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# INVITATION TO BID

## **Provision of Graphic Design and Printing Services on Long-Term Agreement Basis**

**e-Tendering Event ID: 0000004633**

ITB No.: ITB/KRT/19/046

Project: SPPC Unit

Country: Sudan

Issued on: 25 November 2019

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## SECTION 1. LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

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

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

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

<https://etendering.partneragencies.org>

Event ID: [SDN10-0000004633](#)

In case your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username:** [event.guest](#)

**Password:** [why2change](#)

Bidders who will be registered on the e-Tendering will be able to download the complete bidding documents from the e-Tendering website at: <https://etendering.partneragencies.org>. **Bidders can download the complete tender documentation from the e-Tendering upon registration.**

You may acknowledge receipt of this ITB utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

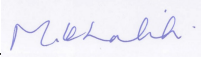
Issued by

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Name: Selma Zarroug  
Title: Procurement Officer  
Date: **November 25, 2019**

Approved by:

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Name: Mehdi Khalili  
Title: Head of Procurement Unit  
Date: **November 25, 2019**

## SECTION 2. INSTRUCTION TO BIDDERS

### GENERAL PROVISIONS

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

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

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

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



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

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

## C. SUBMISSION AND OPENING OF BIDS

<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself,</p>
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	implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ul style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ul> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</p> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling,</p>

	<p>Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>

<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or</p>

	<p>permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Bids</b>	<p>35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

<b>36. Award Criteria</b>	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the goods and/or

	<p>services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2	N/A	Title of Goods/Services/Work Required:	Provision of Graphic Design and Printing Services on Long-Term Agreement basis
3	N/A	Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed under each lot. A bidder may offer for one or both lots. But partial quantity and partial item under each lot will not be accepted.
4	20	Alternative Bids	Shall not be considered
5	21	Pre-Bid conference	Will not be conducted
6	16	Bid Validity Period	90 days
7	13	Bid Security	<p><input checked="" type="checkbox"/> Required</p> <p>Amount: <b>USD 5,000</b></p> <p>Or equivalent amount in <b>SDG 225,000</b> in the name of:</p> <p><b>“Resident Representative UNDP Sudan”</b></p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Section 8 for template)</li> <li>▪ Cashier’s Check / Certified Check from a reputable Bank</li> </ul> <p>The original bid security must be hand delivered to UNDP Procurement office before the bid closing date, at: United Nations Development Programme (UNDP) House No. 7, Block No. 5, Gama’a Avenue, Khartoum, Sudan Bidder Shall upload Scanned Copy of Bid Security as part of their Bid Submission</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• <b>Validity of bid security must be valid for 120 days from deadline for submission (bid security with shorter validity will not be accepted).</b></li> <li>• <b>Bid bond issued by insurance company will not be accepted.</b></li> </ul>

8	41	Advanced Payment upon signing of contract	Not Allowed
9	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.33%. Max. number of days of delay: 30 days after which UNDP may terminate the contract.
10	40	Performance Security	Not Required
11	12	Currency of Bid	<input checked="" type="checkbox"/> Local Currency (SDG); or <input checked="" type="checkbox"/> United States Dollars (USD)  Method for Currency Conversion: UN Operational Exchange Rate prevailing on closing date of submission of Bids. <b>Notes:</b> <ul style="list-style-type: none"> <li>The contract will be signed in the currency selected by the bidder and does not carry any contract price variations due to currency devaluation. In case of selection of USD, Bank account in US\$ is to be provided.</li> </ul> All USD and SDG payments should be done via bank transfer or depositing to Company bank account.
12	31	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
13	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Roweida Mohamed, Procurement Analyst, UNDP, Sudan E-mail address: <a href="mailto:selma.zarroug@undp.org">selma.zarroug@undp.org</a> and copying: <a href="mailto:mehdi.khalili@undp.org">mehdi.khalili@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers
14	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the eTendering Website <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> Event Number: SDN10- 0000004633
14	23	Deadline for Submission	<b><u>5<sup>th</sup> January 2020 @ 14:00 Hours (Sudan, Khartoum local time (GMT +2:00 Hours))</u></b>  <b>Note:</b> Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the E-Tendering portal and

