

## **INVITATION TO BID**

Print and distribution of the 2015 Human Development Report (in 5 languages),  
Summary (in 6 languages), Posters and Press Kit Folders

ITB/UNDP/ 001/2015/HDRO  
Bureau of Management (BoM)  
New York, USA



**United Nations Development Programme**

January 2015

# Section 1. Letter of Invitation

16 January 2015

Dear Vendor,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the provision of Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders. The purpose, therefore, of this Invitation to Bid is to conclude a Contract with a qualified Bidder for this requirements.

This ITB includes the following documents:

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

Your offer, comprising of a Technical Bid and Price Schedule should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment email to UNDP to the following address:

United Nations Development Programme  
ugyen.tobgay@undp.org with a copy to karla.dalimunthe@undp.org

The letter should be received by UNDP no later than 21 January 2015. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Yours sincerely,

Karla Dalimunthe  
Procurement Specialist

## Section 2: Instruction to Bidders

### Definitions

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

## A. GENERAL

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

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

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

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

7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of

Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.

8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link:  
<http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## B. CONTENTS OF BID

### 9. Sections of Bid

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

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

### 10. Clarification of Bid

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

### 11. Amendment of Bid

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

## C. PREPARATION OF BID

### 12. Cost

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

### 13. Language

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

### 14. Bid Submission Form

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

### 15. Technical Bid Format and Content

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

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

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

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
  - b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
  - c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly

defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

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

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

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

## 16. Price Schedule

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

## 17. Currencies

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

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

## 18. Documents Establishing the Eligibility and Qualifications of the Bidder

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

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

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

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

## 19. Joint Venture, Consortium or Association

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

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

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

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

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

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

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or



those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

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

## 20. Alternative Bid

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

## 21. Validity Period

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

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

## 22. Bidder's Conference

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

# D. SUBMISSION AND OPENING OF BID

## 23. Submission

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

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

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

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has

been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

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

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

## **24. Deadline for Submission of Bid and Late Bids**

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

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

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

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

25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

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

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

## **26. Bid Opening**

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

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

## **27. Confidentiality**

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

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

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

## **E. EVALUATION OF BID**

### **28. Preliminary Examination of Bid**

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

### **29. Evaluation of Bid**

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

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

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

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or

- previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Bid**

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

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

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

### **31. Responsiveness of Bid**

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

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

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

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

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

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

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

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

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

## **F. AWARD OF CONTRACT**

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

33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/))

### **34. Award Criteria**

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

### **35. Right to Vary Requirements at the Time of Award**

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

### **36. Contract Signature**

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

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

### **37. Performance Security**

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

### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced

payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

### **39. Vendor Protest**

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

## Instructions to Bidders

### DATA SHEET

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders
2		Title of Goods/Services/Work Required:	Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders
3		Country:	United States of America (USA)
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	<b>NA</b>
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security	<input checked="" type="checkbox"/> Not Applicable
11	B.9.5 C.15.4 a)	Validity of Bid Security	<input checked="" type="checkbox"/> Not Applicable

12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	UNDP will provide responses to vendors' requests for clarification on a rolling basis with last responses provided by no later than 5 calendar days before submission deadline. All responses provided by UNDP will be also posted on the UNDP procurement website, as an update to this ITB on <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a>
17	B.10.1	Contact Details for submitting clarifications/questions	E-mail address dedicated for this purpose: <a href="mailto:ugyen.tobgay@undp.org">ugyen.tobgay@undp.org</a> with a copy to <a href="mailto:karla.dalimunthe@undp.org">karla.dalimunthe@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email and posting on the website <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a>
19	D.23.3	No. of copies of Bid that must be submitted	One (electronically)
20	D.23.1 b) D.23.2 D.24	Bid submission address	Electronically to <a href="mailto:cpu.bids@undp.org">cpu.bids@undp.org</a>
21	C.21.1 D.24	Deadline of Bid Submission	<b>Date and Time : 30 January 2015</b> [5.00 PM New York Local time]
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission of Bid
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:cpu.bids@undp.org">cpu.bids@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format : PDF files only, password protected <input checked="" type="checkbox"/> <b>Max.</b> File Size per transmission: <b>5 Mega Bytes</b> <input checked="" type="checkbox"/> <b>Max.</b> No. of transmission : <b>Unlimited</b>



