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INVITATION TO BID

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UNDP Human Development Report, Summary, Posters and Press Kit Folders

ITB No.: UNDP/HDRO/ITB/2018/002

Project: Human Development Reports

Country: United States of America

Issued on: 9 July 2018

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject. The purpose of this Invitation to Bid is to establish Long Term Agreements (LTAs) with the top two qualified bidders as primary and secondary vendors.

The LTAs will be awarded to successful Bidders for a period of three years with possibility of extension, subject to availability of budget and satisfactory contract performance. The price shall remain fixed for the entire duration and, if there is a reduction in the market price during this period, UNDP shall benefit from such reductions.

While UNDP intends to establish LTAs there is no fixed committed contract amount and UNDP reserves the right to utilize other sources at its discretion to assure value for money. Once the LTA is established with the winning selected vendors, orders for specific requests will be placed through the Purchase Orders and the General Conditions of the Contract will be in force. The estimated volume of services within the next three years would be 25,900 HDR reports, 700 Posters, 700 Press Kit Folders, and 36,200 HDR summaries, in total. However, UNDP does not guarantee it will place orders for this quantity and is not bound by the LTAs to purchase any minimum amount of services.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB and indicate whether you intend to submit a Bid by clicking the "Accept Invitation" function in eTendering online system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement

opportunities.

Approved by

Raul Espinosa

Name: Raul Espinosa

Title: OIC, Central Procurement Unit

Date: **July 9, 2018**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by 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; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p>

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide 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 Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary examination by price. Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 1% of Purchase Order dollar value for every day fulfillment is delayed from scheduled turnaround time (beyond any UNDP allowable deviations). 25% after 2 weeks delay and subject to PO cancellation after 1 month delay.
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	14 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Emmanuel Maliganya Address: 1 United Nations Plaza, DC1-18 th New York, NY 10017 E-mail address: cpu.bids@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Uploaded in the UNDP eTendering System . It is the responsibility of the Proposers to view the respective changes and clarifications in the system: https://etendering.partneragencies.org <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email and posting on the website: http://procurement-notice.undp.org/
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering (for bids) <input checked="" type="checkbox"/> Courier/Hand Delivery (for mailing of similar report, poster, and press kit folder sample) <input type="checkbox"/> Submission by email (only applicable upon prior approval by UNDP)
15	22	Bid Submission Address	<u>[Insert Physical or E-mail Address]</u> <u>[For eTendering method, keep link below and insert Event ID information]</u> https://etendering.partneragencies.org <u>Insert BU Code and Event ID number</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Not applicable ▪ Mandatory subject of email: Not applicable ▪ Sample documents of similar report, poster, and press kit folder which are required for bidders offering 'equivalent' paper to the standard defined in the Scope and Specifications of Section 5 must be sent to the below address. <p>Reference: Sample for ITB Ref. # UNDP/HDRO/ITB/2018/002 Attn: Central Procurement Unit, UNDP 1 United Nations Plaza, DC1-18th floor New York, NY 10017</p>

17	25	Date, time and venue for the opening of bid	For e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	<p>Lowest priced technically responsive, eligible and qualified bid.</p> <p>Memo to Bidders (<u>Examples of Bid Rejection</u>)</p> <p>Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions.</p> <p>Below are some of the more common examples of why bids are rejected. Bidders are urged to read this before submission and to check that their bids conform to each of these points and the instructions as noted in the bidding documents.</p> <ul style="list-style-type: none"> ➤ Bid is <u>not</u> signed as per the instructions in the ITB. ➤ <u>Not</u> all sufficient documents have been provided. ➤ Documents provided are <u>not</u> in English. ➤ Documents provided do <u>not</u> directly address each point of the evaluation criteria. ➤ Bid not specifically addressing the evaluation criteria of the ITB and Technical Specifications. ➤ Bid does <u>not</u> offer services which have been specifically requested in the Technical Specifications. ➤ Failure to enclose the required submission forms ➤ The Bidder failed to consult the UNDP procurement website before the deadline for bid submission and did not see the changes to the ITB listed there which need to be incorporated in the bid. ➤ The Bidder declines or proposes a major deviation to UNDP General Conditions of Contract. ➤ Bids contain viruses and/or corrupted files. The Bidders should ensure that submitted bids DO NOT contain viruses and/or corrupted files. Such bids will be rejected.
19		Expected date for commencement of Contract	<i>January 2, 2019</i>
20		Maximum expected duration of contract	Three years with a possibility of extension, on annual basis for two additional years subject to availability of budget, satisfactory contract performance and internal approvals.
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors:

			The top two Bidders that are found technically responsive and proposed the lowest price will be selected for the provision of these services as Primary and Secondary vendors. The secondary vendor will be requested to provide service in case of unexpected increase in workload and/or poor performance of the primary vendor.
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	Payment Terms: Within 30 days upon UNDP's acceptance of the services delivered as specified and receipt of invoice.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in the United States of America (USA) or has an office/branch in the USA where all services requested under this ITB can be fulfilled.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
	<ul style="list-style-type: none"> ▪ Printing License 	