			<p>system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
15	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
16	22	Bid Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b>SDN10- Event ID number 0000004633</b>
17	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files (Preferred)</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul> <p>If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.</p>
18	25	Date, time and venue for the opening of bid	Bidders will receive an automatic notification once their Bids are opened.
19	27, 36	Evaluation Method for the Award of Contract	The contract for each LOT shall be awarded to the bidder who provide the responsive technical and lowest bid; Accordingly, one bidder may get awarded more than one contract. In case one bidder is identified as technically responsive and lowest bid for more than one LOT, UNDP will make the decision for multiple contract award in view of the multiple capacity assessments for multiple bids of respective bidder.
20		Expected date for commencement of Contract	<i>February 1, 2020</i>
21		Maximum expected duration of contract	The initial LTA will be issued for one year and with the option for renewal up to a maximum period of three years depending on supplier's satisfactory performance or UNDP's requirement at the discretion of UNDP.
22	35	UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder for each lot

			<p>The contract for each LOT shall be awarded to the bidder who provide the responsive technical and lowest bid; Accordingly, one bidder may get awarded more than one contract. In case one bidder is identified as technically responsive and lowest bid for more than one LOT, UNDP will make the decision for multiple contract award in view of the multiple capacity assessments for multiple bids of respective bidder.</p>
23	39	Type of Contract	<p>Long Terms Agreement  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>Contract for services/Purchase Order Call-off as required.</p>
		Criteria for the Award and Evaluation of Bid	<p><b>Award Criteria:</b></p> <ul style="list-style-type: none"> <li>✓ Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</li> <li>✓ Compliance to the qualification requirements (Form B).</li> </ul> <p><b>Evaluation Criteria:</b></p> <p>It will consist of 3 stages, namely stage of Eligibility; Preliminary Evaluation; and Bid Evaluation.</p> <p><b><u>Stage 1: Eligibility:</u></b></p> <ul style="list-style-type: none"> <li>✓ First, bids will be checked for their eligibility. If requested documents are not available with the bids, the bid will be disqualified at the stage of eligibility check.</li> </ul> <p><b><u>Stage 2: Preliminary evaluation:</u></b></p> <p>The following document will be reviewed:</p> <ul style="list-style-type: none"> <li>✓ Certificate of Incorporation/ Business Registration;</li> <li>✓ Company profile;</li> <li>✓ Document establishing and evidencing five (5) years' working experience in the printing/promotion/media field relevant to this ITB;</li> <li>✓ List of similar contracts in nature, complexity and value over the past 3 years;</li> <li>✓ List of ongoing contracts with completion ratio;</li> <li>✓ Latest Audited Financial Statement (Income statement and Balance Sheet) including Auditor's report for the last three years (2016, 2017 and 2018);</li> <li>✓ Compliance to required delivery time for each line item of the requirements;</li> <li>✓ CV of the requested key staff;</li> <li>✓ Bid Submission Form, completed and signed;</li> <li>✓ Price Schedule and Priced BOQ, completed and signed;</li> <li>✓ Joint Venture (JV) Certificate or confirmation to establish JV in the case where two or more companies apply to single bid</li> </ul>

			<p><b>Stage 3: Bid Evaluation Criteria:</b></p> <ul style="list-style-type: none"> <li>✓ Minimum number of years of experience in printing/promotion/media field: <b>5 years;</b></li> <li>✓ Minimum number of projects with similar contract value successfully completed as Main Contractor over the past 3 years <b>[2 projects]</b> for each lot. The similar contracts for Lot 1 shall be design, printing and relevant services for informational materials and the similar contracts for Lot 2 shall be design, printing and relevant services for promotional materials;</li> <li>✓ Statement of Satisfactory Performance from the Top <b>(2 Two)</b> Clients for similar project size and contract value for the last three years for each lot;</li> <li>✓ Full compliance of proposed items to the Technical requirements in terms of quality and quantity;</li> <li>✓ Minimum average annual turnover of <b>US\$100,000</b> in the last 3 years (2016, 2017 and 2018) for each lot. Minimum average annual turnover of <b>SDG1,870,000</b> for audited financial statements submitted in SDG;</li> <li>✓ Suitability of delivery and production lead-time/Schedule;</li> <li>✓ Proof of ownership of required software;</li> <li>✓ Proof of ownership of required machineries;</li> <li>✓ Compliance of proposed key staff;</li> <li>✓ Compliance of submitted sample to the requirements;</li> </ul>
24	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
		Conditions for Determining Contract Effectivity	<p>Contract is considered effective only upon occurrence of all the below events:</p> <ul style="list-style-type: none"> <li>✓ Signature of the Contract by both parties;</li> <li>✓ UNDP's approval of price schedule, technical specifications of the items, samples, methods of production etc.;</li> <li>✓ UNDP's Handover of Purchase order for new items;</li> </ul>
25		Post qualification Actions	<p>At the discretion of UNDP, it may conduct the <u>post qualification actions</u> using one or more; or all of the actions indicated below:</p> <ul style="list-style-type: none"> <li>✓ Assessment of Contractors current workload for ongoing projects.</li> <li>✓ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</li> <li>✓ Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</li> <li>✓ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</li> <li>✓ Ocular Inspections/Visits to the previously completed projects for other clients;</li> </ul>