			<p><input checked="" type="checkbox"/> Mandatory subject of e-mail: <b>ITB/UNDP/001/2015 – Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders</b></p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Yes</p> <p><input checked="" type="checkbox"/> <b>Digital Certification/Signature: [All bids must be signed by signatory authority of submitting bidder]</b></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: New York Eastern Daylight Time (EDT)</p> <p><input checked="" type="checkbox"/> Other conditions: See below <i>further instructions for electronic submission</i></p> <p><b>Bidders may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (5 MB). As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission.</b></p> <p><b>When choosing to submit their bids electronically, Bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</b></p> <p><b>Please Note: Any bid sent to the private email addresses of any procurement staff will not be accepted.</b></p>
24	D.23.1 c)	Date, time and venue for opening of Bid	<b>Not applicable</b>
25	E.28	<p>Evaluation method to be used in selecting the most responsive Bid</p> <p>Preliminary Examination</p>	<p><input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical and General Requirements (Section 6, Mandatory Requirements); and</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid</p> <p><b>Memo to Bidders (<u>Examples of Bid Rejection</u>)</b></p> <p>Bids have been rejected at the submission stage or found to be technically noncompliant due to errors</p>

		<p>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"> <li>➤ Bid is submitted <u>after</u> the deadline for submission, either by hand or electronically. Emailed bids sent just before the deadline may arrive after the deadline and be rejected. Therefore, make sure to submit your bids beforehand.</li> <li>➤ Bids <u>not</u> submitted to correct physical or electronic address. Note that the address for bid submission is different from the address for bid questions.</li> <li>➤ Bid is <u>not</u> signed as per the instructions in the ITB.</li> <li>➤ <u>Not</u> all sufficient documents have been provided.</li> <li>➤ Documents provided are <u>not</u> in English.</li> <li>➤ Documents provided do <u>not</u> directly address each point of the evaluation criteria.</li> <li>➤ Bid not specifically addressing the evaluation criteria of the ITB and Technical Specifications.</li> <li>➤ Bid does <u>not</u> offer services which have been specifically requested in the Technical Specifications.</li> <li>➤ Failure to enclose the Bids Submission Form (see Section 4).</li> <li>➤ 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.</li> <li>➤ The Bidder declines or proposes a major deviation to UNDP General Conditions of Contract (see Section 8).</li> <li>➤ 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.</li> </ul> <p>The above examples illustrate some errors which may be made by Bidders. This is a partial list. The bidding documents contain additional instructions which should be followed carefully.</p>
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26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders	<input checked="" type="checkbox"/> Company Profile including printed brochures and product catalogues relevant to the goods/services being procured. Company profile is a set of information used by the bidder for marketing purposes.  <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation  <input checked="" type="checkbox"/> Copy of Certificate of Liability Insurance to the buildings involved as required by the building management.  <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years or D&B report  <input checked="" type="checkbox"/> References: Provide contact names, email and phone number of Top <i>three</i> Clients in the past 2 years.  <input checked="" type="checkbox"/> Information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	N/A
29	C.15.2	Latest Expected date for commencement of Contract	<b>March 1, 2015</b>
30	C.15.2	Maximum Expected duration of contract	<b>1 year</b>
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> The vendor that is found technically responsive and proposed the lowest price will be selected for the provision of these services.
32	F.34	Criteria for the Award and Evaluation of Bid	<b><u>Award Criteria</u></b> See item 25 above
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;

			<input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Agreement with UNDP's General Terms and Conditions for Services as attached in the ITB and based on date of countersignature of the and duly executed contract
35		Other Information Related to the ITB	Payment Terms: 100% within 30 days upon UNDP's acceptance of the services delivered as specified and receipt of invoice.

