>1. Lot 1 (digital printing). Each sample must demonstrate a wide range of printing and finishing techniques (at least lamination, staple and wire-o binding shall be demonstrated):</p> <ul style="list-style-type: none"> <li>- 4/colour leaflet,</li> <li>-4/colour poster,</li> <li>-1/colour brochure with 4/colour cover and images on the cover,</li> <li>-4/colour pocket calendar,</li> <li>-any special printing samples you wish to submit that demonstrate required printing and finishing techniques.</li> </ul> <p>2. Lot 2 (offset printing). Each sample must demonstrate a wide range of printing and finishing techniques (at least lamination, varnishing, hewing, staple, thermo and wire-o bindings shall be demonstrated):</p> <ul style="list-style-type: none"> <li>- 4/colour leaflet,</li> <li>-4/colour poster,</li> <li>-4/colour brochure with thermo binding,</li> <li>-4/colour pocket calendar,</li> <li>- 4/colour hewed cardboard folder,</li> <li>-any specialprinting samples you wish to submit that demonstrate required printing and finishing techniques.</li> </ul> <p>Note: Each sample must be labeled with production process, paper type and weight.</p>

28	C.15	Structure of the Technical Proposal	In compliance with the Section 6 (Technical Proposal Format)
29	C.15.1	Latest Expected date for commencement of Contract	March 26, 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Target commencement date: March 26, 2018 The agreement will be concluded for a period of 1 year with possibility of extension up to 3 years, which is the subject of satisfactory performance of its obligations by contractors.
31		UNDP will award the contract to:	Two or more Proposers, depending on the following factors: Two lowest priced technically qualified/responsive proposers (with 700 points and more for technical proposals) for digital printing (Lot 1) and two lowest priced technically qualified/responsive proposers (with 700 points and more for technical proposals) for offset printing (Lot 2) will be awarded LTAs.
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the tables below. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score (700 points).  In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. Two lowest priced proposals will be selected for contract award within each lot.
33	E.29.4	Post-Qualification Actions	Verification that Average current ratio of Total Current Assets to Total Current Liabilities indicated in the Balance Sheets of the bidder for the years 2016 and 2017 shall be equal or more than 1  Inquiry and reference checking with other previous clients

			<p>on the quality of performance on ongoing or previous contracts completed</p> <p>Site visit to the premises of the Proposer may be conducted during evaluation of the proposals or prior to contract award</p>
34		Conditions for Determining Contract Effectivity	The contract is effective from the date of its signature
35		Other Information Related to the RFP <sup>1</sup>	Not applicable

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<sup>1</sup> Where the information is available in the web, a URL for the information may simply be provided.

**TECHNICAL EVALUATION OF PROPOSALS FOR PRINTING SERVICES  
(LOT 1: DIGITAL PRINTING)**

Evaluation criteria		Max. obtainable points	Company / Other Entity				
			A	B	C	D	E
1	Professional Experience, Reputation, Strength of Printing Company	570					
2.	SAMPLES	90					
3.	Equipment	210					
4.	Methodology (Understanding requirements)	90					
5.	Quality and environment policy	40					
	Totally maximum points for technical evaluation (parts 1+2+3+4+5)	1000					

**Table 1**

Detailed Breakdown of obtainable points per each Evaluation Criteria	
	Points obtainable
<b>Part 1. Professional Experience, Reputation, Strength of Printing Company (1.1.+1.2), including:</b>	<b>570</b>
<b>1.1 Professional Experience and Reputation of Printing Company (1.1.1 +1.1.2+1.1.3):</b>	<b>160</b>
<b>1.1.1 Number of years in business, including:</b>	<b>50</b>
- at least 2 years of company experience in provision of digital printing services	30
- for more than 2 years (2 points per every extra year in the market but not more than 20 points)	20*
<b>1.1.2 Availability of regular customers (contracts are concluded with the same customer 2 and more times for the last 3 years) including:</b>	<b>65</b>
- at least 3 regular clients	40
- more than 3 regular clients – 5 points per every extra client, but not more than 25 points	25*
<b>1.1.3 Reliability (references or letters of recommendations with positive feedbacks from the clients), including:</b>	<b>45</b>
- minimum 3 recommendations from major companies and organizations	35
- recommendations from International Organization(s)/embassies/multinational corporations (at least 1)	10*
<b>1.2 Printing Company Strength and Capacity (1.2.1+1.2.2):</b>	<b>410</b>
<b>1.2.1 Size of a company (number of employees), including:</b>	<b>295</b>
-availability of a license for publishing activities	20*

-availability of a manager for the UN orders processing with minimum 3 years of clients relations experience in printing services	30
-more than 3 years of clients relations experience of a manager for the UN orders processing in printing services (5 points per every additional year, but no more than 15 points)	15*
- availability of at least 1 specialist for digital pre-press and printing activities with at least 2 years of relevant experience	60
- more than 2 years of relevant experience of a specialist for digital pre-press and printing activities (5 points per every extra year but not more than 40 points)	40*
- availability of at least 1 specialist for finishing techniques with at least 2 years of relevant experience	60
- more than 2 years of relevant experience of a specialist for finishing techniques (5 points per every extra year but not more than 40 points)	40*
- availability of at least 1 Russian and Belarusian languages proof-reader (own or subcontractor's)	30
<b>1.2.2 Volume of sales (annual turnover), including:</b>	<b>115</b>
- average annual turnover for 2016 and 2017 is at least 80 000 USD	85
- average annual turnover for 2016 and 2017 is more than 80 000 USD (1 point per every additional 5 000 USD of turnover but not more than 30 points)	30*
<b>Part 2. Submitted samples evaluation, including (2.1+2.2+2.3):</b>	<b>90</b>
<b>2.1 Quality of printing</b>	<b>30</b>
<b>2.2 Finishing techniques (cutting, lamination, etc.)</b>	<b>30</b>
<b>2.3 Binding: staple, wire-o binding</b>	<b>30</b>
<b>Part 3. Equipment (3.1+3.2)</b>	<b>210</b>
<b>3.1 Software, including:</b>	<b>20</b>
- availability of software for pre-press activities (Corel Draw, Adobe InDesign, Adobe Photoshop)	20
<b>3.2 Printing and finishing equipment, including:</b>	<b>190</b>
-availability of at least one full cover digital printing machine with availability of printing on 350 gm2 paper; SRA3+ paper format; coated mat and glossy paper, calendered paper	70
-more than one full cover digital printing machine with availability of printing on 350 gm2 paper; SRA3+ paper format; coated mat and glossy paper, calendered paper (20 points per every but not more than 40)	40*
- availability of at least 1 unit of each of the following equipment: binding on staple, wire-o binding, lamination, scoring, eyelet setting, and cutting	60
- availability of at least 1 folding machine	5*
- availability of at least 1 punching machine	5*
- availability of at least 1 corners rounding machine	5*
-availability of at least 1 steel strapping machine	5*