			<ul style="list-style-type: none"> <li>✓ Ocular Inspection of current Office, equipment possessed, and on-going construction sites handled by the company</li> </ul>
26		Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only	<ul style="list-style-type: none"> <li>✓ Company Profile, including printed brochures on services being provided;</li> <li>✓ Certificate of Incorporation/ Business Registration;</li> <li>✓ Document establishing and evidencing five (5) years’ working experience in the field of printing/promotion/media relevant to this ITB in terms of value and nature.</li> <li>✓ Latest Audited Financial Statement (Income statement and Balance Sheet) including Auditor’s report for the last three years;</li> <li>✓ List of previous similar works completed during the last three years only;</li> <li>✓ Statement of Satisfactory Performance from the Top 2 Clients;</li> <li>✓ List of ongoing contracts with completion ratio;</li> <li>✓ CV of the requested key staff;</li> <li>✓ Delivery/production lead-time and Schedule;</li> <li>✓ Form A: Bid Submission Form (<b>Mandatory</b>)</li> <li>✓ Form B: Bidder Information Form</li> <li>✓ Form C: Joint Venture/Consortium/ Association Information Form (<b>Mandatory</b>) if JV;</li> <li>✓ Form D: Qualification Form;</li> <li>✓ Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet);</li> <li>✓ Form F: Price Schedule Form (<b>Mandatory</b>);</li> <li>✓ Bid security;</li> <li>✓ Samples of informational and promotional items;</li> <li>✓ Proof of ownership of required software;</li> <li>✓ Proof of ownership of required machineries;</li> </ul> <p><b><u>Note:</u></b></p> <p>In the case where two or more companies willing apply to single bid as the Joint Venture (JV) <b><u>must provide the Supporting documents for each of participating companies and submit Joint Venture (JV) Certificate or confirmation to establish JV.</u></b></p>
27		Other Information Related to the ITB	<ul style="list-style-type: none"> <li>✓ Bidders are free to choose the currency of bid (USD or SDG). The currency of bid will be the currency of contract. It is up to the bidders to manage the cash withdrawal from their bank.</li> <li>✓ Bidders willing to apply as the Joint Venture (JV) must indicate in the bid that it is a JV undertaking; and provide the legally registered JV certificate in case of selection but before contract signing in accordance with section 5 of this ITB. One of the partners MUST be Local representative to cater for the services that may be necessary during the defect liability period.</li> </ul>
28		Preliminary Examination of the Bids	<b><u>Instruction to Bidders (Examples of Bid Rejection)</u></b>

		<p>The bidding documents contain the full list of instructions relevant to each particular bid and should be followed carefully.</p> <p>Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions.</p> <p>Below are some of the more common examples of why bids are rejected by UNDP:</p> <ol style="list-style-type: none"> <li>1. Bid does not include the signed and stamped Bid Submission Form (Form A).</li> <li>2. Bid is not signed as per the instructions in the ITB.</li> <li>3. Not all sufficient documents have been provided.</li> <li>4. Documents provided are not in English or Arabic (as applicable).</li> <li>5. Documents provided do not directly address each point of the evaluation criteria.</li> <li>6. The Bidder failed to read the minutes of the bidders' conference and to include the relevant points in their bid.</li> <li>7. Bid is more like a brochure for the firm without specifically addressing the specific evaluation criteria of the ITB and TOR.</li> <li>8. Bid does not offer goods or services which have been specifically requested by UNDP in the Terms of Reference/ Scope of Works</li> <li>9. The bidder proposes a major deviation to ITB Technical Requirement and Specification.</li> <li>10. The Bidder failed to consult the UNDP website before the deadline for bid submission and did not see the changes to the ITB/TOR listed there which need to be incorporated in the bid.</li> <li>11. The bidder declines or proposes a major deviation to UNDP General Conditions of Contract.</li> </ol>
29	Other Information Related to the ITB	<p>LTA will be owned by UNDP Sudan Country Office, whilst being used for providing services to other UN Agencies as well.</p> <p>The ceiling for LTA over the 3 years life span will be USD 500,000 for each lot.</p>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