## Section 3: TERMS OF REFERENCE

### Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders

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#### THE HUMAN DEVELOPMENT REPORT (HDR): BACKGROUND INFORMATION

Since its inception in 1990 UNDP's Human Development Report 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 20,000 copies of the Human Development Reports and 34,000 of Summaries each year to the 166 UNDP country offices worldwide.

Please note that as a result of this procurement, a single contract will be awarded for the following 6 print jobs related to production of the 2015 Human Development Report language editions, posters and summaries:

- PRINTING JOB 1 – English Reports, Posters and Press Kit Folders
- PRINTING JOB 2 – French Reports
- PRINTING JOB 3 – Spanish Reports
- PRINTING JOB 4 – Arabic Reports
- PRINTING JOB 5 – Portuguese Reports
- PRINTING JOB 6 – Summaries (6 languages)

#### PRINTING JOB 1 – English Reports, Posters and Press Kit Folders

##### 1.1 QUANTITIES

English Reports:	(216 pages + 4 pages cover) for 15,000 copies
Posters:	for 600 copies
Press Kit Folders:	for 4000/6000/8000 copies

##### 1.2 PRINT SPECIFICATIONS

###### **1.2.1 2015 HUMAN DEVELOPMENT REPORT**

**(Note: The specifications for Human Development Report for English, French, Spanish, Arabic, and Portuguese editions will be the same as below)**

###### **Dimensions**

Book size:	8.5 x 11 inches
Pages:	English and Arabic reports: <u>216 pages</u> ; French, Spanish, Portuguese reports: <u>240 pages</u>
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

Cover International Papers: Kallima; 10 pt C1S, FCS-certified  
Text pages Cascade Mills' 60# Roland Opaque 30 Smooth stock, FCS-certified

*Printer to provide paper samples of paper stock for approval*

## Press work

### **UNDP-HDRO to supply press-ready Adobe PDFs**

- 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
- 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

## Packaging

Total print run: Package in fitted cartons, 10 books per box, weighing no more than 25 pounds

- UNDP to provide distribution lists in Excel, from which printer will generate labels with quantity and address
- UNDP to provide further labelling instructions
- DHL Express will provide software to generate shipping labels
- Labels apply to TOP of carton

### 1.2.2 2015 HUMAN DEVELOPMENT REPORT POSTER (English only)

**Finished size:** 18 x 24 inches

**Stock:** 100 # White Gloss Text FSC-certified

**Ink:** 4-color process (CMYK)

**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)

#### Packaging

- Roll and insert 5 posters per 3x3x25 mailing tube (square poster cartons, printer to furnish). Label each.

### 1.2.3 2015 HUMAN DEVELOPMENT REPORT PRESS KIT FOLDER (English only)

**Stock:** International Papers: Kallima; 10 pt C1S, FSC-certified

**Ink:** 4-color process (CMYK)

**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)

#### Packaging

- Wrap folders in packs of 20. Label each.

## 1.3 SCHEDULE AND DELIVERY: English Reports and posters

Tentative date for print-ready PDF files: **June 15, 2015**

Turn-around time is 3 weeks (including weekends)

All posters and English reports should be ready for shipment no later than **July 3, 2015**

Due date: First drop shipment to New York must be made on **July 8, 2015**

### 1.3.1 Fulfill orders for distribution via DHL:

**English Reports:** Approximately 130 drop ships of approximately 10,000 books

**Posters:** Approximately 500 (100 tubes)

**Press Kit Folders:** Approximately 4000 (200 boxes)

To be picked up by DHL Express.

Shipment costs borne by HDRO (corporate account).