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 750,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Detailed Technical and Financial Evaluation

TECHNICAL EVALUATION		
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
FINANCIAL EVALUATION		
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

SECTION 5: TERMS OF REFERENCE / SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

PRINTING AND DISTRIBUTION OF UNDP HUMAN DEVELOPMENT REPORT, POSTERS, PRESS KIT FOLDERS AND SUMMARY

THE HUMAN DEVELOPMENT REPORT (HDR): BACKGROUND INFORMATION

Since its inception in 1990 UNDP's Human Development Report (HDR) has become one of the most influential of the UN's annual publications, and is widely credited with changing that way that development itself is now assessed and perceived around the world.

The Report is translated into more than a dozen languages and launched in more than 100 countries annually. The Human Development Report Office distributes around 25,900 copies of the Human Development Reports and 36,200 of Summaries each year to the 166 UNDP country offices worldwide.

Please note that the Long Term Agreements (LTAs) will be awarded for the following services related to production and distribution of the Human Development Report:

- Printing – HDR, Posters, Press Kit Folders and HDR Summary
- Packaging and labelling
- Warehousing and fulfillment
- Order site integration

While UNDP intends to establish the LTAs, there is no fixed committed contract amount. Once the contract is established with the winning vendor, orders for such services will be placed through the Purchase Orders and the General Conditions and Terms of the Contract will be in force.

Shipment Arrangements by UNDP.

Bidders are required to provide complete financial component as per Form F (Price Schedule) for all services. For all shipment and delivery of packages, UNDP will utilize the services of DHL Express (USA) who possesses a global contract with UN/UNDP offering discounted prices and efficient custom clearances thereby ensuring timely deliveries. . Therefore, bidders are not requested to provide shipping costs to the destinations.

Scope and specifications – Annual Demand

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language	
A) HDR Reports							
1) No of copies	Total: 25,900	15,000	5,500	4,000	1,400	Not applicable	
2) Print specifications							
▪ Dimension	▪ Book size:	8.5 x 11 inches					
	▪ Pages	284	284 280 + cover	284 280 + cover	284 280 + cover		
	▪ Cover	4-page cover plus spine					
▪ Ink	▪ Text pages	CMYK 4-color process					
	▪ Outside Cover	CMYK 4-color process plus aqueous coating					
	▪ Inside Cover	CMYK 4-color process					
▪ Stock: (Printer to provide paper samples of paper stock for approval)	▪ Cover	International Papers: Kallima (or equivalent*); 10 pt C1S, FCS-certified					
	▪ Text pages	Cascade Mills’ 60# Roland Opaque 30 Smooth stock (or equivalent*), FCS-certified					
▪ Press work - UNDP-HDRO to supply press-ready Adobe PDFs - Pre-press author alterations approximate of 8 hours may be expected		▪ Heavy ink coverage on chapter opening pages with knock-out text ▪ Full bleeds on cover, chapter opening pages, and other pages as required. ▪ Printer to run trapping program ▪ The printing of the report of all languages should be using offset printing					
▪ Proofs		▪ PDF proof in advance of hard copy ▪ Composed cover ▪ Loose color proof of selected figures; proofs of selected pages (max 20 proofs in total) ▪ Blue line: produce 2, one for UNDP, one for printer					
▪ Finishing		▪ Fold and score covers ▪ Perfect binding					
3) Packaging		▪ Total print run: Package in fitted cartons, 10 books per box, weighing no more than 25 pounds ▪ HDRO’s online ordering site will be integrated with vendor’s system via API. Orders will be processed and sent to vendor electronically via API. ▪ UNDP to provide further labelling instructions					

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
		<ul style="list-style-type: none"> Labels apply to TOP of carton 				
4) Schedule and delivery (requirement for subsequent years will be advised accordingly, in general will follow similar time and duration) Note: Schedule will be shared with winning company three months before print file in date.	Tentative date for print ready PDF file.	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	
	Turnaround time, number of days (including weekend). (Deviation up to additional 2 days is acceptable)	21	14	14	14	
	Ready for shipment	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	
	First delivery to arrive at New York (for the first year), next subsequent year delivery date will be advised accordingly	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	
Fulfill orders for distribution		Approximately 130 shipments of approximately 10,000 books (approx..77 books per shipment)	Approximately 25 shipments of approximately 6000 books (approx..240 books per shipment)	Approximately 25 shipments of approximately 3500 books (approx..140 books per shipment)	Approximately 20 shipments of approximately 1000 books (approx..50 books per shipment)	
Shipment to New York City <u>Shipping address:</u> United Nations Development Programme/Print Shop 304 East 45th Street, FF - basement, inside delivery New York, NY 10017 <u>Attn: Ishmael Ward</u> Tel: (212) 906 6680/6683/5540 Arthur Boddie 212-906-6683/5994/5540)	<ul style="list-style-type: none"> Shipper will need to supply own hand truck to move skids. Freight elevator is available, total weight of materials being delivered on skids should not exceed 3500 lbs. and the dimensions should not be more than 3ft x 4ft x 4ft. 	Approximately 1,500 books (150 boxes)	Approximately 450 books (45 boxes)	Approximately 400 books (40 boxes)	Approximately 100 books (10 boxes)	