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

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

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Registration of the business;</li> </ul> Provide the legally registered JV certificate in case of selection but before contract signing in accordance with section 5 of this ITB. One of the partners MUST be Local representative to cater for the services that may be necessary during the defect liability period.	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor,



<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience in the field of printing/promotion/media.	Form D: Qualification Form
	Minimum 2 contracts of similar nature project (Provision of printing/promotion/media services) implemented over the last 3 years. (Contract(s) with UN is desirable) for each lot. The similar contracts for Lot 1 shall be design, printing and relevant services for informational materials and the similar contracts for Lot 2 shall be design, printing and relevant services for promotional materials. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Statement of Satisfactory Performance from the Top [two] Clients in terms of Contract Value for the last two years	Submitted Statement of Satisfactory documents
<b>Financial Standing</b>	Minimum annual average turnover of USD 100,000 in the last 3 years (2016, 2017 and 2018) for <b>each lot</b> . Minimum average annual turnover of SDG 1,870,000 for audited financial statements submitted in SDG <u>(For JV/Consortium/Association, all Parties cumulatively should meet the requirement).</u>	Form D: Qualification Form
	Note: If a bidder wishes to qualify for more than one lot, it has to meet the aggregate requirements for annual turnover.	
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

### Detailed Technical and Financial Evaluation

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

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

## SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

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### **Terms of Reference**

#### **Long Term Agreement for Printing Services, for a duration of 3 years**

##### ***Background***

Strategic Planning, Partnerships & Communication (SPPC) Unit under the Programme Division ensures results-based management approach is suitably applied within UNDP Country Office (CO) programme life cycle. The unit fosters result based planning, monitors UNDP's programme effectiveness, ensures results-oriented reporting while leveraging data driven decision making throughout the process. It designs and executes effective communications strategy on UNDP results and activities; and builds resourceful partnerships with all UNDP stakeholders.

Specifically, SPPC integrates three functions on Communications, Monitoring & Evaluation (M&E) and Information management to support CO senior management, programme and project teams in the development of high quality substance-driven outreach; visibility of programme and project implementation; evidence-based development situation analysis; planning and programmatic compliance; implementation of M&E processes; reporting on development impact; formulation & maintenance of partnerships, and in multi-level resource mobilization embedding innovation in all three.

In close collaboration with CO Sustainable Livelihoods and Governance and Stabilization units as well as other internal parties, SPPC supports production of high quality offline and online outreach products reflecting UNDP's activities and results, enhancing its visibility to diverse national and international audience.

With dedicated support from donor community and national and international partners, UNDP has succeeded in expanding its development activities in Sudan, focusing and consolidating its niche on supporting the transition from humanitarian interventions toward recovery, resilience and inclusiveness. Our development interventions are founded on the sustainable global development goals (SDGs) and national Sudanese priorities and strategies. UNDP uses its network of projects to create partnerships between central, regional, state authorities as well as local communities.

UNDP wishes to contract a Printing Services Company in order to perform services in respect of PRINT ON DEMAND SERVICES that will contribute to the production of timely, visually appealing, high quality info/promo products to help position UNDP as the lead development agency in Sudan in key national development priority areas.

##### **Specific Tasks for the Contractor**

- The tables in (Annexes 1) outlines the typical prints jobs on which the contractor may be requested to carry out work. Work orders may vary in volume, complexity and turn-out time. Electronic files for printing should be prepared in InDesign CS, QuarkXpress 6.0+or Adobe Illustrator 10, Photoshop 6.0 or press-ready PDFs for the Macintosh. Occasionally there may be a job that has been prepared in IBM-compatible software or a job for which the laser proofs will be provided, and conventional stripping needed.
- Most jobs are produced in Arabic and English languages.
- Delivery period for production of informational and promotional materials:

##### **a) Informational materials:**

- Contractor to deliver requested print jobs within a maximum period of 10 days of the initial request.

**b) Promotional Materials:**

-Contractor to deliver promotional items within a maximum period 4 weeks.