### 1.3.2 Shipment to New York City

**English Reports:** Approximately 1,500 books (150 boxes)

**Posters:** Approximately 100 (20 tubes)

**Press Kit Folders:** Approximately 400 (20 boxes)

#### Shipping address:

United Nations Development Programme/Print Shop

304 East 45th Street, basement, inside delivery

New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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.

### **1.3.3      Shipment to Dulles, VA**

**English Reports:            Approximately 1,300 books (13 boxes)**

*Shipping address:*

United Nations Publications

Attn: New Titles

22883 Quicksilver Dr

Dulles

VA 20166 USA

Tel: (703) 661-1500

### **1.3.4      Storage/fulfilment**

Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO.



## PRINTING JOB 2 – French Report

### 2.1 QUANTITIES:

**French Reports:** (240 pages + 4 pages cover) for 7,000 copies

### 2.2 PRINT SPECIFICATIONS

**\*See Item 1.2 of this RFQ "Print Specifications, 2015 HUMAN DEVELOPMENT REPORT"**

### 2.3 SCHEDULE AND DELIVERY: French Reports

Tentative date for print-ready PDF files: **July 27, 2015**

Turn-around time is 14 days (including weekends)

All French reports should be ready for shipment no later than **August 11, 2015**

Due date: First drop shipment to New York must be made on **August 14, 2015**

#### 2.3.1 Fulfill orders for distribution via DHL:

**French Reports:** Approximately 25 drop ships of approximately 6000 books

*To be picked up by DHL Express*

#### 2.3.2 Shipment to New York City

**French Reports:** Approximately 450 books (45 boxes)

*Shipping address:*

United Nations Development Programme/Print Shop

304 East 45th Street, basement, inside delivery

New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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.

#### 2.3.3 Shipment to Dulles, VA

**French Reports:** Approximately 70 books (7 boxes)

*Shipping address:*

United Nations Publications

Attn: New Titles

22883 Quicksilver Dr

Dulles

VA 20166 USA

Tel: (703) 661-1500

#### 2.3.4 Storage/Fulfilment

Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO

## PRINTING JOB 3 – Spanish Report

### 3.1 QUANTITIES:

Spanish Reports: **(240 pages + 4 pages cover) for: 4,000 copies**

### 3.2 PRINT SPECIFICATIONS

**\*See Item 1.2 of this RFQ "Print Specifications, 2015 HUMAN DEVELOPMENT REPORT**

### 3.3 SCHEDULE AND DELIVERY: Spanish Reports

Tentative date for print-ready PDF files: **July 27, 2015**

Turn-around time is 14 days (including weekends)

All Spanish reports should be ready for shipment no later than **August 11, 2015**

Due date: First drop shipment to New York must be made on **August 14, 2015**

#### 3.3.1 Fulfill orders for distribution via DHL:

**Spanish Reports: Approximately 25 drop ships of approximately 3500 books**

*To be picked up by DHL Express*

#### 3.3.2 Shipment to New York City

**Spanish Reports: Approximately 400 books (40 boxes)**

*Shipping address:*

United Nations Development Programme/Print Shop

304 East 45th Street, basement, inside delivery

New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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.

#### 3.3.3 Shipment to Dulles, VA

**Spanish Reports: Approximately 50 books (5 boxes)**

*Shipping address:*

United Nations Publications

Attn: New Titles

22883 Quicksilver Dr

Dulles

VA 20166 USA

Tel: (703) 661-1500

#### 3.3.4 Storage/Fulfilment

Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO

## PRINTING JOB 4 – Arabic Report

### 4.1 QUANTITIES:

Arabic Reports: **(216 pages + 4 pages cover) for: 1,400 copies**

### 4.2 PRINT SPECIFICATIONS

**\*See Item 1.2 of this RFQ "Print Specifications, 2015 HUMAN DEVELOPMENT REPORT**

### 4.3 SCHEDULE AND DELIVERY: Arabic Reports

Tentative date for print-ready PDF files: **July 27, 2015**

Turn-around time is 14 days (including weekends)

All Arabic reports should be ready for shipment no later than **August 11, 2015**

Due date: First drop shipment to New York must be made on **August 14, 2015**

#### **4.3.1 Fulfill orders for distribution via DHL:**

**Arabic Reports: Approximately 20 drop ships of approximately 1000 books**

*To be picked up by DHL Express*

#### **4.3.2 Shipment to New York City**

**Arabic Reports: Approximately 100 books (10 boxes)**

*Shipping address:*

United Nations Development Programme/Print Shop  
304 East 45th Street, basement, inside delivery  
New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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.