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
<u>Also call: Botagoz Abdreyeva (UNDP/HDRO)</u> Tel: (212) 906-3690						
Shipment to Dulles, VA <u>Shipping address:</u> <i>United Nations Publications</i> <i>Attn: New Titles</i> <i>22883 Quicksilver Dr</i> <i>Dulles</i> <i>VA 20176 USA</i> <i>Tel: (703) 661-1500</i>		Approximately 1,300 books (130 boxes)	Approximately 70 books (7 boxes)	Approximately 50 books (5 boxes)	Approximately 40 books (4 boxes) -	
5) Storage/ fulfillment		Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO				
B) Poster						
1) No of copies	Total: 700	700 copies	Not applicable	Not applicable	Not applicable	Not applicable
2) Print specifications (4/0)	▪ Finished size	18 x 24 inches				
	▪ Stock	100 # White Gloss Text FSC-certified				
	▪ Ink	4-color process (CMYK) + Overall Gloss Aqueous				
	▪ Prepress	Press-ready Adobe PDFs supplied by UNDP				
	▪ Proofs	Composite/Iris proof (make 3 proofs, one for UNDP, one for printer, one for graphic designer)				
3) Packaging		Roll and insert 5 posters per 3x3x30 mailing tube (square				

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
		poster cartons, printer to furnish). Label each.				
4) Schedule and delivery	Tentative date for print ready PDF file	Same as report				
	Turnaround time	Same as report				
	Ready for shipment	Same as report				
Fulfill orders for distribution via DHL (DHL Express will provide software to generate shipping labels):	<ul style="list-style-type: none">To be picked up by DHL ExpressShipment costs borne by HDRO (corporate account)	Approximately 500 (100 tubes)				
Shipment to New York City <u>Shipping address:</u> <i>United Nations Development Programme/Print Shop</i> <i>304 East 45th Street, FF - basement, inside delivery</i> New York, NY 10017 <u>Attn: Ishmael Ward</u> Tel: (212) 906 6680/6683/5540 Arthur Boddie 212-906-6683/5994/5540) <u>Also call: Botagoz Abdreyeva (UNDP/HDRO)</u> Tel: (212) 906-3690		Approximately 100 (20 tubes)				
5) Storage/ fulfillment		-				
C) Press Kit Folder						
1) No of copies	Total: 6000	6000 copies	Not applicable	Not applicable	Not applicable	Not applicable
2) Print specifications (4/0)	<ul style="list-style-type: none">Finished size	<ul style="list-style-type: none">9in x 12in x 0.5in0.5in front pocket gusset on the spine				

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
		<ul style="list-style-type: none"> 2 internal glued pockets, 4in Flat size: 18.5inx12 – 20” x 16” is the actual flat (to hold a 240pg (this should be increased to hold a 284 page report) HDR report, and 8.5x11 press handouts in pockets) 				
	▪ Stock	International Papers: Kallima; 10 pt C1S (or equivalent*), FCS-certified				
	▪ Ink	4-color process (CMYK) +Spot Gloss Aqueous				
	▪ Prepress	Press-ready Adobe PDFs supplied by UNDP				
	▪ Proofs	Composite/Iris proof (make 3 proofs, one for UNDP, one for printer, one for graphic designer)				
3) Packaging		<ul style="list-style-type: none"> Shrink wrap and carton in packs of 20 per shrink 				

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
		wrap, 200 per carton ▪ Label each				
4) Schedule and delivery	Tentative date for print ready PDF file	Same as report				
	Turnaround time	Same as report				
	Ready for shipment	Same as report				
Fulfill orders for distribution		Approximately 4000 (200 boxes)				
Shipment to New York City <u>Shipping address:</u> <i>United Nations Development Programme/Print Shop</i> <i>304 East 45th Street, FF - basement, inside delivery</i> New York, NY 10017 <u>Attn: Ishmael Ward</u> Tel: (212) 906 6680/6683/5540 Arthur Boddie 212-906-6683/5994/5540) <u>Also call: Botagoz Abdreyeva (UNDP/HDRO)</u> Tel: (212) 906-3690		Approximately 400 (20 boxes)				
5) Storage/ fulfillment		Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO				
D) HDR Summaries						
1) No of copies	Total: 36,200	22,000	7,000	4,000	1,800	1,400
2) Print specifications						
▪ Dimension	▪ Cover	Open 17 x 11inches; closed 8.5 x 11inches				
	▪ Text	Open 17 x 11inches; closed 8.5 x 11inches				

