



Call for Expressions of Interest (EOI)

Ref. UNDP/EOI-2015-008 :

Prequalification of Suppliers for Provision of Printing & Promotional Material Services for UNDP Somalia

The United Nations Development Programme in Somalia (UNDP) invites interested registered companies, institutions, associations and/or consortiums with experience, to submit an Expression of Interest (EOI) in accordance with the guidelines hereby provided;

This EOI will form the basis for a shortlist of service providers who shall be invited to participate at the Request for Proposal (RFP) stage.

Background and Objectives

In line with its corporate mandate, and support to the Federal Government of Somalia (FGS), UNDP is working with the Government and Somali people to find solutions that work for them so as to design sustainable development interventions aimed at building sustainable, indigenous capacity to foster a peaceful and lasting recovery after two decades of internal conflict.

In order to make all Somali people feel part of the peacebuilding and state-building process, the process needs to be inclusive and participatory so as to best achieve legitimacy of government and sustainable peace. Therefore, the citizenry must be engaged in discussion at all stages of the process.

The exercise seeks to promote transparency, involvement, inclusivity and accountability by ensuring that key information about Somalia's current developmental, political, governance and electoral processes are made available to citizens through printed and other promotional products - ensuring. These products, in turn will support the Federal Government of Somalia to explain to the public key programme objectives to stakeholders and others, and as a result pursue peace building and state-building goals as defined by the Somali Compact.

Scope of Work

Based on specific project information and other technical information provided by UNDP and other relevant stakeholders, the Contractor should be able to carry out the following tasks after receiving the final text for publication (in PDF, Publisher, Corel Draw or In Design Formats):

- Design and Layout of publications
- Send samples of design deliverables and promotional items and layouts to UNDP for approval prior to final production.
- Print publications, written materials and promotional items according to specifications and timelines provided by UNDP
- Produce promotional items with appropriate branding and logo

Each printed and promotional item will have different timelines and schedules, and set of technical specifications that will be provided by UNDP. **The list below is a brief overview of expected requests.** Actual orders will differ by job and specifications will be refined.

Lot 1 – Standard Printing

Task	Options	Expected Sizes	Quantities
Design and print different Manuals and Hand Books	Single sided and double sided print, soft and hard covers, Black and White and/or Colour.	Standard Sizes Between A5 and A3	Quantities could vary from 100 – 10,000 copies
Design and print standard size brochures, factsheets and leaflets	Single and multi-page, single sided and double sided print, Black and White and/or Colour.	Standard Sizes Between A5 and A3	Quantities could vary from 100 – 100,000 copies
Design and print desk / pocket calendar	Various sizes, single and double sided print, multiple type binding, Black and White and/or Colour..	From A7 to A3 in size	Quantities could vary from 100 – 2,000 copies
Design and print Flip Chart Posters	Single and double sided print, multiple type binding, Black and White and/or Colour.	Standard Sizes Between A3 to A1	Quantities could vary from 100 – 3,000 copies
Design and print small, medium and large size Sticker posters.	Black and White and/or Colour.	Various	Quantities could vary from 100 – 20,000 copies
Design and print small, medium and large size colour banners on vinyl flex. Approx.:	Black and White and/or Colour.	Minimum 1m X 2m and indicate largest size	Quantities could vary from 1 to 20 banners
Design and print business cards.	Black and White and/or Colour.	Standard business card size	Quantities could vary from 100 – 2,000 cards per order;
Design and print Folders	Black and White and/or Colour.	To fit A4 documents	Quantities could vary from 100 – 2,000 cards per order;
Design and print Notebooks	Black and White and/or Colour.	A5 – A4	Quantities could vary from 100 – 2,000 cards per order;
Design and print billboards	Indicate Options	Minimum 1m X 2m and indicate largest size	From 10 to 400
Types of binding (examples): (1) perfect binding, (2) thread sewing, (3) glueing, (4) saddle stitch, (5) spiral; (6) Staple Binding			
Finishing (examples): (1) spot UV varnish, (2) heat lamination 20 micron, (3) foil stamping, (4) embossing, (5) drilling (3 holes), (6) perforation			

