



## Invitation to Bid

Date: November 16, 2012

Dear Sir/Madam,

**Subject: Procurement of printing/ design services for UNDP Russia for 3 years period**

1. UNDP Russia hereby solicit your bid for the supply of following services:

**Complex printing/ design services for UNDP Russia for 3 years period**

2. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders
Annex II.	Bid Data Sheet
Annex III.	General Terms and Conditions
Annex IV.	Technical Specifications and Price Schedule
Annex V.	Bid Submission Form (it's mandatory to be submitted with your bid)

3. Interested Bidders may obtain further information at the following address:

**UNDP Russia**  
**Ms. Naylya Berezovskaya, Administrative Associate**  
**9, Leontyevskiy pereulok**  
**125009 Moscow**  
**Russia**

Contact Person: Ms. Naylya Berezovskaya  
Telephone: +7 495 787 2110

E-Mail: [Naylya.berezovskaya@undp.org](mailto:Naylya.berezovskaya@undp.org)

4. Bids must be delivered to the above office on or before **18:00 on December 7, 2012**. Late bids shall be rejected.
5. Bids will be opened in the presence of Bidders' Representatives, who chose to attend at the address, date and time indicated in the Bidding Documents.
6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

*Armand*  
**Elena Armand**  
**Head of UNDP PSO**



## INSTRUCTIONS TO BIDDERS

### A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the printing services to the UN system
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than one week prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

### C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written in the language indicated on the Bid Data Sheet.
8. **Documents Comprising the Bid:**

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule completed in accordance with the Annex V and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

**9. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

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

**10. Export License:**

All bidders/vendors must aware that the goods and services are for the benefit of the Government under UNDP's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UNDP's policies and procedures.

The bidder/vendor shall include in their proposal:

A statement whether any import or export licenses are required in respect of the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

Confirmation that he has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

**11 Documents Establishing Goods' Conformity to Bidding Documents:**

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods;
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

**12. Bid Currencies/Bid Prices:** All prices shall be quoted in dollars USA. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods/ services it proposes to supply under the contract.

**13. Period of Validity of Bids:** Bids shall remain valid for 60 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

**14. Bid Security - not applicable.**

#### D. Submission of Bids

15. **Format and Signing of Bid:** The Bidder shall prepare two copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

#### 16. Sealing and Marking of Bids:

16.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and
- (b) make reference to the "subject" indicated in section I of these Solicitation Documents, and a statement: "**DO NOT OPEN BEFORE December 7, 2012, 18:00**", to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 16 of Instructions to Bidders.

16.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".

16.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.

#### 17. Deadline for Submission of Bids/Late Bids:

17.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

Address of the office:

UNDP Russia  
9, Leontyevskiy pereulok  
125009 Moscow  
Russia

17.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

18. **Modification and Withdrawal of Bids:** The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

## E. Opening and Evaluation of Bids

### 19. Opening of Bids:

19.1 The Purchaser will open all Bids in the presence of Bidders' Representatives who choose to attend, on December 10, 2012, 15:00, UNDP Russia, 9, Leontyevskiy pereulok, 125009 Moscow (at the time, on the date, and at the place specified in section I of this Solicitation Document). The Bidders' Representatives who are present shall sign a register evidencing their attendance.

19.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.

19.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

19.4 The Purchaser will prepare minutes of the Bid Opening.

20. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

### 21. Preliminary Examination:

21.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

21.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

21.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

21.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

22. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to USD at the official UN exchange rate on the last day for Submission of Bids ( December 7, 2012).

23. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.

#### F. Award of Contract

24. **Award Criteria:** The procuring UN entity will issue the LTA/Purchase Orders to the lowest priced technically qualified Bidder. The Purchaser reserves the right to select more than 1 Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.
25. **Purchaser's Right to Vary Requirements at Time of Award:** The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
26. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the LTA/ Purchase Order. The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.
27. **Signing of the Purchase Order:** Within 30 days of receipt of the LTA/ Purchase Order the successful Bidder shall sign, date and return it to the purchaser.
28. **Performance Security:** N/A

Failure of the successful Bidder to comply with the requirement of clause 26 or clause 27 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