#### **4.3.3 Shipment to Dulles, VA**

**Arabic Reports: Approximately 40 books (4 boxes)**

*Shipping address:*

United Nations Publications  
Attn: New Titles  
22883 Quicksilver Dr  
Dulles  
VA 20166 USA  
Tel: (703) 661-1500

#### **4.3.4 Storage/Fulfilment**

Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO

## PRINTING JOB 5 – Portuguese Report

### 5.1 QUANTITIES:

Portuguese Reports: (**240 pages** + 4 pages cover) for: 1,500 copies

### 5.2 PRINT SPECIFICATIONS

**\*See Item 1.2 of this RFQ “Print Specifications, 2015 HUMAN DEVELOPMENT REPORT**

### 5.3 SCHEDULE AND DELIVERY: Portuguese Reports

Tentative date for print-ready PDF files: **July 27, 2015**

Turn-around time is 14 days (including weekends)

All Portuguese reports should be ready for shipment no later than **August 11, 2015**

Due date: First drop shipment to New York must be made on **August 14, 2015**

#### **5.3.1 Fulfill orders for distribution via DHL:**

Portuguese Reports: **Approximately 10 drop ships of approximately 1200 books**

*To be picked up by DHL Express*

#### **5.3.2 Shipment to New York City**

Portuguese Reports: **Approximately 100 books (10 boxes)**

*Shipping address:*

United Nations Development Programme/Print Shop

304 East 45th Street, basement, inside delivery

New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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.

## PRINTING JOB 6 – HDR 2015 Summaries, all languages

### 6.1 QUANTITIES:

Language	Quantities
English	22,000
French	7,000
Spanish	4,000
Arabic <i>(Please note that the Arabic version will read from right to left)</i>	1,800
Russian	1,400
Portuguese	2,200
<b>TOTAL</b>	<b>38,700</b>

\* Due to timing on these, bidders can offer digital printing instead of offset printing for any languages but English and French. If bidders decide to do so, they should indicate which ones are digital plans.

### 6.2 PRINT SPECIFICATIONS

#### **6.2.1 2015 SUMMARIES (English, French, Spanish, Arabic, Russian, and Portuguese versions)**

##### **Dimensions**

Cover Open 17 x 11; closed 8.5 x 11  
Text Open 17 x 11; closed 8.5 x 11  
**Page count:** All language editions: 24 + 4p cover

##### **Ink**

Text pages CMYK 4-color process  
Outside Cover CMYK 4-color process plus aqueous coating  
Inside Cover CMYK 4-color process

##### **Stock**

Cover: International Papers: Kallima; 12 pt C1S 80# white matte cover stock, FSC-certified  
Text: Cascade Mills' 60# Roland Opaque 30 Smooth stock 70# white offset text stock, FSC-certified

*Printer to provide paper samples of suggested stock for approval*

##### **Press work**

##### **UNDP-HDRO to supply press-ready Adobe PDFs**

- 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, saddlestitching, trim

##### **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; please advise on number of copies per carton (ideally 50).
- Labels apply to TOP of carton

## **6.3 SCHEDULE AND DELIVERY: Summaries in 6 languages**

Tentative date for print-ready PDF files of the English summary: **June 15, 2015**

Turn-around time is approximately 15 days (including weekends).

Tentative date for print-ready PDF files of the 5 translated summaries: **July 27, 2015**

Turn-around time is approximately 15 days (including weekends).