<b>Part 4. Understanding of requirements (4.1+4.2+4.3)</b>	<b>90</b>
<b>4.1 How well the workflow from printing order receipt till products delivery is organized?</b>	<b>30</b>
<b>4.2 How well is the products quality being controlled on every stage of the printing job execution?</b>	<b>30</b>
<b>4.3 Was the mechanism for production specialists backup introduced in order to ensure smooth run of production process?</b>	<b>30</b>
<b>Part 5. Quality and Environmental policies (5.1+5.2+5.3+5.4)</b>	<b>40*</b>
<b>5.1 Availability of printing on environmentally friendly paper (FCF/TCF or recycled)</b>	<b>10*</b>
<b>5.2 Availability of a company's environmental policy</b>	<b>10*</b>
<b>5.3 Use of soy-based or vegetable-based ink in printing</b>	<b>10*</b>
<b>5.4 Availability of Environment Certificates</b>	<b>10*</b>

**\*additional points that can be obtained by satisfying given evaluation criteria**

**DETAILED BREAKDOWN OF OBTAINABLE POINTS FOR TECHNICAL PROPOSAL  
(LOT 2: OFFSET PRINTING)**

Evaluation criteria		Max. obtainable points	Company / Other Entity				
			A	B	C	D	E
<b>1</b>	<b>Professional Experience, Reputation, Strength of Printing Company</b>	<b>550</b>					
<b>2.</b>	<b>SAMPLES</b>	<b>90</b>					
<b>3.</b>	<b>Equipment</b>	<b>230</b>					
<b>4.</b>	<b>Methodology (Understanding requirements)</b>	<b>90</b>					
<b>5.</b>	<b>Quality and environment policy</b>	<b>40</b>					
	<b>Totally maximum points for technical evaluation (parts 1+2+3+4+5)</b>	<b>1000</b>					

**Table 2**

Detailed Breakdown of obtainable points per each Evaluation Criteria	
	Points obtainable
<b>Part 1. Professional Experience, Reputation, Strength of Printing Company (1.1.+1.2), including:</b>	<b>550</b>
<b>1.2 Professional Experience and Reputation of Printing Company (1.1.1 +1.1.2+1.1.3):</b>	<b>155</b>
<b>1.1.1 Number of years in business, including:</b>	<b>50</b>
- at least 5 years of company experience in provision of offset printing services	30
- for more than 5 years (2 points per every extra year in the market but not more than 20 points)	20*
<b>1.1.2 Availability of regular customers (contracts are concluded with the same customer 2 and more times for the last 3 years) or international customers including:</b>	<b>80</b>
- at least 5 regular clients	35
- more than 5 regular clients – 3 points per every extra client, but not more than 15 points	15*
-at least 1 international customer (multinational corporations or representatives of international organizations) for the last 3 years	20
- more than 1 international customer (multinational corporations or representatives of international organizations) for the last 3 years: 2 points per every customer, but not more than 10 points	10*
<b>1.1.3 Reliability (references or letters of recommendations with positive feedbacks from the clients), including:</b>	<b>25</b>
- minimum 3 recommendations from major companies and organizations	20
- recommendations from International Organization(s)/embassies/ multinational corporations (at least 1)	5*

<b>1.2 Printing Company Strength and Capacity (1.2.1+1.2.2):</b>	<b>395</b>
<b>1.2.1 Size of a company (number of employees), including:</b>	<b>220</b>
-availability of a license for publishing activities	19*
-availability of a manager for the orders processing with minimum 3 years of clients relations experience in printing services	15
-more than 3 years of clients relations experience of a manager for the orders processing in printing services (2 points per every additional year, but no more than 6 points)	6*
-availability of at least 1 specialist for offset pre-press activities with at least 2 years of relevant experience	20
- availability of at least 1 specialist for offset printing specialist with at least 3 years of relevant experience	40
- more than 3 years of relevant experience of a specialist for offset printing activities (2 points per every extra year but not more than 20 points)	20*
-availability of at least 1 offset printing specialist assistant with at least 2 years of relevant experience	15
- availability of at least 1 specialist for finishing techniques (binding, stitching) with at least 2 years of relevant experience	34
- more than 2 years of relevant experience of a specialist for finishing techniques (3 points per every extra year but not more than 21 points)	21*
- availability of at least 1 technician for cutting equipment with at least 2 years of relevant experience	20
- availability of at least 1 Russian and Belarusian languages proof-reader (own or subcontractor's)	10
<b>1.2.2 Volume of sales (annual turnover), including:</b>	<b>175</b>
-average annual turnover for 2016 and 2017 is at least 200 000 USD	100
- average annual turnover for 2016 and 2017 is more than 200 000 USD (3 points per every additional 80 000 USD of turnover but not more than 75 points)	75*
<b>Part 2. Submitted samples evaluation, including (2.1+2.2+2.3):</b>	<b>90</b>
<b>2.1 Quality of printing</b>	<b>30</b>
<b>2.2 Finishing techniques (cutting, varnishing, lamination, etc.)</b>	<b>30</b>
<b>2.3 Binding: staple, wire-o, thermo binding</b>	<b>30</b>
<b>Part 3. Equipment (3.1+3.2)</b>	<b>230</b>
<b>3.1 Software, including:</b>	<b>30</b>
- availability of software for pre-press activities (Corel Draw, Adobe InDesign, Adobe Photoshop)	10



- availability of at least 1 offset plate making machine or CTP equipment	20
<b>3.2 Printing and finishing equipment, including:</b>	<b>200</b>
- availability of 1 offset printing machine, 4 colour at least (60 points for 4 colour machine, 70 for 5 colour machine, 80 for 6-8 colour machine)	80
-availability of more than 1 offset printing machine, 4 colour at least (20 points for every extra machine but not more than 40 points)	40*
-availability of an offset printing machine with 2 colours	15*
- availability of at least 1 unit of each of the following equipment: binding on staple, thermo, wire-o binding, lamination, scoring, eyelet setting, and cutting	50
-availability of at least 1 collating machine	5*
-availability of at least 1 foiling and hot stamping machine	5*
-availability of at least 1 steel strapping machine	5*
<b>Part 4. Understanding of requirements (4.1+4.2+4.3)</b>	<b>90</b>
<b>4.1 How well the workflow from printing order receipt till products delivery is organized?</b>	<b>30</b>
<b>4.2 How well is the products quality being controlled on every stage of the printing job execution?</b>	<b>30</b>
<b>4.3 Was the mechanism for production specialists backup introduced in order to ensure smooth run of production process?</b>	<b>30</b>
<b>Part 5. Environmental policies (5.1+5.2+5.3+5.4)</b>	<b>40*</b>
<b>5.1 Availability of printing on environmentally friendly paper (FCF/TCF or recycled)</b>	<b>10*</b>
<b>5.2 Availability of a company's environmental policy</b>	<b>10*</b>
<b>5.3 Use of soy-based or vegetable-based ink in printing</b>	<b>10*</b>
<b>5.4 Availability of Environment Certificates</b>	<b>10*</b>

\*additional points that can be obtained by satisfying given evaluation criteria

**Applied scoring system for evaluation of samples and bidders understanding of requirements (Parts 2 and 4 of the above tables for DETAILED BREAKDOWN OF OBTAINABLE POINTS FOR TECHNICAL PROPOSAL):**

Degree of compliance	Supporting Evidence / Quality of Samples*	Scoring scale (% from maximum available score for the given sub-criteria)
Excellent	Excellent evidence of ability to exceed TOR requirements / Excellent quality of printing, binding and finishing techniques of the samples	100%
Good	Good evidence of ability to exceed TOR requirements / Good quality of printing, binding	80%

	and finishing techniques of the samples	
Satisfactory	Satisfactory evidence of ability to support TOR requirements / Satisfactory quality of printing, binding and finishing techniques of the samples	60%
Poor	Marginally acceptable or weak evidence of ability to comply with TOR requirements /Poor quality of printing, binding and finishing techniques of the samples	40%
Very poor	Lack of evidence to demonstrate ability to comply with TOR requirements / Very poor quality of printing, binding and finishing techniques of the samples	10%
No submission	Information /samples has/have not been submitted or is/are unacceptable	0%