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
	▪ Page count	36pg + cover.				
▪ Ink	▪ Text pages	CMYK 4-color process				
	▪ Outside Cover	CMYK 4-color process plus aqueous coating				
	▪ Inside Cover	CMYK 4-color process				
▪ Stock: (Printer to provide paper samples of paper stock for approval)	▪ Cover	International Papers: Kallima (or equivalent*); 12 pt C1S, FSC-certified				
	▪ Text pages	Cascade Mills’ 60# Roland Opaque 30 Smooth stock (or equivalent*), FSC-certified				
▪ Press work - UNDP-HDRO to supply press-ready Adobe PDFs - Pre-press author alterations approximate of 8 hours may be expected		▪ Heavy ink coverage on chapter opening pages with knock-out text ▪ Full bleeds on cover, chapter opening pages, other pages as required. ▪ Printer to run trapping program				
▪ Proofs		▪ Composite proof of English and Arabic, other languages can proof via PDF ▪ 2 blueprints or composite proofs (one for printer, one for UNDP) and PDFs				
▪ Finishing		▪ Score, fold, saddle stitching, trim				
3) Packaging		▪ Please package in fitted carton, weighing no more than 25 pounds. ▪ UNDP to provide distribution lists and printer to produce and apply labels with quantity and address; ▪ Number of copies per carton: 50 ▪ Labels apply to TOP of carton				
4) Schedule and delivery	Tentative date for print ready PDF file	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year
	Turnaround time	15 days	15 days	15 days	15 days	15 days
	Ready for shipment	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year
	First delivery to arrive at New York	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year	Q3 of each year
Fulfill orders for distribution		Approximately 200 drop ships of approximately 34,000 copies in total				
Shipment to New York City <i>Shipping address:</i> <i>United Nations Development Programme/Print Shop</i> <i>304 East 45th Street, FF - basement, inside delivery</i> <i>New York, NY 10017</i>	▪ Shipper will need to supply own hand truck to move skids. ▪ Freight elevator is available, total weight of materials being delivered on skids should	Approximately 3,000 copies				

Scope/ Specifications		English language	French language	Spanish language	Arabic language (note: RTL writing system)	Russian Language
Attn: <u>Ishmael Ward</u> Tel: (212) 906 6680/6683/5540 Arthur Boddie 212-906-6683/5994/5540) <u>Also call: Botagoz Abdreyeva (UNDP/HDRO)</u> Tel: (212) 906-3690	not exceed 3500 lbs. and the dimensions should not be more than 3ft x 4ft x 4ft.					
5) Storage		Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO				

***In addition to submission by courier mail of similar report/poster/press kit folder for bidders proposing using ‘equivalent’ paper standard, bidders must also demonstrate and provide a detailed explanation in their bid as to how the proposed paper meets or exceeds the specifications of the below paper types:**

- For Cover - Kallima; 12 pt C1S, FSC-certified
- For Paper - Cascade Mills’ 60# Roland Opaque 30 Smooth stock, FSC-certified

HDR Distribution: API Instruction Note

Last update: 3/23/2016

Note: REST API is compatible, and can be accessed using many different programming languages. Please find HDRO's API instruction note.

****Connection information**

First request:

URL: http://www.hdrdistribution.org/hdr_orders/user/login

Content Type: application/x-www-form-urlencoded

Headers: none

Parameters:

 Name: username

 Value: //your username

 Name : password

 Value://your password

Content to send: Body from parameters (username=username&password=password) Action: POST

Second request:

URL: http://www.hdrdistribution.org/hdr_orders/order.xml

Action: GET

//everything else as is

Useful API calls:

- All orders that are ready for processing:
 - XML: http://www.hdrdistribution.org/hdr_orders/order&status=processing
 - JSON: http://www.hdrdistribution.org/hdr_orders/order.json&status=processing
- All orders that are still pending:
 - XML: http://www.hdrdistribution.org/hdr_orders/order&status=pending
 - JSON: http://www.hdrdistribution.org/hdr_orders/order.json&status=pending

Workflow information:

As will be specified in the field descriptions below, when the user completes an order, the status will be set as "pending". HDRO will manually check the order and set it to processing for the printer. **The printer should only fulfill orders that are set to "processing"**. Orders that are fulfilled should be set to "complete", either manually by HDRO or through the API.