All English summaries should be ready for shipment no later than **July 3, 2015**.

All language versions of summaries should be ready for shipment no later than **August 11, 2015**

Due date: First drop shipment to New York must be made on **July 8, 2015**

### **6.3.1 Fulfill orders for distribution via DHL.**

**Summaries (all languages, estimated total quantity):** Approximately 130 drop ships of approximately 34,000 copies in total

### **6.3.2 Shipment to New York City**

**Summaries (all languages, estimated total quantity):** Approximately 3,000 copies

*Shipping address:*

United Nations Development Programme/Print Shop  
304 East 45th Street, basement, inside delivery  
New York, NY 10017

Attn: Ishmael Ward

Tel: (212) 906 6680/6683/5540

Also call: Botagoz Abdreyeva (UNDP/HDRO)

Tel: (212) 906-3690

- 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 dimensions should not be more than 3ft x 4ft x 4ft.

### **6.3.3 Storage/Fulfilment**

Remainder of print runs after initial distribution to be stored and shipped as directed by HDRO.

## Section 4: Bid Submission Form<sup>1</sup>

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

Insert: Location

Insert: Date

To:

Dear Sir/Madam:

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

We hereby declare that:

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

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

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

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

<sup>1</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

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

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



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

### Bidder Information Form<sup>2</sup>

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

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

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

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party:		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of:  <input checked="" type="checkbox"/> Company Profile including printed brochures and product catalogues relevant to the goods/services being procured. Company profile is a set of information used by the bidder for marketing purposes. <input checked="" type="checkbox"/> Copy of Certificate of Liability Insurance to the buildings involved as required by the building management. <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> References: Provide contact names, email and phone number of Top three Clients in the past 2 years. <input checked="" type="checkbox"/> Information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded..		

<sup>2</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

### Section 6: Technical Bid Form<sup>3</sup>

*ITB/UNDP/ 001/2015/HDRO*

<b>Name of Bidding Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Bid:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	
<b>Total # of Employees</b>	
<b>Years of Incorporation</b>	

Mandatory Requirements (Non-Discretionary “Pass/Fail” Criteria)	Your Responses		
	<i>Yes, we comply</i>	<i>No, we cannot comply</i>	<i>Comments</i>
Please confirm your company is fully licensed, bonded and insured (please provide the proof)			
Please confirm your company is financially stable and has been in operation and providing printing services for at least 5 years with similar size of contract			
Please confirm that your company can fulfill the required printing specifications as per Section 3 (Terms of Reference)			
Please confirm your company is able to undertake all printing/packaging/labelling and shipping services as listed in Section 3 (Terms of Reference) of this ITB			
Please confirm that your company is able to deliver the required services as per the frequency of schedules/deadline as stated in Section 3 (Terms of Reference)			
Please confirm that your company is able to provide required resources and networks to undertake all printing/packaging/labelling and shipping services.			
Please confirm that your company would be able to develop an API connection between HDR ordering site and your company’s system.			
Please confirm your company is able to provide storage for one year if required			

<sup>3</sup> *Technical Bids not submitted in this format may be rejected.*

<p>Having excellent track of record in similar field and requirement in recent years. Please provide 3 Clients Name:</p> <p>1. Company Name: .....  Contract Value: .....  Contract Period:.....  Contract Title: .....</p> <p>2. Company Name: .....  Contract Value: .....  Contract Period:.....  Contract Title: .....</p> <p>3. Company Name: .....  Contract Value: .....  Contract Period:.....  Contract Title: .....</p>			
Validity of Quotation, 120 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.**

## EXPERTISE OF FIRM/ COMPANY

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

### **1. Qualifications of the Services Provider:**

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*

### **2. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the ITB (printing/packaging/labelling and shipping 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.*

*Please indicate how the document being printed. Specifically for the **PRINTING JOB 6 – HDR 2015 Summaries**, please specify whether there is any language being printed using digital printing.*

*Please provide production capacity per week.*

## **Section 7: Price Schedule Form**

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1. The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.
2. All fees/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.
3. The format shown on the following pages should be used in preparing the Price Schedule.