\*Quality of samples will be evaluated according to the criteria described below

Sample printing products will be visually, mechanically and metrically evaluated according to the following scheme:

- a. Quality of printing – visual evaluation of quality. Printing should be free of ghosting, turn, slurs, voids, blurs, picking, wrinkle, bent corners and other defects;
- b. Quality of lamination, varnishing, cutting, hewing/die cutting – visual, mechanical and metrical evaluation of quality. Free of mechanical damages on laminated and varnished surface. Free of notches, mechanical damages from die cutting. Obliquity of publication shall not exceed 1,3 mm, obliquity over the edge shall not exceed 1 mm., flush and clean trims;
- c. Quality of binding on staple, wire-o, thermo binding - visual, mechanical and metrical evaluation of quality. All pages and supplementary elements of publication should be collated in right order, no pages or elements shall be omitted. Clear cutter marks on the edge are not acceptable. Staples should be set at an equal distance from the edges, acceptable shift from the fold should not be more than 0,5 mm. Thermo binding: glue on edges or in inner block which could hide images, when publication is open, is not acceptable; falling of the block elements at publication opening caused by destruction of a glue layer on the edge is not acceptable.

## **Section 3: Terms of Reference (TOR)**

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### **NATURE OF THE SERVICES**

The successful Proposers are to provide high quality full colour and black & white printing of books, brochures, booklets, leaflets, folders, letterheads, illustrations, envelopes, posters, etc. to UNDP, UNHCR, UNICEF, WHO, UNFPA, UNAIDS, UN DPI, IOM agencies in Belarus (hereinafter referred to as the "UN Agencies") on a Long Term Agreement basis.

UNDP Belarus will take a lead on tendering on behalf of other UN agencies in Belarus. Long Term Agreements (LTAs) with 2 successful Proposers for each Lot (2 - for digital printing, and 2 – for offset printing) will be concluded for a maximum period of three (3) years for printing services. The successful Proposers shall be contracted for an initial period of one year, and the contracts shall be renewable upon satisfactory evaluation of performance.

This RFP covers two lots required by the UN agencies (detailed Technical Specification is attached in the Annexes 1 and 2 in the III parts of the documents):

- Lot #1. Digital printing products;
- Lot #2. Offset printing products.

The Proposers may apply for both lots as well as for an individual lot out of two.

The successful contractor shall be capable to provide the following services under the LTAs:

- proofreading of the text in Russian and Belarusian languages;
- pre-press activities, colour proofing;
- printing in the required quantity and quality;
- finishing (biding, folding, cutting, aqueous and UV coating, lamination, stamping, etc.);
- packaging and delivery of the printing products to the UN Agencies premises located in Minsk (Belarus) at DAP Minsk INCOTERMS.

The prices indicated in the pricelist – Part I of the Price proposal (Annex 1 or 2) – shall be maintained for the whole contracts duration of LTA and will be the basis for calculating the cost for printing services requested under the LTAs. LTAs may be also utilized to request printing services, which are not yet envisaged or planned in this RFP. In this regards UN Agency would conduct limited competition among LTA holders by requesting them to send their price quotations in accordance with procedures described under "Placement of Orders" section below.

The estimated volume of outsourced digital printing services (Lot 1) by UN Agencies per year is USD 58,000.00; for 3 years it is expected to be around 174,000.00. The estimated volume of outsourced offset printing services (Lot 2) by UN Agencies per year is 139,000.00; for 3 years it is expected to be around 417,000.00 USD. UN Agencies do not guarantee that similar volumes would be ordered during the next years.

### **STATEMENT OF WORK**

UN Agencies are exploring the possibility of utilizing the services of several printing companies on a

recurrent basis as needs arise. Typical printing jobs on which your company is requested to offer price quotations are outlined in Annexes 1 and/or 2. Work orders vary in volume, complexity and turn-around time.

Most jobs are produced in multiple language versions, those languages typically being Russian, Belarusian and English.

Because one of the practice areas of UN Agencies is energy and environment, we are very conscious of the impact that printing has on the environment. Therefore, UN Agencies encourage printing companies to do printing jobs on FSC or chlorine-free or recycled stock with vegetable-based inks and produced by means of environmentally-compatible technology.

All jobs should include the cost of pick-up from the printing companies premises and delivery to the UN Agencies offices located in Minsk (Belarus).

UNDP will pay only for exact quantities ordered and will not accept delivery of under-runs or pay for printing over-runs.

## **OPERATIONAL PROCEDURES**

UN agencies regular working hours, i.e. when deliveries may be made, are as follows: 9 a.m. –6 p.m., Monday through Friday.

The company should provide necessary equipment and staff for delivery and off-loading of printing product in the UN Agencies offices. The off-loading can be taken in several places in Minsk, indicated by the UN Agency.

For individual printing requirements/orders UN Agency shall ask for a price quotation from the suppliers contracted under LTA in accordance with procedures described under “Placement of Orders” section below. Once the supplier for the individual order is identified, UN Agency shall issue a Purchase Order to the Contractor.

The printing companies shall appoint a Personal Manager responsible for the smooth running and execution of printing orders placed by UN Agencies. UN Agency will have the right to ask for replacement a Personal Manager if needed. The replacement of an assigned Personal Manager should be agreed with UNDP in advance.

After receiving the text for the publication, the printer will:

1. guarantee priority of UN Agency orders processing and timely delivery to UN Agencies premises;
2. be in a position to visit UN Agency frequently or allow UN Agency staff to visit the print house (if required) in order to present proposals and discuss any details;

3. provide proof-reading of text (in Russian and Belarusian) if requested by UN Agency (subcontractor's services are acceptable);
4. provide a UN Agency Design agent with print house technical requirements to the layout if necessary;
5. be capable of receiving electronic files from Designer (either via CD or FTP) or UN Agency and provide prepress processing of the publication.
6. prepare and submit hard copy and/or electronic proofs as agreed by the UN Agency. Receive UN Agency and/or Designer's corrections, changes or modifications to the hard copy and/or electronic proofs, ensure all corrections on printing have been inserted (corrections to blueprint shall be made at no additional cost to UN Agency if defects are caused by the Printer), and submit the revised proofs for UN Agency approval;
7. receive UN Agency "Approval to Print" either by return of signed hard copy or digital proofs;
8. be capable to provide ISBN code for printing products and/or any other local registration codes for publications (BBK, UDK) on UN Agency request (subcontractor's services are acceptable);
9. facilitate full supervision of printing production by UN Agency staff or appointed graphic designer to ensure that printing is finalized as per requested specification (UN Agency staff or an appointed graphic designer could be present at the print house during the first run of offset printing to ensure color matching and agree color calibration on place if necessary);
10. ensure that all copyright belongs to UN Agency;
11. ensure mandatory distribution of publications if required by the legislation of the Republic of Belarus. Copies of the publication for mandatory distribution shall not diminish the ordered quantity of printing products supplied to UN Agency and shall be implemented from printing over-runs;
12. provide short-term storage of printing products;
13. supply:
  - a. ordered quantity of printing products with printing over-runs (if any);
  - b. digital files on CD or any other device: initial layout and final blueprint, low-resolution pdf files.