Field descriptions:

The fields contained in these views are as follows:

- Commerce Order: Order ID
- Commerce Order: Created date
- Commerce Order: Billing information
- Commerce Order: Shipping information
- Commerce Order: E-mail
- Commerce Order: Line items
- Commerce Order: Order total
- Commerce Order: Status

Commerce Order Status values:

- Canceled - order is cancelled by user or HDRO
- Shopping cart - order is in cart
- Checkout: Checkout - order started through the checkout workflow
- Checkout: Shipping - order is at shipping information page
- Checkout: Review - order is being reviewed by user
- Checkout: Payment - payment is being entered by user
- Checkout: Confirm order - order is being confirmed by user
- Checkout: Complete - order is completed by user
- Pending - order received by HDRO for confirmation
- Processing - order ready for shipment
- Complete - order shipped

Press Kit Folder Die Line

Refer to Annex

List of addresses for Distribution of HDR (English) to various locations



#	Country	State	Address of CO
1	ANGOLA		Rua Major Kanhangulo, 197 Luanda
2	ARGENTINA	Buenos Aires	Esmeralda 130 - Piso 13 C1035ABD, Ciudad Autónoma de Buenos Aires,
3	AZERBEIJAN	Baku	UN Office in Azerbaijan, 3, UN 50th Anniversary str., AZ 1001, Baku, Azerbaijan
4	BANGLADESH	Dhaka	UNDP, UN Offices, 18th Floor, IDB Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka 1207, Bangladesh
5	BARBADOS	Bridgetown	United Nations Development Programme (Barbados and the OECS) UN House, Marine Gardens, Christ Church, Barbados
6	BELGIUM	Brussels	14 rue Montoyer, B - 1000, Brussels, Belgium
7	BHUTAN	Thimphu	United Nations Development Programme (UNDP) Bhutan UN House PO Box 162 Peling Lam, Kawajangsa, Thimphu, Bhutan
8	BOSNIA	Sarajevo	Zmaja od Bosne b.b. 71000 Sarajevo Bosnia and Herzegovina
9	BOTSWANA	Gaborone	Corner Khama Crescent and President Drive Government Enclave Gaborone, Botswana
10	BRAZIL	Brasilia	Complexo Sergio Vieira de Mello, M6dulo I, Predio Zilda Arns Setor de Embaixadas Norte, Quadra 802, Conjunto C, Lote 17
11	CAMBODIA	Phnom Penh	#53, Pasteur Street, Boeung Keng Kang I P.O. Box 877, Phnom Penh, Cambodia
12	CHAD	N'Djamena	Programme des Nations Unies pour le développement au Tchad, 02 Villa PNUD, Rondpoint de la Francophonie BP 906, Ndjamená - TCHAD
13	CHILE	Santiago	Dag Hammarskjöld 3241. Vitacura. 7630412. Santiago. RM. Chile.
14	CHINA	Beijing	No.2 LiangMaHe NanLu, 100600, Beijing, China
15	COLOMBIA	Cartagena	Avenida 82 #10-62, pisos 2, 3 y 4

16	CONGO	Brazzaville	Adresse Geographique: Avenue Foch/Behagle Adresse Postale: B.P. 465, Brazzaville Republique du Congo
17	DENMARK	Copenhagen	Marmorvej 51 2100 Copenhagen \2 Denmark
18	DOMINICAN REP	Santo Domingo	Casa de las Naciones Unidas Avenida Anacaona #9, Mirador Sur Apartado 1424 Santo Domingo, Rep. Dominicana
19	DR CONGO	Kinshasa	UNDP DRC, Immeuble Losonia, Boulevard du 30 juin, P.O. Box 7248, Commune de la Gombe, Kinshasa - Republique democratique du Congo
20	ECUADOR	Quito	Av. Amazonas 2889 y la Granja
21	EGYPT	Cairo	Egypt Country Office World Trade Center, 1191 Corniche El Nil Street Boulac, Cairo, Egypt
22	EL SALVADOR	Antiguo Cuscatlan	Blvd. Order of Malta South, No. 2-B Santa Elena, Antiguo Cuscatlan Freedom The Savior
23	ERITREA	Asmara	HDAY Street P.O. Box 5366 Asmara, Eritrea
24	ETHIOPIA	Addis Ababa	Post Box No. 5580, Addis Ababa, Ethiopia
25	FIJI	Suva	Level 8, Kadavu House 414 Victoria Parade Suva, Fiji
26	FINLAND	Helsinki	Katajanokanlaituri 6 B, FI-00160 Helsinki I Finland
27	GAMBIA	Banjul	P.O.Box 553, Banjul - The Gambia
28	GEORGIA	Tbilisi	UN House, 9 Eristavi Street Tbilisi 0179 Georgia
29	GUATEMALA	Guatemala	5a Av. 5-55 Zona 14 Edificio Europlaza, Torre IV, Nivel 10 Ciudad de Guatemala, 01014