- All jobs should include the cost of pick-up from and delivery to the UNDP offices specified in the contract.
- The contractor must back-up all jobs and store final copies in portable hard drives for 5 years or until UNDP requests to obtain these hard drives.
- Upon completion of print projects, the contractor will supply a low-res PDF version when requested.
- UNDP will pay only for exact quantities ordered and will not accept delivery of under-runs or paying for printing over-runs.

**Requirements:**

1. Vendors must have Minimum requirements in terms of facilities and staff for companies. Offices fully equipped with necessary printing machines; physical inspection of premises will be done by UNDP to ensure vendor has enough capabilities to execute the work requested within the deadlines. International companies residing outside of Sudan to provide sufficient evidence that they are capable of executing the work requested within the deadlines.

2. Electronic samples must be submitted for verification. For samples of promotional items: Samples should be placed in an envelope and labeled with company name.

3. Vendors must have graphic designers who have the following qualifications:

- Minimum bachelor's degree in Multimedia, communications, art or related field;
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Creative Suite – Adobe InDesign,
- Must have experience in designing multiple language versions mainly in English and Arabic;
- Contractor must be experienced in print management and publishing systems; and
- Knowledge of standard software packages, including MS Office, Adobe Acrobat.
- Knowledge of web design tools such as Dreamweaver and Flash, etc. will be an asset.

**Required Printing Equipment:**

S/n	Description of IN-HOUSE Equipment and facilities
1	HIGH END Apple Computers, Dell computers or equivalent programmed for high resolution design application
2	Color laser printers, large format digital presses with A1 capacity printing
2	Seiko large format outdoor printer, 3.2 m wide or equivalent
3	Indoor printer, 1.37 m wide, latest Roland high resolution for posters, roll upstands, stickers or equivalent
4	Roland Flat bed UV printer, up to 10 cm high or equivalent
5	Laser engraver and laser marker machines
6	High tech embroidery machine
7	Vinyl plotter or equivalent

**Necessary facilities for:**

- 1- Design for offset printing for magazines, brochures, desk and wall calendars, posters, books, etc.
- 2- Large format outdoor printing, banners, stickers, flags, vehicle wrapping, etc
- 3- Large format indoor printing, posters, stickers, and indoor branding.
- 4- Gifts printing (t-shirts, caps, mugs, mouse pads, pens, etc.), short run printing of brochures, newsletters, and others.
- 5- Engraving on any metal, leather,
- 6- UV printing on almost any substrate up to 10 cm high
- 7- Offset printing

Description	Estimated Qty over LTA Period
<b>Lot 1: Informational Items</b>	
<u>Desk Calendar:</u> Size 25*18.2 cm, 26 pages (13 papers) Art 250 gsm, CMYK, Mat Lamination, Hard Stand, O-Ring Binding	2000
<u>Business cards</u> Size 9.3x5.7 cm, printed full color on 300 gsm art paper, with/without lamination. 100 per box	50,000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 170gsm with lamination	4000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 170gsm without lamination	4000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 200gsm, with lamination	4000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 200gsm, without lamination	4000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 250 gsm , with lamination	5000
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 250 gsm , without lamination	5000

Description	Estimated Qty over LTA Period
<u>Folders</u> Jacket folders, with two pockets, printed full color on the outside, on infra-coated or art paper 350 gsm, with lamination and spine	5000
<u>Factsheets</u> Size A4, printed one faces, on 200 gsm glossy art paper	7000
<u>Factsheets</u> Size A4, printed two faces, on 200 gsm glossy art paper	7000
<u>A3 Posters</u> Size A3, printed on 250gsm glossy art paper, full color, digital large format high resolution	5000
<u>A3 Posters</u> Size A3, printed on 300 gsm art paper, full color Offset printing	10000
<u>A2 Posters</u> Size A2, printed on 300 gsm art paper, full color Offset printing	10000
<u>A2 Posters</u> Size A2, printed PP material, non-tear, full color, digital large format high resolution	10000
<u>A1 Posters</u> Size A1, printed PP material, non-tear, full color, digital large format high resolution	10000
<b>Lot 2: Promotional Items</b>	
<u>Pens</u> Promotional high-quality plastic pens, printed full color UV engraved	4000
<u>Pens</u> Promotional high-quality plastic pens, printed full color laser engraved	4000
<u>Keychains</u> Promotional high-quality metal keychains engraved	3000
<u>Caps</u> Heavy brushed cotton caps, embroidered on front panel,	5000
<u>Mugs</u> Standard 11 oz, ceramic mugs, printed full color,	2000
<u>Thermal coffee mugs</u> Metal thermal, printed full color, one color	2000
<u>Water bottles</u> Printed one full color	5000
<u>Mousepads</u> Rectangular, 3 mm, thick, printed full color	2000
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box, 4GB	1000
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box, 8GB	1000