## **PLACEMENT OF ORDERS**

In order to identify the contractor for each individual printing order, UN Agency shall:

- 1) **in case of ordering printing goods with standard paper formats and finishing techniques indicated in the pricelist** (Part I of the Price proposal – Annex 1 or 2) the lowest priced LTA holder would be identified on the ground of each LTA holder pricelist and requested to send back its quotation confirming the printing job price in line with its pricelist together with delivery cost and schedule to UN Agency office located in Minsk (Belarus). The quotation shall be sent back within 2 working days upon receipt of request by email, or inform UN Agency about any problems in printing job execution. The order shall be placed to the LTA holder if execution & delivery period is accepted by UN Agency. Otherwise the second lowest priced LTA holder will be suggested to send its quotation as described above;
- 2) **in case of ordering printing goods with non-standard paper formats and finishing techniques, not indicated in the pricelist** (Part I of the Price proposal – Annex 1 or 2), UN Agency shall conduct limited competition among LTA holders. Every LTA holder shall be requested to submit a price quotation as per requirements of each individual printing order. These requests for quotation shall not be public and shall be sent directly to the LTA holders by email. The quotations, submitted by the LTA holders, shall contain detailed printing job specifications, shall indicate unit prices and total job order price, together with delivery cost to UN Agency office located in Minsk (Belarus). The quotations shall also indicate job execution and delivery period. The LTA holders shall be expected to send their quotations within 2 working days upon receipt of request by email, or inform UN Agency about any problems in submitting the requested quotation and/or about the need to extend the solicitation period. Failure of any LTA holder to submit its quotation by the specified deadline shall not warrant the extension of the limited competition, unless it is deemed in the best interest of UN Agency to do so. The order shall be placed to the LTA holder that quotes the lowest price among those that satisfy UN Agency job execution and delivery schedule requirements.

UN agencies reserve the right to go to the open market for printing services when it deemed feasible.

The UN Agencies Personal Managers designated by the LTA holders shall be responsible for the submission of quotations to UN Agencies, as well as for the smooth running and execution of printing orders placed by UN Agencies.

Lead time for production of digital printing orders: 3 days from orders placement and providing the Printer a signed layout.

Lead time for production of offset printing orders: will be specified in UN Agencies requests.

## **PAYMENT TERMS**

Goods purchased will be paid through bank transfer to the bank account of the LTA holder within 15 days upon delivery and submission of supply invoice.

## **CONTRACTORS' QUALIFICATION REQUIREMENTS**

### **Lot 1:**

1. Minimum two years of experience in provision of digital printing services.

2. Availability of at least 3 regular clients (with repetitive contracts – 2 and more times for the last 3 years).
3. Availability of at least 3 recommendations from major companies and organizations.
4. Availability of at least 1 Personal Manager for UN Agencies orders processing with minimum 3 years of clients relations experience in printing services (CV should be submitted).
5. Availability of at least 1 Russian and Belarusian languages proof-reader (own or subcontractor's) – the copies of the relevant linguistic diplomas or analogous documents confirming each language knowledge should be submitted.
6. At least 1 specialist for digital pre-press and printing activities with at least 2 years of relevant experience.
7. At least 1 specialist for finishing techniques with at least 2 years of relevant experience.
8. Availability of a license for publishing activities (if available).
9. Average annual turnover shall be not less than USD 80 000 per year (analyzed period – 2016, 2017 years).
10. Adherence to UNDP General Terms and Conditions for Services.

**Lot 2:**

1. Minimum five years of experience in provision of offset printing services.
2. Proven experience in provision of printing services to international customers (multinational corporations or representatives of international organizations) (at least 1 international customer for the last 3 years).
3. Availability of at least 5 regular clients (with repetitive contracts – 2 and more times for the last 3 years).
4. Availability of at least 3 recommendations from major companies and organizations.
5. Availability of at least 1 Personal Manager for UN Agencies orders processing with minimum 3 years of clients relations experience in printing services (CV should be submitted).
6. Availability of at least 1 Russian and Belarusian languages proof-reader (own or subcontractor's) – the copies of the relevant linguistic diplomas or analogous documents confirming each language knowledge should be submitted.
7. At least 1 specialist for offset pre-press activities with at least 2 years of relevant experience.
8. At least 1 offset printing specialist with at least 3 years of relevant experience.
9. At least 1 offset printing specialist assistant with at least 2 years of relevant experience.
10. At least 1 specialist for finishing techniques (binding/stitching) with at least 2 years of relevant experience.
11. At least 1 technician for cutting equipment with at least 2 years of relevant experience.
12. Availability of a license for printing, and publishing activities (if available).
13. Average annual turnover shall be not less than USD 200 000 per year (analyzed period – 2016, 2017 years).
14. Adherence to UNDP General Terms and Conditions for Services.

**REQUIREMENTS TO THE EQUIPMENT**

**Lot 1:**

1. Software (Corel Draw, Adobe InDesign, Adobe Photoshop).

2. At least 1 full cover digital printing machine with availability of printing on 350 gm2 paper; SRA3+ paper format; chalked mat, chalked glossy and mat papers.
3. Availability of at least 1 unit of each of the following equipment: binding on staple, wire-o binding, lamination, scoring, eyelet setting, and cutting.

**Lot 2:**

1. Software (Corel Draw, Adobe InDesign, Adobe Photoshop).
2. Availability of at least 1 offset plate making machine or CTP equipment.
3. Availability of at least 1 offset printing machine (4 colour at least).
4. Availability of at least 1 unit of each of the following equipment: binding on staple, thermo binding, wire-o binding, lamination, scoring, eyelet setting, and cutting.

***Note: site visit to the premises of the contractor may be conducted during evaluation of the proposals or prior to contract award.***

**REQUIREMENTS TO THE PRINTING PRODUCTS PACKAGING**

The printed products should be packed in paper packaging containing the following information on each package: name of the UN Agency and a project number/title, image of the printing products title page, number of copies in a package.

**UN AGENCY INPUTS**

UN Agency should provide contractors at its own expense with a layout developed by a designer, edited Russian, English and Belarusian texts for publication.

**QUALITY ACCEPTANCE AND RECLAMATION OF FAULTY PRODUCTS**

Quality acceptance of printing products shall be done within 5 working days from the delivery date in UN Agency premises. 30 copies of publication shall be randomly selected by UN Agency for quality control. If defects are identified in 20% and more copies of the publication selected for quality control all copies of the publication could be returned to the contractor for clearing of defects or reprinting if clearing of defects is impossible. Publications return and clearing of defects shall be done at the expense of the contractor.

Faulty products will be visually identified on non compliance with a blueprint signed by UN Agency and a technical specification. Defects of printing, cutting, staple, wire-o and thermo binding, lamination, varnishing and hewing will be identified according to the following scheme:

- d. Printing: free of ghosting, turn, slurs, voids, blurs, picking, wrinkle, bent corners and other defects;
- e. Lamination, varnishing, cutting, hewing/die cutting. Free of mechanical damages on laminated and varnished surface. Free of notches, mechanical damages from die cutting. Obliquity of publication shall not exceed 1,3 mm, obliquity over the edge shall not exceed 1 mm., flush and clean trims;



- f. Binding on staple, wire-o, thermo binding: all pages and supplementary elements of publication should be collated in right order, no pages or elements shall be omitted. Clear cutter marks on the edge are not acceptable. Staples should be set at an equal distance from the edges, acceptable shift from the fold should not be more than 0,5 mm. Thermo binding: glue on edges or in inner block which could hide images, when publication is open, is not acceptable; falling of the block elements at publication opening caused by destruction of a glue layer on the edge is not acceptable.