29. **Vendor Protest:** Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

## BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Language of the Bid	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> If others, specify or Russian		
Bid Price	The prices quoted shall be as per following INCOTERMS 2000 and place: <input type="checkbox"/> FOB <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> DDU Place: 9, Leontyevskiy lane, 125009 Moscow, Russia		
Documents Establishing Bidder's Eligibility & Qualifications	<input checked="" type="checkbox"/> Required. -- see description in Annex IV -- Technical specification and Price schedule, par. Eligible criteria		
Bid Validity Period.	<input checked="" type="checkbox"/> 60 days		
Bid Security	<input checked="" type="checkbox"/> Not required.		
Preliminary Examination -- completeness of bid.	<input checked="" type="checkbox"/> Partial bids not permitted.		
Purchaser's Right to Vary Requirements at Time of Award	<input type="checkbox"/> 15 percent, increase or decrease, remain unchanged.	<input checked="" type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to ..... percent.
Compliance with any other clause required?	<input checked="" type="checkbox"/> No.		

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

3.1 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 utilities 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 UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

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

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used



and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

**7. INSPECTION**

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

**10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

**11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

**12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

**13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

**14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates 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.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates 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.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**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, or relating to this Purchase Order 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**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## TECHNICAL SPECIFICATIONS and PRICE SCHEDULE

### Background

UNDP outsources printing/ design services required by UNDP Russia and is exploring the possibility of utilising the services of the potential offerors capable to deliver requested services on a recurrent basis as needs arise.

UNDP Russia seeks to negotiate a Long-Term Agreement (LTA) for printing/ design services for the 3 years period with possible extension for another 1 year. All publications and printing materials are of various characters, i.e. environmental, economic, human development, etc. The target group for all publications is governmental institutions, Civil Society organizations, partners and other institutions. Some of the publications shall be presented also to media.

LTA may be also utilized to request services for print materials, which are not yet envisaged or planned. In this regard prices quoted for the services described in the Price schedule will be the basis for calculating the cost for all services requested under the LTA.

### Eligibility criteria

General requirements:

An offeror submitting the offer must provide:

- A short profile of the company including number of years on the market, number of employees
- Business register of your company
- Capital: please provide a copy of your turnover for 2011 including the balance sheet and profit/loss account
- CV of the managerial personnel that will be designated to work with UNDP.

An offeror submitting the offer must have following print equipment (in order to satisfy UNDP needs):

- 2 offset machines, out of which one to have format A2, two colors minimum, due to the fact that UNDP publications have obviously full color cover and 2 color inside pages
- Developing automat for offset plates
- Paper cutter, for format 100x70
- Bookbinding machine for binding types V1 – wire staple sewing and V2 – adhesive binding, V4 - glued and sewn
- Book wrapper

For design/ layout it is requested to use some of the following programmes:

- InDesign CS2 or similar
- Adobe Illustrator CS2 or similar
- Pagemaker 6.0, QuarkXpress 4.1 or similar

**Other requirements:**

- Track record/ evidence of quality work on similar publications for international clients, please provide also following samples of your work:
  - o 4/colour booklets / wire staple binding;
  - o 4/colour brochures / V2 – glued;
  - o 4/colour brochures / V4 – glued and bind
  - o 4/colour posters;
- List of references with contact details – please provide list of companies you have cooperated with during the last year

**Another information on your company to be provided:**

- Information about „green“ efforts of the company (i.e. use of environmentally friendly products/ processes during the production)
- Information on quality management system (certificates, etc.)
- Additional services that might be offered to UNDP (for UNDP's information purposes)
- Other info that you believe is important (attention to detail, responsiveness to clients' requests, adjusting the production processes during the run, check the shipment/ products before dispatching, etc.)

The tables below outline typical print jobs on which your company is requested to make quotations. Work orders vary in volume, complexity and turn-around time. Most electronic files are prepared in Pagemaker 6.0, QuarkXpress 4.1 or Adobe Illustrator 8.0, Photoshop 6.0, InDesign or press-ready PDFs.

Some of the jobs are produced in multiple language versions, those languages typically being English and Russian.

All jobs should include the cost of pick-up from and delivery to the UNDP Russia.