30	GUINEA	Conakry	Maison Commune Corniche Coleah Lansebounyi B.P. : 222 Conakry Guinee
31	GUINEA BISSAU	Bissau	Rua Rui Djassi - CP 179, Bissau - Guinee-Bissau
32	GUYANA	Georgetown	42 Brickdam & United Nations Place Stabroek, Georgetown, Guyana
33	ICELAND	Reykjavik	Orkustofnun, Grensasvegi 9, IS-108Reykjavfk, Iceland
34	INDIA	New Delhi	Post Box No. 3059, 55 Lodhi Estate New Delhi, India. Pin Code - 110 003
35	INDONESIA	Jakarta	Menara Thamrin 8-9th Floor Jl. MH Thamrin Kav. 3 Jakarta 10250
36	ITALY	Rome	Corso Vittorio Emanuele II, 251, Roma RM, Italy
37	IVORY COAST	Abidjan	Angle Avenue Marchand, Rue Gourgass 01 BP 1747 Abidjan 01 (Cote d'Ivoire}
38	JAMAICA	Kingston	1 - 3 Lady Musgrave Road Kingston 5, Jamaica
39	JAPAN	Shibuya-ku	UN House 8F, 5-53-70 Jingumae Shibuya-ku, Tokyo 150-0001
40	JORDAN	Amman	P.O.Box 941631 Amman 11194 Jordan
41	KENYA	Nairobi	UN Gigiri Complex, Block M P.O. Box 30218-00100,Nairobi, Kenya
42	KOSOVO	Pristina	UNDP Kosovo Office, Zagrebi St. No. 39, 10000 Pristina, Kosovo
43	LAOS	Vientiane	Lane Xang Avenue P.O. Box 345 Vientiane, Lao PDR
44	LESOTHO	Maseru	UNDP Offices,United Nations Road, PO Box 310, Maseru, Kingdom of Lesotho

45	LIBERIA	Monrovia	Simpson Building Mamba Point P.O.Box 274 1000 Monrovia, 10 Liberia West Africa
46	MACEDONIA	Skopje	Jordan Hadzi Konstantinov -Dzinot 23, 1000, Skopje
47	MALAWI	Lilongwe	Area 40, Plot 7, P.O. Box 30135 Lilongwe 3.
48	MALAYSIA	Kuala Lumpur	Wisma UN, Block C Kompleks Pejabat Damansara Jalan Dungun, Damansara Heights 50490 Kuala Lumpur MALAYSIA
49	MALDIVES	Male' City	4th Floor, H. Aage (Bank of Ceylon Building} Boduthakurufaanu Magu Male', Maldives
50	MAROCCO	Rabat	Angle Avenue Moulay Hassan et Rue Moulay Ahmed Loukili, Casier ONU, Rabat Chellah Maroc
51	MAURITIUS	Port Louis	6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius
52	MEXICO	Mexico City	Montes Urales 440,Col. Lomas de Chapultepec, Del. Miguel Hidalgo, C.P.11000 Mexico, D.F.
53	MONGOLIA	Ulaanbatar	United Nations Street -14 Sukhbaatar District Ulaanbaatar - 14201, Mongolia
54	MONTENEGRO	Podgorica	UN Eco Building Stanka Dragojevica bb, 81000 Podgorica, Montenegro
55	MOZAMBIQUE	Maputo	UNDP Mozambique Country Office Kenneth Kaunda Av, N. 931, Maputo
56	MYNMAR	Yangon	No. 6, Natmauk Road, Tamwe Township, Yangon 11211, Republic of the Union of Myanmar

57	NAMIBIA	Windhoek	UN HOUSE, 1st Floor, 38 Stein Street, Klein Windhoek Private Bag 13329, Windhoek, Namibia
58	NEPAL	Kathmandu	P.O. Box 107 Kathmandu, Nepal
59	NETHERLANDS	The Hague	Postbus 5818 2280 HV Rijswijk The Netherlands
60	NIGERIA	Abuja	Anambra State House, 19, T.Y Danjuma Street, Asokoro, Abuja, Nigeria.
61	NORWAY	Oslo	Kongens gate 12, 0153 Oslo, Norway
62	PAKISTAN	Islamabad	4th Floor, Serena Business Complex Khayaban-e-Suharwardy Islamabad, Pakistan
63	PERU	Lima	Av. Perez Aranfbar NQ 750 Magdalena del Mar, Lima 17 - Peru
64	PHILIPPINES	Makati City	30th Floor Yuchengco Tower RCBC Plaza, 6819 Ayala Avenue cor. Sen. Gil J. Puyat Avenue Makati City 1226 Philippines
65	RWANDA	Kigali	Avenue de l'Armee 12, Kigali, Rwanda
66	SAMOA	Apia	UNDP Samoa Multi-Country Office Private Mail Bag, Apia SAMOA
67	SAUDI ARABIA	Riyadh	P.O Box 94623 Riyadh 11614 Kingdom of Saudi Arabia
68	SERBIA	Belgrade	Internacionalnih brigada 69 11000 Belgrade, Serbia
69	SEYCHELLES	Victoria	6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius
70	SIERRA LEONE	Freetown	PO Box 1011 Freetown Sierra Leone
71	SINGAPORE	Singapore	#8-01, Block A, 29 Heng Mui Keng Terrace, Singapore 119620
72	SOLOMON ISLANDS	Honiara	PO Box 1786 Honiara, Solomon Islands