**Note: clauses a, b, c above will be used for technical evaluation of samples submitted for each Lot of the RFP.**

## Section 4: Proposal Submission Form<sup>2</sup>

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[insert: Location]

[insert: Date]

To: UNDP Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services and identify Lots for which you are applying for] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal 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 accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

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<sup>2</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

We fully understand and recognize that UNDP is not bound to accept this proposal, 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: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details : \_\_\_\_\_

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

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## Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

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### Proposer Information Form<sup>3</sup>

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

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name <i>[insert Proposer'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: <i>[insert Proposer'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 Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contracts for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		

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<sup>3</sup> The Proposer 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.

13. Are you in

the UNPD List 1267.1989 or UN Ineligibility List ? ☐ YES or ☐ NO

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)<sup>4</sup>

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

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name: <i>[insert Proposer'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)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. 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>		
13. 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.		

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<sup>4</sup> The Proposer 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 6: Technical Proposal Form

<b>TECHNICAL PROPOSAL FORMAT</b> <b>INSERT TITLE OF THE SERVICES</b>
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**Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.**

<b>Name of Proposing Organization / Firm:</b>	
<b>Bank Details</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION															
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p><u>1.1 Brief Description of Proposer as an Entity:</u> Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, etc.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p><u>1.2. List of major regular corporate clients</u> (with whom contracts were concluded 2 and more times for the last 3 years and which are related or relevant to services required for this Contract) and <u>international customers</u> (multinational corporations or representatives of international organizations) for the last 3 years:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name of client, country of origin</th> <th style="width: 20%;">List of contracts (dates, values)</th> <th style="width: 40%;">Description of printing services provided for each contract</th> <th style="width: 20%;">References Contact Details of the Client (Name, Phone, Email)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Name of client, country of origin	List of contracts (dates, values)	Description of printing services provided for each contract	References Contact Details of the Client (Name, Phone, Email)								
Name of client, country of origin	List of contracts (dates, values)	Description of printing services provided for each contract	References Contact Details of the Client (Name, Phone, Email)												

## SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

*This section should demonstrate the Proposer's responsiveness to the TOR 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 methodology meets or exceeds the requirements.*

Offeror is also expected to show involvement in each stage of the process, timeline for the stages and how to sort out last minute changes. Your proposal should be based on the following scenarios for the respective lot:

For Lot 1 Digital Printing:

"UN Agency approaches your firm to implement proof-reading (in Russian) and printing of 350 copies of a brochure according to the following specification: A5, cover: 4+1, 200 g/m2, glossy coated paper; inner block: 52 pages, 1+1, 80 g/m2, saddle stitch binding (2 staples). Delivery shall be made to the UN office premises in Minsk".

For Lot 2 Offset Printing:

"UN Agency approaches your firm to implement proof-reading (in Russian) and printing of 3000 copies of the annual report according to the following specification: A4, cover: 4+0, 300 g/m2, mat paper, one-sided mat lamination; inner block: 2+2, 80 g/m2, mat paper, wire-o binding (metal spring), 200 pages. Delivery shall be made to the UN office premises in Minsk".

2.1. Approach to the Service/Work Required: Your proposal to the above scenario should details all steps taken before, during and after the process. It should be also real and based on facts in terms of personnel involved, options, anticipated risks, recommendations, timeline for each step, evaluation, etc.

2.2. Implementation Timelines: The Proposer shall submit a Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.3. 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.

2.4. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal quality assurance review mechanisms on every stage of the printing job execution, mechanism for production specialists backup.



### SECTION 3: PERSONNEL

**3.1 List of the bidder's printing staff** necessary for the printing services provision within each lot:

Lot 1. Digital printing

<b>Required positions</b>	<b>Name</b>	<b>Detailed description of duties in the bidders company</b>	<b>Length in years of experience in printing with detailed description of the performed duties for each period in printing career</b>
Specialist for digital pre-press and printing activities			
Specialist for finishing techniques			

Lot 2. Offset printing

<b>Required positions</b>	<b>Name</b>	<b>Detailed description of duties in the bidders company</b>	<b>Length in years of experience in printing with detailed description of the performed duties for each period in printing career</b>
Specialist for offset pre-press activities			
Offset printing specialist			
Offset printing specialist assistant			
Specialist for finishing techniques (binding/stitching)			
Technician for cutting equipment			

## SECTION 4: EQUIPMENT

4.1 List all available software for pre-press activities in your company:

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4.2. List of the Bidder's printing equipment:

Lot 1. Digital printing

Category of equipment	All available machines shall be listed for each category (manufacturer and model shall be indicated)	Specify printing process implemented on each equipment
Pressroom equipment	1. 2. ...	
Bindery equipment	1. 2. ...	
Finishing equipment	1. 2. ...	

Lot 2. Offset printing

Category of equipment	All available machines shall be listed for each category (manufacturer and model shall be indicated)	Specify printing process implemented on each equipment
Prepress equipment	1. 2. ...	
Pressroom equipment	1. 2. ...	
Bindery equipment	1. 2. ...	
Finishing equipment	1. 2. ...	

## SECTION 5: ENVIRONMENTAL POLICIES

5.1 Describe/insert/attach your company's environmental policy:

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5.2 Does your company use soy-based or vegetable based ink? (yes/no). If yes – specify:

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5.3 What types of FSC or TCF or recycled stocks are used by your company? List all environmentally friendly paper products used by your Company:

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5.4 List and attach any environment certifications your company has obtained (if any).:

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## **Section 7: Financial Proposal Form**

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The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The Proposer is required to complete the appropriate Price Schedule in the downloadable Excel spreadsheet for Digital Printing (Annex 1) or for Offset Printing (Annex 2) or both therein. No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

The Proposer is required to prepare the Financial Proposal and submit its hardcopy together with a CD containing files with Financial Proposal in excel format in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

## **Section 8: Long term agreement for the provision of services**

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This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter “UNDP”) and \_\_\_\_\_ (hereinafter called “Contractor”) with its headquarters at \_\_\_\_\_.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal .....[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

### **Article 1: SCOPE OF WORK**

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Services/Terms of Reference”), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

### **Article 2: CHANGES IN CONDITION**

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

### **Article 3: CONTRACTOR'S REPORTING**

5. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

#### **Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS**

6. The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

#### **Article 5: ACCEPTANCE**

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS  
DEVELOPMENT PROGRAMME

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

### **1 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be

offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

## **7 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person



to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection

with its business or otherwise.