## EXAMPLES OF TYPICAL JOBS AND PRICE SCHEDULE

### *11 LOTS*

LOT 1	
Description	Quarterly magazin
Quantity	1000 copies in Russian language English version in e-format
Size	A4
Quantity of printed sides	16 + cover page 14 + cover page
Printing	Color 5+5 (pantone 285) Paper body 115 matt Paper cover 170 matt Binding 2 wire clip
Other requirements	Prepress of Russian and English versions Delivery of the order to UNDP office

LOT 2	
Description	Brochure
Quantity	300 copies 500 copies 800 copies
Size	A4
Quantity of printed sides	8 + cover page 12 + cover page
Printing	Color 4+4, Paper cover 300 g. coated paper with lamination 0,32 m matt Paper body 170 g. matt coated paper 2 wire clips
Other requirements	Prepress Delivery of the order to UNDP office

LOT 3	
Description	Report
Quantity	500 copies 1000 copies 1500 copies
Size	210 x 297 mm
Quantity of printed sides	150
Printing	Paper body coated 115 g/m2, Color (4+4) Paper cover coated 300 g/m2, matt with lamination Glued
Other requirements	<ul style="list-style-type: none"> <li>➤ Design of cover and body pages</li> <li>➤ Editing and proof reading of Russian version</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Translation into English</li> <li>➤ Editing and proof reading of English version</li> <li>➤ Preparation of makeup page</li> <li>➤ Prepress of Russian and English versions</li> <li>➤ Delivery to UNDP</li> </ul>
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<b>LOT 4</b>	
<b>Description</b>	Publication
<b>Quantity</b>	300 copies 500 copies 1000 copies
<b>Size</b>	210 x 297 mm
<b>Quantity of printed sides</b>	80
<b>Printing</b>	Paper body coated 115 g/m2, color 2+2 (black+pantone 285), Paper cover coated 250 g/m2, matt with matt lamination, color 2+2 (black+pantone 285), Glued
<b>Other requirements</b>	Prepress Design makeup of cover and body Delivery to UNDP

<b>LOT 5</b>	
<b>Description</b>	Paper pockets
<b>Quantity</b>	100 pcs. 300pcs. 500 pcs
<b>Size</b>	250 x 350 x 80 mm
<b>Printing</b>	200 g coated paper, matt lamination 1+0 0,32 m., color 1+0 (blue pantone)
<b>Other requirements</b>	Delivery to UNDP

<b>LOT 6</b>	
<b>Description</b>	Plastic pockets
<b>Quantity</b>	100 pcs. 300pcs. 500 pcs
<b>Size</b>	40 x 50 sm
<b>Printing</b>	1+0 (blue pantone)
<b>Other requirements</b>	Delivery to UNDP

<b>LOT 7</b>	
<b>Description</b>	Quarterly calendars
<b>Quantity</b>	100 pcs. 200 pcs. 300 pcs
<b>Printing</b>	Cover page and last page 297 x 210 mm, 4+0, carton one-side coated 280 g. with white fold, matt lamination 1+0 0,32 m., white coated body 3+0, binding on 3 white springs, piccolo silver, tracking strip
<b>Other requirements</b>	Delivery to UNDP

<b>LOT 8</b>	
<b>Description</b>	Poster
<b>Quantity</b>	5 pcs. 10 pcs. 20 pcs
<b>Size</b>	A1 (60 x 90)
<b>Printing</b>	Paper: matt, 150 g/m2 Color: 4+0
<b>Other requirements</b>	Delivery to UNDP

<b>LOT 9</b>	
<b>Description</b>	Post card, invitation card
<b>Quantity</b>	50 pcs. 100 pcs. 200 pcs
<b>Size</b>	210 x 200 m
<b>Printing</b>	Coated paper 300 g. matt, offset lac varnish matt 1+1, 4+0, insert tracing paper 170 g., 1+0 (pantone)
<b>Other requirements</b>	Delivery to UNDP

<b>LOT 10</b>	
<b>Description</b>	Folder
<b>Quantity</b>	100 pcs. 200 pcs. 300 pcs
<b>Size</b>	A4, 2 interior pockets inside: right side with pocket for pages and plastic pocket for CD disk on the left side
<b>Printing</b>	Paper: matt coated 300 g/m2, offset lac varnish Color: 4+0
<b>Other requirements</b>	Delivery to UNDP

LOT II	
Description	CD disks (CD-R)
Quantity	50 pcs. 100 pcs. 200 pcs
Requirements	Recording on CD Printing 4+0, gloss varnish Delivery to UNDP



## BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*description of goods*] in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of [number] days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this . . . . day of . . . . [year].

Company's name:

Address:

Contact person:

Email:

Telephone number:

.....  
Signature

.....  
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of .....