Description	Estimated Qty over LTA Period
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box, 16GB	1000
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 4GB,	1000
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 8GB	1000
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 16GB	1000
<u>Silicone wrist bands</u> Silicone wrist bands, printed one color, with logo and messages	10,000
<u>Cotton bags</u> Eco friendly cotton bags, natural beige color, with two handles, printed two sides, full color logos and messages	5000
<u>Jute bags</u> Eco friendly jute bags, natural beige color, with two handles, printed two sides, one color logos and messages	5000
<u>Memo pads</u> Size A5, inside 50 sheets minimum, printed one color logos and lines, cover 250 gsm art paper, printed full color, with wire spiral binding/glue	5000
<u>Notepad</u> A5, ready-made notepads, with one color printing inside on crème paper, Cover: PU with elastic band and pen holder Printed one color	5000
<u>Books</u> size A4/ 24cmx17cm, full color printing inside on 150 gsm art paper, with lamination Binding: hot glue perfect binding	2000
<u>Roll up stands</u> Size 85cmX200 cm, printed high resolution, not less than 1440 dpi, on high quality PP material, printed full color, installed on sturdy heavy aluminum frames, with carrier bag	200
<u>Banners</u> Size 200x300 cm, printed high resolution on banner material, with frame, installation and delivery to venue	100
<u>Button badges</u> Metal round button badge size 56 mm diameter,	2000
<u>Pins</u> Metal, full color, shaped logo	2000
<u>T-shirts</u>	
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts, X XL size, 180 gms, printed full color on front pocket and even logo & messages	2000
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts, X L size, 180 gms, printed full color on front pocket and even logo & message	2000
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts M size, 180 gms, printed full color on front pocket and even logo & message	2000
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts, S size, 180 gms, printed full color on front pocket and	2000

Description	Estimated Qty over LTA Period
even logo & message	
<u>Polo neck T-shirts</u> Polo neck T-shirts, XXL cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	2000
<u>Polo neck T-shirts</u> Polo neck T-shirts, XL cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	2000
<u>Polo neck T-shirts</u> Polo neck T-shirts, L cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	2000
<u>Polo neck T-shirts</u> Polo neck T-shirts, M cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	2000
<u>Polo neck T-shirts</u> Polo neck T-shirts, S cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	2000

## SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DAP, UNDP Office, Khartoum
Exact Address of Delivery/Installation Location	DAP, UNDP Office, Khartoum
Mode of Transport Preferred	N/A
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Customs, if required, clearing shall be done by:	UNDP
Ex-factory / Pre-shipment inspection	Samples will be check prior printing
Inspection upon delivery	Yes, as per order specification
Installation Requirements	N/A
Testing Requirements	As per Order specification
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Warranty Period	N/A
Local Service Support	N/A
Technical Support Requirements	N/A
After-sale services Requirements	N/A
Payment Terms (max. advanced payment is 20% as per UNDP policy)	Payment will be processed after receiving the items and invoice. The payment of 100% will be processed within 30 days upon UNDP's acceptance of the items/services rendered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of services/invoice based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English and/or Arabic

<sup>2</sup>A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.



## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Bid:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form <b>(Mandatory)</b> if applicable.	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid and Technical Compliance Sheet	<input type="checkbox"/>
▪ Form G: Form of Bid Security	
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form F: Price Schedule Form <b>(Mandatory)</b>	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/KRT/19/046 - Provision of Graphic Design and Printing Services on Long-Term Agreement basis		

We, the undersigned, offer to supply the goods and related services required for **Provision of Graphic Design and Printing Services on Long-Term Agreement basis** in accordance with your Invitation to Bid No. **ITB/KRT/19/046** and our Bid. We hereby submit our Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of

1	[Insert amount in words and figures and indicate currency]	for Lot number 1
2	[Insert amount in words and figures and indicate currency]	for Lot number 1