### **13 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient (“Recipient”) of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser’s Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser’s prior written consent; and,

**13.2.2** the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is

developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force. The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

#### **15 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should

the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually

acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any

person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

### **23 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

## Section 9: Checklist of documents included into the RFP submission

No	Required document	Yes/No
1	Proposal Submission Form (Section 4);	
2	Documents Establishing the Eligibility and Qualifications of the Proposer (Section 5);	
3	Technical Proposal (see prescribed form in RFP Section 6);	
4	Financial Proposal in separate envelope (see prescribed form in RFP Section 7);	
5	List of the documents included into the set of tender documentation (Section 9 filled in);	
6	Attachments and/or appendices to the Proposal, as follows:	
6.1	Copy of the Bidder's State Certificate of Registration (please provide the copies of all certificates of registration, if the company was re-registered);	
6.2	Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations; Bank certificate about the economic/financial viability of the Bidder;	
6.3	Income Statement and Balance Sheet for 2017 and 2016, including Auditor's Reports for 2016-2017, if any;	
6.4	3 references from the major clients for the last year and references from international organizations/large international companies or their representative offices, if any.	
6.5	CVs and copies of documents confirming the qualification of the personal and back-up managers.	
6.6	Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal (should not exceed three (3) pages), its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, "star" level etc.	
6.7	Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment (not more than 1 page).	
6.8	Documents, confirming security mechanisms for safety in rooms of the rooms, the venue, equipment, transportation, food,	
6.8	Documents, confirming presence of a corporate policy on the environment aimed at maintaining environmental sustainability and reduce negative environmental impacts on the environment (with specific examples of the preparation of events), if available.	

6.9	<p>Documents, describing quality of the services, including an internal control system, covering the entire range of services under the contract, as well as methods of monitoring, identification and correction of deficiencies of service quality, provided to the Customer, if available.</p> <p>Measures of risk reduction - the potential risks related to the implementation of the contract that may affect the timely achievement of expected results, as well as their quality.</p>	
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Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name

and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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



FINANCIAL PROPOSAL FORM FOR DIGITAL PRINTING (LOT 1)

PART I. PRICELIST FOR OFFSET PRINTING

This pricelist will be attached to the agreement of the LTA holder. LTA holder shall calculate individual printing order price on the ground of this pricelist.

Each invoice of the LTA holder should contain the following printing jobs costs if requested by an individual specification:

- 1) price for pre-press processing and printing paper sheets with SRA3+ size required for the printing job execution (as per table 1),
- 2) cost of paper (as per table 2),
- 3) lamination cost (as per table 3),
- 4) binding cost (as per table 4),
- 5) proof reading cost (as per table 5),
- 6) other printing/finishing techniques costs not indicated in the pricelist if required by an individual specification,
- 7) delivery costs (INCOTERMS: DAP Minsk) and off-loading in UN Agency office cost,
- 8) total printing job price including delivery and off-loading costs,
- 9) amount of VAT\*,
- 10) total price without VAT\*.

\*Please, note that prices of the companies, non-residents of the Republic of Belarus shall not include VAT

GUIDLINES TO PRICELIST COMPLETING:

- all prices of tables 1-5 shall be indicated with VAT for residents of the Republic of Belarus (if applicable);
- one paper sheet in a publication equals two pages required by specification;
- the prices indicated in tables 1 and 4 are expected to be gradually decreasing for bigger number of publication copies (circulation) / quantity of printing paper sheets.  
Procuring UN Agency is expecting to benefit from economies of scale;
- prices indicated in tables 1-5 should be fixed for the respective circulation, sheets / pages ranges, type of paper, printing colours, finishing techniques and binding and be applied for further LTA's terms.

Pricelist currency:	
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**Table 1. Price\* for pre-press processing (shall not include layout development) and printing of one paper sheet with SRA3+ size (including ink, printing staff service fee, printing equipment amortization)**

Printing colours / Paper sheets with SRA3+ size circulation**	1+0	1+1	4+0	4+1	4+4
50-100					
101-200					
201-300					
301-500					
501-1000					

\* average price for 1 sheet processing and printing for the respective circulation range

\*\*equals to circulation of a publication requested by an individual specification

**Table 2. Paper cost per 1 paper sheet with SRA3+ size\***

Type / Paper weight (g/m2)	Office	Calendered	Mat coated	Mat glossy
80				
90	x			
100	x			
105	x			
115	x			
120	x			
128	x			
157	x			
160	x			
170	x			
200	x			
220	x			
250	x			
280	x			
300	x			
350	x			

\* please fill in only cells with available combination of paper weight and type

**Table 3. Lamination cost per 1 sheet with SRA3+ size**

Type / Film density	one-sided mat	one-sided glossy	two-sided mat	two-sided glossy
28-32 micron				

**Table 4. Binding cost per 1 copy of publication with 1 paper sheet weight 80-120 g/m2 including collating, folding and scoring services where necessary**

Type, paper size / number of pages in a publication	Plastic spring*			Metal spring*			Thermo binding*			Binding on staple (up to 64 pages)
	A4	A5	A6	A4	A5	A6	A4	A5	A6	
8-34										
36-64										
66-100										x
102-160										x
162-202										x
204-250										x
252-300										x
302-360										x

\* binding on long publication side

## II. METHOD OF PRINTING JOBS COST CALCULATION ON THE GROUND OF PRICELIST (PART I) AND UN AGENCY SPECIFICATION

**Pi** = cost of publishing of a number of paper sheets with the same type (i) of printing colours and paper for 1 copy of publication

Pi should be calculated for every set of paper / printing colours (i) in a publication according to the following formula:

Formula 1

Pi = (price for pre-press processing and printing of one paper sheet with printing colours of i type (table 1) + price of 1 paper sheet with a paper of i type (table 2)) x Si/K, where:

Si = number of paper sheets in a publication with paper/printing colours of i type\*

K = ratio of 1 paper sheet with SRA3+ size to a publication sheet size stated in a specification:

Paper sheet size required by specification / ratio	A3	A4	A5	A6
K=	1	2	4	8

Formula 2

Cost of publishing of all copies required by specification = C x (P1 +P2 +....+Pn + price for lamination of one paper sheet (table 3) x SI/K + price for binding of one publication copy (table 4)), where:

C= circulation of a publication as required by specification

SI= number of sheets in one copy of a publication with lamination\*

\*for one sheet publications (leaflet, poster) this variable equals to 1

III. PRICE PROPOSAL FORM FOR DIGITAL PRINTING (LOT 1)

GUIDLINES TO PRICE PROPOSAL FORM COMPLETING:

- 1) only cells with light background should be filled. Other cells contain formulas or parameters set by the specification;
- 2) publication costs of items No. 1, 5, 6, 7, 11 with paper size and finishing techniques not indicated in the pricelist (part I) should be separately calculated by bidders and should serve as a reference for calculation of analogous printing products costs with nonstandard paper size (not corresponding to the pricelist - part I) if ordered by UN Agency within future LTA;
- 3) all prices of the companies, residents of the Republic of Belarus, should be indicated with VAT if included. Total amount of VAT should be indicated in a separate line at the end of a proposal;
- 4) price proposals of the companies, non-residents of the Republic of Belarus shall not include VAT;
- 5) cost of delivery (INCOTERMS: DAP Minsk) and off-loading in UN Agency premises for all publications specified below should be indicated in a separate line at the end of a proposal.