73	SOUTH AFRICA	Pretoria	351 Francis Baard Street Metro Park Building P.O. Box 6541 Pretoria, Gauteng 0001
74	SOUTH SUDAN	Juba	UNDP Compound, Plot 21, Ministries Road, PO Box 410, Juba, South Sudan
75	SRI LANKA	Colombo	UN Compound 202-204, Bauddhaloka Mawatha, Colombo 7,
76	SWEDEN	Stockholm	c/o SIWI, Linnegatan 87A, Box 101 87 100 55 Stockholm
77	SWITZERLAND	Chatelaine	11-13 chemin des Anemones, Maison internationale de l'environnement 1219 Chatelaine, Geneva
78	SWITZERLAND	Geneve	Palais des Nations, 1211 Geneve, Switzerland
79	TANZANIA	Dar Es Salaam	182 Mzinga way, Off Msasani Road Oysterbay P.o Box 9182 Dar-Es-Salaam, Tanzania
80	THAILAND	Bangkok	12th Floor United Nations Building Rajdamnern Nok Avenue Bangkok 10200 Thailand
81	TRINIDAD	Port of Spain	UN House 3A Chancery Lane, Port of Spain Trinidad and Tobago
82	TURKEY	Cankaya	UN House, Birlik Mah. Katar Caddesi No:11, 06610 c;ankaya/Ankara
83	TURKEY	Sisli	Key Plaza, Abide-i Hurriyet Cd. istiklal Sk. No 11,  i  li, 34381
84	UGANDA	Kampala	Plot 11, Yusuf Lule Road, Nakasero P.O Box 7184, Kampala, Uganda
85	UKRAINE	Kiev	1, Klovsky Uzviz Str., Kyiv, 01021, Ukraine
86	URUGUAY	Montevideo	Dirección: Javier Barrios Amorfn 870, piso 3 Montevideo, Uruguay

87	VENEZUELA	Caracas	Avenida Francisco de Miranda, Torre Hewlett-Packard, piso 6, oficina 6A. Urbanizaci6n Los Palos Grandes. Caracas 1060, Venezuela.
88	VIETNAM	Ha Noi	United Nations Development Programme 304 Kim Ma, Ba Dinh, Ha Noi
89	ZAMBIA	Lusaka	United Nations Development Programme - UNDP P.O. Box 31966 Alick Nhata Road Lusaka, Zambia
90	ZIMBABWE	Harare	Block 10, Arundel Office Park, Norfolk Road, Mount Pleasant, Harare, Zimbabwe.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ From G: Form of Bid Security	
▪ [Add other forms as necessary]	
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for	Name and Title: [Complete] Telephone numbers: [Complete]

clarifications during Bid evaluation	Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Statement of Satisfactory Performance from the top three Clients in terms of Contract Value of the past three years ▪ Printing License, if applicable

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Mandatory requirements (Non-Discretionary "Pass/Fail" Criteria))	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
1. Please confirm your company is legally registered and licensed for printing services (proof required) in the USA or has an established office/branch in the US where all services can be performed.			
2. Please confirm that your company is financially stable, has been in operation and providing printing services (including packaging and labelling) for at least 5 years for similar size of contracts, and has proven record of fulfilling large sized orders similar to UNDP's requirements.			
3. Please confirm that your company can fulfill the required printing specifications as per Section 5 (Terms of Reference).			
4. Please confirm your company is able to undertake all printing/packaging and labelling services as listed in Section 5 (Terms of Reference).			
5. Please confirm that your company would be able to provide an API connection between HDR ordering site and your company's system. A test site/video/demonstration/ details on API connectivity capability is required.			
Please confirm that your company is able to deliver the required services as per the frequency of schedules/ as stated in Section 5 (Terms of Reference).			
Please confirm that your company is able to provide sufficient resources (man, equipment, tools, etc.) and networks to undertake effectively all printing/			

packaging and labelling services.			
Please confirm that your company will be using the standard paper specifications as described in Section 5 (Terms of Reference), or for Bidders proposing an “equivalent” paper type, please confirm you have demonstrated how such equivalent meets or exceeds the specifications of the required paper types by providing a detailed explanation and by mailing similar report/poster/press kit folder that have been printed previously as a sample to demonstrate equal quality of printing to Cascade Mills and Kallima paper (per specifications indicated in Section 5). UNDP must receive these samples prior to the ITB submission deadline.			
Please confirm your company is able to provide storage during the whole contract period as required.			
Please confirm that documents will be printed using offset technology			
Validity of Quotation, 90 days			
All Provisions of the UNDP General Terms and Conditions are accepted			
The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			

Note: Above table on Mandatory Requirements should be provided as an integral part of the bid. The Bidders must comply with all mandatory requirements in order to be considered for further evaluation.