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

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

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

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

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

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

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

UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

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

clarifications during Bid evaluation	Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> <li>▪ Company Profile, including printed brochures on services being provided;</li> <li>▪ Certificate of Incorporation/ Business Registration;</li> <li>▪ Document establishing and evidencing five (5) years' working experience in the field of printing/promotion/media relevant to this ITB in terms of value and nature.</li> <li>▪ Latest Audited Financial Statement (Income statement and Balance Sheet) including Auditor's report for the last three years;</li> <li>▪ List of previous similar works completed during the last three years only;</li> <li>▪ Statement of Satisfactory Performance from the Top 2 Clients;</li> <li>▪ List of ongoing contracts with completion ratio;</li> <li>▪ CV of the requested key staff;</li> <li>▪ Delivery/production lead-time and Schedule;</li> <li>▪ Form A: Bid Submission Form (<b>Mandatory</b>)</li> <li>▪ Form B: Bidder Information Form</li> <li>▪ Form C: Joint Venture/Consortium/ Association Information Form (<b>Mandatory</b>) if JV;</li> <li>▪ Form D: Qualification Form</li> <li>▪ Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet).</li> <li>▪ Form F: Price Schedule Form (<b>Mandatory</b>)</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney if applicable.</li> <li>▪ Bid security</li> <li>▪ Samples of informational and promotional items</li> <li>▪ Proof of ownership of required software</li> <li>▪ Proof of ownership of required machineries</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/KRT/19/046 Provision of Graphic Design and Printing Services on Long-Term Agreement basis		

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

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

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/KRT/19/046 Provision of Graphic Design and Printing Services on Long-Term Agreement basis		

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

### History of Non- Performing Contracts

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

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

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

references if so requested by UNDP.

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

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

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

## Financial Standing

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

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

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

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



## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/KRT/19/046 Provision of Graphic Design and Printing Services on Long-Term Agreement basis		

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

### SECTION 1: Bidder's qualification, capacity and expertise

#### 1.1 Top (Two) Projects implemented during the last 3 years:

Project Description	Client	Amount	Year of Completion

#### 1.2 List of on-going Contracts

Project Description	Client Name	Amount

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

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

- 2.1 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Description	Yes/No	If Yes, please provide details
Confirm if any part of the service will be subcontracted		

## FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	<b>ITB/KRT/19/046 Provision of Graphic Design and Printing Services on Long-Term Agreement basis</b>		

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

Description	Qty Range for Single Order	Indicative Qty for Range a	Price per unit (USD) b	Total Price (USD) c= a x b
<b>Lot 1: Informational Items</b>				
<u>Desk Calendar:</u> Size 25*18.2 cm, 26 pages (13 papers) Art 250 gsm, CMYK, Mat Lamination, Hard Stand, O-Ring Binding	1 to 1000	500		
	More than 1001	1500		
<u>Business cards</u> Size 9.3x5.7 cm, printed full color on 300 gsm art paper, with/without lamination. 100 per box	1 to 400	200		
	401 to 1000	700		
	More than 1001	1500		
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or trifold, printed on art paper 170gsm with lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or trifold, printed on art paper 170gsm without lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 200gsm, with lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 200gsm, without lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 250 gsm , with lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		

Description	Qty Range for Single Order	Indicative Qty for Range	Price per unit (USD)	Total Price (USD)
		a	b	c= a x b
<u>Brochures</u> Size A4, printed retro-verso, bi-fold or tri-fold, printed on art paper 250 gsm , without lamination	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Folders</u> Jacket folders, with two pockets, printed full color on the outside, on infra-coated or art paper 350 gsm, with lamination and spine	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Factsheets</u> Size A4, printed one faces, on 200 gsm glossy art paper	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Factsheets</u> Size A4, printed two faces, on 200 gsm glossy art paper	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>A3 Posters</u> Size A3, printed on 250gsm glossy art paper, full color, digital large format high resolution	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>A3 Posters</u> Size A3, printed on 300 gsm art paper, full color Offset printing	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>A2 Posters</u> Size A2, printed on 300 gsm art paper, full color Offset printing	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>A2 Posters</u> Size A2, printed PP material, non-tear, full color, digital large format high resolution	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>A1 Posters</u> Size A1, printed PP material, non-tear, full color, digital large format high resolution	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<b>Total for Lot 1</b>				