N	Printing job title	Technical parameters	Number of copies (circulation)	Description of paper and printing colours of No.1 type	Price for pre-press processing and printing of one paper sheet SRA3+, type No.1 (1)*	Price of 1 paper sheet SRA3+, type No.1 (2)*	S1 for paper/ printing colours type No.1	K	P1 for paper / printing colours type No.1	Description of paper and printing colours of No.2 type	Price for prepress processing and printing of one paper sheet SRA3+, type No.2 (1)*	Price of 1 paper sheet SRA3+, type No.2 (2)*	S2 for paper /printing colours type No.2	P2 for paper / printing colours type No.2	Price for lamination of 1 paper sheet SRA3+ (3)*	SI	Price for binding of one publication copy (4)*	Cos of all copies publishing per 1 item
1	Book-mark	45x200 mm, 4+4, mat coated paper, 300 g/sq.m., double-sided gloss lamination	2000	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2	Brochure	A5, cover: 4+1, 200 g/m2, glossy coated paper; inner block: 28 pages , 4+4, 90 g/m2, mat coated paper, saddle stitch binding (2 stapples)	50	glossy coated paper 200 g/m2, 4+1			2	4	0,00	mat coated paper 90 g/m2, 4+4			14	0,00	0,00	0		0,00

3	Brochure	A5, cover: 4+4, 300 g/m2, mat coated paper; inner block: 36 pages, 4+4, 160 g/m2, colotech paper, saddle stitch binding (2 stapples)	500	mat coated paper 300 g/m2, 4+4			2	4	0,00	colotech paper 160 g/m2, 4+4			18	0,00	0,00	0		0,00
4	Brochure	A5, cover: 4+1, 200 g/m2, glossy coated paper; inner block: 52 pages, 1+1, 80 g/m2, saddle stitch binding (2 stapples)	350	glossy coated paper 200 g/m2, 4+1			2	4	0,00	office paper 80 g/m2, 1+1			26	0,00	0,00	0	0,00	0,00
5	Envelope	C5 format, 2+0, adhesive strip	500	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
6	Envelope	DL format, 2+0, adhesive strip	1000	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7	Envelope	C4 format, 2+0, adhesive strip	2000	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
8	Leaflet	A4, 4+4, 157 g/m2, mat coated paper	1000	mat coated paper 157 g/m2, 4+4			1	2	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0,00
9	Leaflet	A5, 4+4, 157 g/m2, mat coated paper	3000	mat coated paper 157 g/m2, 4+4			1	4	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0,00
10	Poster	A3, 4+4, 250 g/m2, mat coated paper, 2-sided mat lamination	120	mat coated paper 250 g/m2, 4+4			1	1	0,00	x	0,00	0,00	0	0,00		1	0,00	0,00
11	Wall calendar (quarterly)	cover (top) and 3 backing boards: 297x210 mm, 270 g/m2, glossy coated paper; 3 pads: 80 g/m2, 2+0, offset paper; eyelet, tin strips; wire-o (metal spring) binding	200	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

\*figures in the brackets indicate references to the pricelist tables (part I)

TOTAL LOT 1 PRINTING PRODUCTS PRICE	0,00
Cost of delivery (INCOTERMS: DAP Minsk) and off-loading in UN Agency premises	
TOTAL AMOUNT WITH DELIVERY AND OFF-LOADING	0,00
Amount of VAT (____%)*	
TOTAL AMOUNT WITHOUT VAT*	0,00

Authorized Signature [In full and initials]:  
 Name and Title of Signatory:  
 Name of Firm:  
 Contact Details :

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

## FINANCIAL PROPOSAL FORM FOR OFFSET PRINTING (LOT 2)

## PART I. PRICELIST FOR OFFSET PRINTING

This pricelist will be attached to the agreement of the LTA holder. LTA holder shall calculate individual printing order price on the ground of this pricelist.

Each invoice of the LTA holder should contain the following printing jobs costs if requested by an individual specification:

- 1) price for pre-press processing and printing paper sheets with 52x74 cm. size required for the printing job execution (as per table 1),
- 2) cost of paper (as per table 2),
- 3) lamination cost (as per table 3),
- 4) varnishing cost (as per table 4),
- 5) binding cost (as per table 5),
- 6) proof reading cost (as per table 6),
- 7) other printing/finishing techniques costs not indicated in the pricelist if required by an individual specification,
- 8) delivery costs (INCOTERMS: DAP Minsk) and off-loading in UN Agency office cost,
- 9) total printing job price including delivery and off-loading costs,
- 10) amount of VAT\*,
- 11) total price without VAT\*.

\*Please, note that prices of the companies, non-residents of the Republic of Belarus shall not include VAT

**GUIDLINES TO PRICELIST COMPLETING:** - all prices of tables 1-6 shall be indicated with VAT for residents of the Republic of Belarus (if applicable);

- one paper sheet in a publication equals two pages required by specification;
- the prices indicated in tables 1 and 4 are expected to be gradually decreasing for bigger number of publication copies (circulation) / quantity of printing paper sheets. Procuring UN Agency is expecting to benefit from economies of scale;
- prices indicated in tables 1-6 should be fixed for the respective circulation, sheets / pages ranges, type of paper, printing colours, finishing techniques and binding and be applied for further LTA's terms.

Pricelist currency:	
---------------------	--

**Table 1. Price\* for pre-press processing (shall not include layout development) and printing of one paper sheet with 52x74 cm. size (including ink, printing staff service fee, printing equipment amortization)**

Printing colours / paper sheets with 52x74 cm. size circulation*	1+0	1+1	4+0	4+1	4+4	2+0	2+1	2+2	4+2
100-300									
301-500									
501-1000									
1001-2000									
2001-5000									
5001-10000									
10001-20000									
20001-50000									
50001-100000									
100001-200000									
200001-400000									

\* average price for 1 sheet processing and printing for the respective circulation range

\*\*equals to circulation of a publication requested by an individual specification

**Table 2. Paper cost per 1 paper sheet with 52 x 74 cm. size**

Type / Paper weight (g/m2)	Offset	Mat coated	Glossy coated
80		x	x
90	x		
100			
115	x		
120		x	x
130	x		
150	x		
160		x	x
170	x		
200	x		
250	x		
300	x		
350	x		

**Table 3. Lamination cost per 1 sheet with 52 x 74 cm. size**

Type / Film density	one-sided mat	one-sided glossy	two-sided mat	two-sided glossy
28-32 micron				

**Table 4. Varnishing cost per 1 paper sheet with 52 x 74 cm. size**

Type / Paper sheets range*	one-sided mat	one-sided glossy
100-300		
301-500		
501-1000		
1001-1500		
1501-3000		
3001-5000		
5001-10000		
10001-15000		
15001-30000		

\* total number of varnished paper sheets with 52x74 cm. size needed for printing job execution =  $CxSv/K$  (description of variables C, Sv, K is given below in the part II)

**Table 5. Binding cost per 1 copy of publication with 1 paper sheet weight 80-120 g/m2 including collating, folding and scoring services where necessary**

Type, paper size / number of pages in a publication	Plastic spring*			Metal spring*			Thermo binding*			Binding on staple (up to 64 pages)
	A4	A5	A6	A4	A5	A6	A4	A5	A6	
8-34										
36-64										
66-100										x

102-160										X
162-202										X
204-250										X
252-300										X
302-360										X

\* binding on long publication side

**Table 6. Proofreading cost**

Unit of measure	Price per unit
1800 characters without spaces	

## II. METHOD OF PRINTING JOBS COST CALCULATION ON THE GROUND OF PRICELIST (PART I) AND UN AGENCY SPECIFICATION

**Pi** = cost of publishing of a number of paper sheets with the same type (i) of printing colours and paper for 1 copy of publication