Lot 2 Promotional Item Printing

Requirements	Options	Expected Sizes	Quantities
Pens	Please indicate options in your Expression of Interest		From 100 to 2,000
Shirts	Please indicate options in your Expression of Interest		From 100 to 2,000
Scarves	Please indicate options in your Expression of Interest		From 100 to 2,000
Caps	Please indicate options in your Expression of Interest		From 100 to 2,000
Shopping bags	Please indicate options in your Expression of Interest		From 100 to 2,000

Eligibility Criteria

Eligibility Criteria	Submission Details/Documents Required
Legal Status	<p>Certificate of registration/incorporation i.e.,</p> <ul style="list-style-type: none"> • Proof of registration in Country of Origin. • Proof of operational presence in Somalia
Organization profile and details	<p>Clear organization profile and structure of the organization indicating :-</p> <ul style="list-style-type: none"> • Organization's vision, mission and objectives • Management structure • List of directors • List of associate firms/subsidiaries holding 5% or more of the stocks and other interests, or its equivalent. • Proof of membership to professional associations if any.
Proof of tax registration & Payment	<p>Tax registration and current Payment certificate(s) issued by the relevant tax authority in the country of registration demonstrating that the Applicant has met its tax obligations, or where applicable, a certificate of tax exemption if any such privilege is enjoyed by the company.</p>
Financial Capacity	<p>Audited company financial statements (balance sheet and income statement) and auditors report for the last two years (2013 and 2014)</p>
Technical capacity (Demonstrated ability to comply with the Scope of Work).	<p>A team of experienced staff and managers with an understanding of provision of Printing & Promotional Material Services in fragile and post conflict states.</p> <ul style="list-style-type: none"> • Experience in the provision of Printing & Promotional Material Services, by proof of past design, Printing & Promotional products produced and delivered on time and to which clients in Somalia within the past three years. These products should have been produced within the past three years and should describe projects, timely delivery, and demonstrate geographical coverage. • Experience in designing Printing & Promotional Materials in English and Somali language as evidenced by submission of samples of projects with print/promotional volumes and type of work. • Number of support staff; CVs of key management staff and staff that will be involved on the project (team leader, production specialists, specialized technical staff, and skilled administration and financial personnel). • Availability of state of the art information technology (computers), design software and printing equipment, as well as functioning office facilities evidenced by list of IT equipment and other Printing & Promotional Material Services production equipment with the location of the equipment (i.e. Somalia or other country to be specified). The potential vendor should specify whether they work with offset, laser or digital printing technology. • Must have been in operation for at least three years

Eligibility Criteria	Submission Details/Documents Required																					
Experience in producing Printing & Promotional Material Services	<p>Please use below format starting with your most recent projects and continue in reverse chronological order</p> <table border="1" data-bbox="523 342 1380 589"> <thead> <tr> <th>Name of project</th> <th>Client</th> <th>Contract value (USD)</th> <th>Period of activity</th> <th>Types of activities undertaken</th> <th>Status or Date completed</th> <th>References contact details (name, phone email)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of project	Client	Contract value (USD)	Period of activity	Types of activities undertaken	Status or Date completed	References contact details (name, phone email)														
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References of Corporate Clients	A minimum of three (3) credible references from UN/diplomatic missions or other international agencies and multinational organizations for provision of Printing & Promotional Material Services for the past three (3) (please include contact details [name, telephone number and email address]).																					
Quality Assurance Certification	(E.g. ISO 9001, etc) and/or other similar certificates, accreditations, awards and citations received by the Proposer (if any).																					
Declaration of Litigation	<p>Litigation history on past and current over the last five (5) years, as summarised below (if any)</p> <table border="1" data-bbox="550 898 1347 1115"> <thead> <tr> <th>Other party(ies) involved</th> <th>Brief description/nature of dispute</th> <th>Status</th> <th>Amounts involved (USD)</th> <th>Final resolution if already concluded</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Other party(ies) involved	Brief description/nature of dispute	Status	Amounts involved (USD)	Final resolution if already concluded																
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Gender Sensitivity	Number of women on the Board of the Company and number of women employees Submission of clips/copy of materials produced of gender specific communication in the past.																					
Screening against UN Sanctions Lists	The proposed company will be screened against the following list maintained by the UN Security Council Committee http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm																					

Conditions for Submission of Joint Venture, Consortium or Association

If the Applicant 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 EOI, they shall confirm in their Application 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 EOI; and (ii) if they are short-listed to participate in the RFP and subsequently awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

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

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 EOI, both in the Application and the Joint Venture Agreement. **All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.**

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

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

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

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

Submission details

This Expression of Interest and accompanying documents must be received no later than **January 22, 2016, 14.00 hours (Kenya time)**.