SECTION 1: Bidder’s qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization’s commitment to sustainability.
- 1.5 Explain in detail past experience working for projects with similar print, distribution volume and coverage; use of API connection, paper supply arrangements, distribution/logistics partners, etc.

Note:

- a) Bidders proposing ‘equivalent’ paper brands are requested to provide similar report/poster/press kit folder that have been printed previously as a sample to demonstrate the quality of printing. Samples must be mailed to the following address before the ITB submission deadline:

Reference: Sample for ITB Ref. # UNDP/HDRO/ITB/2018/002
Central Procurement Unit, UNDP

**1 United Nations Plaza, DC1-18th floor
New York, NY 10017**

- b) Use of API connection can be demonstrated as part of the description for specific work done in the past or by providing links where the bidder's connection details can be reviewed/tested.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

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

- 2.1 The Service Provider must describe how it will address/deliver the demands of the ITB (printing/packaging/labelling, warehouse/fulfilment services); providing a detailed description of their resources, networks, essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the context of the work.
- 2.2 Please confirm that the documents will be printed using offset technology.
- 2.3 Please provide production capacity per week
- 2.4 Dummy Prints
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

SECTION 3: Management Structure and Key Personnel

- 3.1 Provide the CV of the relationship manager, the key personnel who will be the main contact for UNDP during the implementation of this project. CV should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]

Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Currency of the Bid: USD

Price Schedule

I. Summary of Overall Price

Description of service	Total contract amount for three years (USD)
Table A: Printing Service	
Table B: Packaging & labelling Service	
Table C: Warehouse and Fulfillment Service	
Table D: One-time cost for API connection/integration	
Grand Total of all services for three years	

II. Price tables for each service line (Tables A to D)

Table A: Printing Service (in USD)

No.	Printing (language)	Annual quantity (Print)	Year 1		Year 2		Year 3	
			Unit price	Total (USD)	Unit price	Total (USD)	Unit price	Total (USD)
1	HDR (English)	15,000						
2	HDR Summaries (English)	22,000						
3	Posters (English)	700						
4	Press kit folder (English)	6,000						
5	HDR (French)	5,500						
6	HDR Summaries (French)	7,000						
7	HDR (Spanish)	4,000						
8	HDR Summaries (Spanish)	4,000						
9	HDR (Arabic)	1,400						
10	HDR Summaries (Arabic)	1,800						
13	HDR Summaries (Russian)	1,400						

Total Table A: Printing Service for Year 1 + Year 2 + Year 3 =	
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Table B: Packaging and labelling services (in USD)

No.	Document type (language)	Annual quantity	Year 1		Year 2		Year 3	
			Unit price (USD)	Total (USD)	Unit price (USD)	Total (USD)	Unit price (USD)	Total (USD)
1	HDR (English)	1,500						
2	HDR Summaries (English)	440						
3	Posters (English)	140						
4	Press kit folder (English)	300						
5	HDR (French)	550						
6	HDR Summaries (French)	140						
7	HDR (Spanish)	400						
8	HDR Summaries (Spanish)	80						
9	HDR (Arabic)	140						
10	HDR Summaries (Arabic)	36						
13	HDR Summaries (Russian)	28						
Total B: Printing Service for Year 1 + Year 2 + Year 3 =								

Table C: Warehousing and Fulfillment Service (in USD)

No.	Warehousing and Fulfillment*	Estimated annual quantity (boxes)	Year 1		Year 2		Year 3	
			Unit price	Total (USD)	Unit price	Total (USD)	Unit price	Total (USD)
1	Balance: Storage for one year per box (500 copies of the report or 2500 copies of summary)	50						
2	Handling fee for shipping (weighing per box should be no more than 25lbs)	50						
Total Table D: Warehouse and Fulfillment Service for Year 1 + Year 2 + Year 3 =								

* HDRO does not have storage capacity for the balance of the books once initial shipments have been completed. At this time, HDRO cannot anticipate the number of books requirement storage, but estimates around 3,000 copies. HDRO will request occasional shipments to various destinations, using its corporate DHL account for the shipping charges OR via vendor arrangement subject to process and cost efficiency.

Table D: Online Order Site Integration

No.	Order site integration cost	Total price (USD)
1	One-time cost (for 3 years) for API Connection development and integration	
Total Table E: One-time cost for API connection/integration =		

- HDRO receives orders through the HDR online ordering site (<http://www.hdrdistribution.org/>). Print/Distribution vendor can access the order information with REST API.
- This will require development of an API connection between HDR ordering site and vendor's system. API integration and testing costs should be included below.
- HDR Distribution: API Instruction Note can be found in Section 5 (Terms of Reference)

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