## Bid Sheet 1: Printing/Packaging/Labelling.

*Shipment quotes to be completed on page 2 of this bid sheet.*

<b>PRINTING JOB 1: English Report, Poster and Press Kit Folder</b>	<b>All quotes in US\$</b>
Price for printing of 15,000 copies of the Report (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 12,000 copies
	UNDP/HDRO (NYC): 1,500 copies
	UN Publications (Dulles, VA): 1,300 copies
Price for printing of 600 copies of the Poster	
Packaging/labelling charges:	DHL shipments: 500 copies (100 tubes)
	UNDP/HDRO (NYC): 100 copies (20 tubes)
Price for printing of 4000 copies of the Press Kit Folder*	
Packaging/labelling charges:	DHL shipments: 4000 copies (200 boxes)
	UNDP/HDRO (NYC): 400 copies (20 boxes)
Price for printing of 6000 copies of the Press Kit Folder*	
Packaging/labelling charges:	DHL shipments: 4000 copies (200 boxes)
	UNDP/HDRO (NYC): 400 copies (20 boxes)
Price for printing of 8000 copies of the Press Kit Folder*	
Packaging/labelling charges:	DHL shipments: 4000 copies (200 boxes)
	UNDP/HDRO (NYC): 400 copies (20 boxes)
*UNDP will be selecting one of these quantities for the actual printing	
<b>SUBTOTAL: PRINTING JOB 1, English Report and Poster</b>	
<b>PRINTING JOB 2: French Report</b>	<b>All quotes in US\$</b>
Price for printing of 7,000 copies of the Report (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 6000 copies
	UNDP/HDRO (NYC): 450 copies
	UN Publications (Dulles, VA): 70 copies
<b>SUBTOTAL: PRINTING JOB 2, French Report</b>	
<b>PRINTING JOB 3: Spanish Report</b>	<b>All quotes in US\$</b>
Price for printing of 4,000 copies of the Report (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 3500 copies
	UNDP/HDRO (NYC): 450 copies
	UN Publications (Dulles, VA): 20 copies
<b>SUBTOTAL: PRINTING JOB 3, Spanish Report</b>	
<b>PRINTING JOB 4: Arabic Report</b>	<b>All quotes in US\$</b>
Price for printing of 1,400 copies of the Report (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 1200 copies
	UNDP/HDRO (NYC): 100 copies
	UN Publications (Dulles, VA): 40 copies
<b>SUBTOTAL: PRINTING JOB 4, Arabic Report</b>	
<b>PRINTING JOB 5: Portuguese Report</b>	<b>All quotes in US\$</b>
Price for printing of 1,500 copies of the Report (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 1200 copies
	UNDP/HDRO (NYC): 100 copies
<b>SUBTOTAL: PRINTING JOB 5, Portuguese Report</b>	
<b>PRINTING JOB 6 (HDR 2015 SUMMARIES, 6 language versions)</b>	<b>All quotes in US\$</b>
Price for printing combined total of 38,700 copies of the Summaries (including proofs)	
Pre-press authors alterations, 8 hours (estimated)	
Packaging/labelling charges:	DHL shipments: 34,000 copies

UNDP/HDRO (NYC): 3,000 copies	
<b>SUBTOTAL: PRINTING JOB 6, Summaries</b>	
<b>TOTAL PRINTING JOBS 1–6</b>	