ELECTRONIC SUBMISSION

- Please e-mail your Expression of Interest to the **mandatory** official submission email address: **bids.so@undp.org**
- Mandatory subject of the email: **"Ref. UNDP-EOI-2015-008 : PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF PRINTING & PROMOTIONAL MATERIAL SERVICES FOR UNDP SOMALIA " DO NOT OPEN BEFORE JANUARY 22, 2016**
- Format: **PDF files only. Zip, RAR and JPEG files must not be used.** Proposers should check the attachment format prior to submissions. UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software
- Maximum file size per transmission is **5MB per transmission**. There is no restriction on the number of files sent but each transmission must be labeled, for example, 1 of 2.
- **Proposals submitted to personal UNDP email addresses will not be considered.**

SUBMISSION OF HARD COPIES OF THE MATERIALS AND SAMPLES ONLY

The hard copies of the materials and samples must be hand delivered or couriered on or before the closing date and time to the following address;

**United Nations Development Programme, Somalia
Nairobi Support Office
United Nations Office at Nairobi (UNON) Compound, Prefab Block D5
UN Avenue, Gigiri - Nairobi
PO Box 28832 - 00200, Nairobi, Kenya
Tel: +254-20 51 21324
ATT; REGISTRY for Debbie Wandera & Benard Korir**

- Samples should clearly be marked with the Applicant's identification, i.e. name and address of submitting company.
- UNDP will not return samples. If samples are to be returned, the Applicant will organise the shipment at own cost.

The package should be clearly marked as follows;

Bear the name and address of Applicant, i.e. (submitting company)
Addressed to UNDP at the above address and bear the reference of the EOI, i.e. **Ref: UNDP-EOI-2015-008: PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF PRINTING & PROMOTIONAL MATERIAL SERVICES FOR UNDP SOMALIA**
Closing date of the EOI : January 22, 2016, 12 noon Kenya time (GMT+3)

Note

Security clearance into the UNON compound must be **sought at least 24 hrs prior to the day of submission**. To facilitate this, the following information will be required and must be emailed to the UNDP focal point at debbie.wandera@undp.org cc; benard.korir@undp.org

- Full Name of person delivering hard copies of material of samples:
- ID/Passport Number
- Time of arrival
- Vehicle/Motor cycle registration Number

IMPORTANT NOTE

Besides submission of hard copies of the materials and samples, the mode of submission of the rest of the EOI remains electronic

Notes:

1. Interested Companies/Organisations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Companies/organisations may associate to enhance their qualifications. However, in such instance, the criteria for eligibility of joint ventures, consortium or association above will apply).
2. The EOI and accompanying documents must be received in accordance with instructions provided. EOI submitted to a different email address other than the mandatory bids.so@undp.org email or copied to personal UNDP email will not be considered.
3. EOI from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. EOI received after the above deadline will not be considered
5. Companies will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.
6. EOI from applicants failing to provide the request information will be disregarded. Requests for Proposals and any subsequent purchase order will be issued in accordance with the Rule and Procedures of UNDP
7. This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant(s) of the grounds.

Interested companies may obtain further information on this EOI by sending a written enquiry via email to benard.korir@undp.org; debbie.wandera@undp.org cc; daniel.chege@undp.org. This email address is provided for inquiries and is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. **Applicants are required to submit their queries in writing; telephone enquiries will not be accepted.**

For more information about UNDP Somalia, please consult the UNDP Somalia Country Office website at <http://www.so.undp.org/content/somalia/en/home.html>

PLEASE DO NOT SUBMIT FINANCIAL OFFERS AT THIS STAGE



Sukhriob Khojimatov
Deputy Country Director (Operations)
UNDP Somalia Country Office.