Description	Qty Range for Single Order	Indicative Qty for Range	Price per unit (USD)	Total Price (USD)
		a	b	c= a x b
Lot 2: Promotional Items				
<u>Pens</u> Promotional high-quality plastic pens, printed full color UV engraved	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Pens</u> Promotional high-quality plastic pens, printed full color laser engraved	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Keychains</u> Promotional high-quality metal keychains engraved	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Caps</u> Heavy brushed cotton caps, embroidered on front panel,	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Mugs</u> Standard 11 oz, ceramic mugs, printed full color,	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Thermal coffee mugs</u> Metal thermal, printed full color, one color	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Water bottles</u> Printed one full color	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Mousepads</u> Rectangular, 3 mm, thick, printed full color	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box,4GB	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		

Description	Qty Range for Single Order	Indicative Qty for Range	Price per unit (USD)	Total Price (USD)
		a	b	c= a x b
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box, 8GB	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>USB flash drives</u> Swivel, metal, printed or engraved, with gift box, 16GB	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 4GB,	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 8GB	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>USB flash drives</u> Silicone wrist band USB drives, printed one color 16GB	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Silicone wrist bands</u> Silicone wrist bands, printed one color, with logo and messages	1 to 2000	1000		
	2001 to 5000	3500		
	More than 5001	5500		
<u>Cotton bags</u> Eco friendly cotton bags, natural beige color, with two handles, printed two sides, full color logos and messages	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Jute bags</u> Eco friendly jute bags, natural beige color, with two handles, printed two sides, one color logos and messages	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Memo pads</u> Size A5, inside 50 sheets minimum, printed one color logos and lines, cover 250 gsm art paper, printed full color, with wire spiral binding/glue	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Notepad</u> A5, ready-made notepads, with one color	1 to 1000	500		
	1001 to 3000	1500		

Description	Qty Range for Single Order	Indicative Qty for Range	Price per unit (USD)	Total Price (USD)
		a	b	c= a x b
printing inside on crème paper, Cover: PU with elastic band and pen holder Printed one color	More than 3001	3500		
<u>Books</u> size A4/ 24cmx17cm, full color printing inside on 150 gsm art paper, with lamination Binding: hot glue perfect binding	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Roll up stands</u> Size 85cmX200 cm, printed high resolution, not less than 1440 dpi, on high quality PP material, printed full color, installed on sturdy heavy aluminum frames, with carrier bag	1 to 100	50		
	More than 101	150		
<u>Banners</u> Size 200x300 cm, printed high resolution on banner material, with frame, installation and delivery to venue	1 to 5	3		
	6 to 20	13		
	More than 21	25		
<u>Button badges</u> Metal round button badge size 56 mm diameter,	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>Pins:</u> Metal, full color, shaped logo	1 to 1000	500		
	1001 to 3000	1500		
	More than 3001	3500		
<u>T-shirts</u>				
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts, XXL size, 180 gms, printed full color on front pocket and even logo & messages	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts, XL size, 180 gms, printed full color on front pocket and even logo & message	1 to 500	250		
	501 to 1000	750		
	More than 1001	1500		
<u>Round neck T-shirts</u> Round neck 100% cotton T-shirts M size,	1 to 500	250		
	501 to 1000	750		

Description	Qty Range for Single Order	Indicative Qty for Range a	Price per unit (USD) b	Total Price (USD) c= a x b
180 gms, printed full color on front pocket and even logo & message	More than 1001	1500		
<u>Round neck T-shirts</u>	1 to 500	250		
Round neck 100% cotton T-shirts, S size, 180 gms, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<u>Polo neck T-shirts</u>	1 to 500	250		
Polo neck T-shirts, XXL cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<u>Polo neck T-shirts</u>	1 to 500	250		
Polo neck T-shirts, XL cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<u>Polo neck T-shirts</u>	1 to 500	250		
Polo neck T-shirts, L cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<u>Polo neck T-shirts</u>	1 to 500	250		
Polo neck T-shirts, M cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<u>Polo neck T-shirts</u>	1 to 500	250		
Polo neck T-shirts, S cotton polyester blend, 240 gsm, printed full color on front pocket and even logo & message	501 to 1000	750		
	More than 1001	1500		
<b>Total for Lot 2</b>				

**Note: Table A will be used for the purpose of evaluation.**

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_ \_\_\_\_\_

Functional Title: \_  
\_\_\_\_\_

Stamp:



## FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*

*[insert: address and email address]*