## Bid Sheet 2: Shipping Costs

*Please provide quotes for the following 4 possible shipping combinations.*

1. INDIVIDUAL SHIPPING		All quotes in US\$
PRINTING JOB 1, English Report, Shipping costs:	UNDP/HDRO (NYC): 1,500 copies	
	UN Publications (Dulles, VA): 1,300 copies	
Poster, Shipping costs:	UNDP/HDRO (NYC): 100 copies (20 tubes)	
PRINTING JOB 2, French Report, Shipping costs:	UNDP/HDRO (NYC): 300 copies	
	UN Publications (Dulles, VA): 70copies	
PRINTING JOB 3, Spanish Report, Shipping costs:	UNDP/HDRO (NYC): 400 copies	
	UN Publications (Dulles, VA): 20 copies	
PRINTING JOB 4, Arabic Report, Shipping costs:	UNDP/HDRO (NYC): 100 copies	
	UN Publications (Dulles, VA): 40 copies	
PRINTING JOB 5, Portuguese Report, Shipping costs:	UNDP/HDRO (NYC): 100 copies	
	UN Publications (Dulles, VA): 0 copies	
PRINTING JOB 6, Summaries, Shipping costs:	UNDP/HDRO (NYC): 3000 copies	
<b>TOTAL:</b>		
2. COMBINED SHIPPING A: PRINTING JOBS 1 + 6		Quote in US\$
PRINTING JOB 1, English Report, Shipping costs:	UNDP/HDRO (NYC): 1,500 copies	
	UN Publications (Dulles, VA): 1,300 copies	
PRINTING JOB 1, Poster, Shipping costs:	UNDP/HDRO (NYC): 100 copies (20 tubes)	
PRINTING JOB 6, Summaries, Shipping costs:	UNDP/HDRO (NYC): 3000 copies	
<b>TOTAL:</b>		
3. COMBINED SHIPPING B: PRINTING JOBS 2 + 3 + 4		Quote in US\$
PRINTING JOB 2, French Report, Shipping costs:	UNDP/HDRO (NYC): 450 copies	
	UN Publications (Dulles, VA): 70 copies	
PRINTING JOB 3, Spanish Report, Shipping costs:	UNDP/HDRO (NYC): 450 copies	
	UN Publications (Dulles, VA): 20 copies	
PRINTING JOB 4, Arabic Report, Shipping costs:	UNDP/HDRO (NYC): 100 copies	
	UN Publications (Dulles, VA): 40 copies	
<b>TOTAL:</b>		
4. COMBINED SHIPPING C: ALL PRINTING JOBS		Quote in US\$
PRINTING JOB 1, English Report, Shipping costs:	UNDP/HDRO (NYC): 1,500 copies	
	UN Publications (Dulles, VA): 1,300 copies	
PRINTING JOB 2, French Report, Shipping costs:	UNDP/HDRO (NYC): 450 copies	
	UN Publications (Dulles, VA): 70 copies	
PRINTING JOB 3, Spanish Report, Shipping costs:	UNDP/HDRO (NYC): 450 copies	
	UN Publications (Dulles, VA): 20 copies	
PRINTING JOB 4, Arabic Report, Shipping costs:	UNDP/HDRO (NYC): 100 copies	
	UN Publications (Dulles, VA): 40 copies	
PRINTING JOB 5, Portuguese Report, Shipping costs:	UNDP/HDRO (NYC): 100 copies	
	UN Publications (Dulles, VA): 0 copies	
PRINTING JOB 6, Summaries, Shipping costs:	UNDP/HDRO (NYC): 3000 copies	
<b>TOTAL:</b>		

## Bid Sheet 3: Warehousing and Fulfillment

Warehousing and Fulfillment *	Est. Qty	Unit Price US\$	Total Quote in US\$
<b>Balance:</b>			
Storage for one year per 50 boxes (500 copies of the report or 2500 copies of summary)	50 boxes		
Handling fee for shipping (weighing per box should be no more than 25 lbs.)	50 boxes		

- \* HDRO does not have storage capacity for the balance of the books once initial shipments have been completed. At this time we cannot anticipate the number of books requiring storage, but estimate around 3,000 copies. HDRO will request occasional shipments to various destinations, using its corporate DHL account for the shipping charges.

### Online Order Site Integration

- We receive our 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.

Order site integration	Quote in US\$
One time API Connection development and integration	

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*