Pi should be calculated for every set of paper / printing colours (i) in a publication according to the following formula:

### Formula 1

**Pi = (price for pre-press processing and printing of one paper sheet with printing colours of i type (table 1) + price of 1 paper sheet with a paper of i type (table 2)) x Si/K, where:**

**Si** = number of paper sheets in a publication with paper/printing colours of i type\*

**K** = ratio of 1 paper sheet with 52x74 cm. size to a publication sheet size stated in a specification:

Paper sheet size required by specification / ratio	<b>A2</b>	<b>A3</b>	<b>A4</b>	<b>A5</b>	<b>A6</b>
<b>K=</b>	1	2	4	8	16

### Formula 2

**Cost of publishing of all copies required by specification = C x (P1 +P2 +....+Pn + price for lamination of one paper sheet (table 3) x SI/K + price for varnishing of one paper sheet (table 4) x Sv/K + price for binding of one publication copy (table 5)), where:**

**C**= circulation of a publication as required by specification

**Sv**= number of sheets in one copy of a publication with varnishing\*

**SI**= number of sheets in one copy of a publication with lamination\*

\*for one sheet publications (leaflet, poster) this variable equals to 1

III. PRICE PROPOSAL FORM FOR OFFSET PRINTING (LOT 2)

**GUIDLINES TO PRICE PROPOSAL FORM COMPLETING:**

- 1) only cells with light background should be filled. Other cells contain formulas or parameters set by the specification;
- 2) publication costs of items No. 2, 8, 13 with paper size not indicated in the pricelist (part I) should be separately calculated by bidders and should serve as a reference for calculation of analogous printing products costs with nonstandard paper size (not corresponding to the pricelist - part I) if ordered by UN Agency within future LTA;
- 3) all prices of the companies, residents of the Republic of Belarus, should be indicated with VAT if included. Total amount of VAT should be indicated in a separate line at the end of a proposal;
- 4) price proposals of the companies, non-residents of the Republic of Belarus shall not include VAT;
- 5) cost of delivery (INCOTERMS: DAP Minsk) and off-loading in UN Agency premises for all publications specified below should be indicated in a separate line at the end of a proposal.

N	Printing job title	Technical parameters	Number of copies (circulation)	Description of paper and printing colours of No.1 type	Price for pre-press processing and printing of one paper sheet 52x74 cm., type No.1 (1)*	Price of 1 paper sheet 52x74 cm., type No.1 (2)*	S1 for paper /printing colours type No.1	K	P1 for paper / printing colours type No.1	Description of paper and printing colours of No.2 type	Price for pre-press processing and printing of one paper sheet 52x74 cm., type No.2 (1)*	Price of 1 paper sheet 52x74 cm., type No.2 (2)*	S2 for paper / printing colours type No.2	P2 for paper / printing colours type No.2	Price for lamination of 1 paper sheet 52x74 cm. (3)*	SI	Price for varnishing of 1 paper sheet 52/74 cm. (4)*	Sv	Price for binding of one publication copy (5)*	Cos of all copies publishing per 1 item
1	Report	A4, cover: 4+0, 250 g/m2, one-sided mat lamination; inner block: 2+2, 115 g/m2, mat paper, thermobinder,108 pages	300	mat paper 250 g/m2, 4+0			2	4	0,00	mat paper 115 g/m2, 2+2			54	0,00		2	0,00	0		0,00
2	Wall calendar (quarterly)	cover (top) and 3 backing boards: 297x210 mm, 270 g/m2, glossy coated paper; 3 pads: 80 g/m2, 2+0, offset paper; eyelet, tin strips; wire-o (metal spring) binding	500	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Brochure	A5, cover: 4+4, 300 g/m2, mat coated paper; inner block: 4+4, 120 g/m2, saddle stitch binding (2 stapples), 36 pages	500	mat coated paper 300 g/m2, 4+4			2	8	0,00	paper 120 g/m2, 4+4			18	0,00	0,00	0	0,00	0		0,00
4	Poster	A2, 4+0, 170 g/m2, glossy coated paper	1 000	glossy coated paper 170 g/m2, 4+0			1	1	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0	0,00	0,00
5	Brochure	A5, cover: 4+4, 150 g/m2, mat coated paper; inner block: 4+4, 90 g/m2, mat coated paper, saddle stitch binding (2 stapples), 36	1 000	mat coated paper 150 g/m2, 4+4			2	8	0,00	mat coated paper 90 g/m2, 4+4			18	0,00	0,00	0	0,00	0		0,00



		pages																		
6	Poster	A2, 4+0, 130 g/m2, glossy coated paper	1 200	glossy coated paper 130 g/m2, 4+0			1	1	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0	0,00	0,00
7	Magazine	A4, cover: 4+4, 170 g/m2, glossy coated paper, one-sided glossy lacquering; inner block: 4+4, 90 g/m2, mat coated paper, saddle stitch binding (2 stapples), 40 pages	2 000	glossy coated paper 170 g/m2, 4+4			2	4	0,00	mat coated paper 90 g/m2, 4+4			20	0,00	0,00	0		2		0,00
8	Folder	A4, hewed, 2+0, 275 g/m2, one-sided glossy lamination, 2 sticked pockets	2 000	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
9	Report	A4, cover: 4+0, 300 g/m2, mat paper, one-sided mat lamination; inner block: 2+2, 80 g/m2, wire-o binding (metal spring), 200 pages	3 000	mat coated paper 300 g/m2, 4+0			2	4	0,00	paper 80 g/m2, 2+2			100	0,00		2	0,00	0		0,00
10	Brochure	A5, no cover, 4+4, 130 g/m2, mat coated paper, saddle stitch binding (2 stapples), 8 pages	5 000	mat coated paper 130 g/m2, 4+4			4	8	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0		0,00
11	Brochure	A6, no cover, 4+4, 130 g/m2, mat coated paper, saddle stitch binding (1 stapple), 8 pages	10 000	mat coated paper 130 g/m2, 4+4			4	16	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0		0,00
12	Poster	A3, 4+0, 250 g/m2, mat coated paper, glossy varnishing	30 000	mat coated paper 250 g/m2, 4+0			1	2	0,00	x	0,00	0,00	0	0,00	0,00	0		1	0,00	0,00
13	Pocket calendar	10x7 cm, 4+4, 350 g/m2, coated paper, gloss lamination on both sides, corners rounding	100 000	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
14	Leaflet	A5, 4+4, 130 g/m2, glossy coated paper	200 000	glossy coated paper 130 g/m2, 4+4			1	8	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0	0,00	0,00
15	Leaflet	A3, 4+4, 130 g/m2, glossy coated paper	200 000	glossy coated paper 130 g/m2, 4+4			1	2	0,00	x	0,00	0,00	0	0,00	0,00	0	0,00	0	0,00	0,00

\*figures in the brackets indicate references to the pricelist tables (part I)

TOTAL LOT 2 PRINTING PRODUCTS PRICE	0,00
Cost of delivery (INCOTERMS: DAP Minsk) and off-loading in UN Agency premises	
TOTAL AMOUNT WITH DELIVERY AND OFF-LOADING	0,00
Amount of VAT (____%)*	
TOTAL AMOUNT WITHOUT VAT*	0,00

\*for Residents of the Republic of Belarus

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Contact Details :

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