Invitation to Bid

Date: 09/01/2020

Dear Sir/Madam,

Subject: Procurement of CONSTAT A LONG TERME RECRUTEMENT DE FIRMES LOCALES POUR IMPRESSION DE MATERIELS DE COMMUNICATION(VISIBILITE)

1. We hereby solicit your bid for the supply of following goods.
   a. Impression de Maillots / Casquettes etc..
   b. Impression de documents etc.
   c. Edition et autres

2. To enable you to submit a bid, please find enclosed:
   Annex I. Instructions to Bidders
   Annex II. Bid Data Sheet
   Annex III. General Terms and Conditions
   Annex IV. Special Conditions
   Annex V. Schedule of Requirements
   Annex VI. Technical Specifications
   Annex VII. Bid Submission Form
   Annex VIII. Price Schedule
   Annex IX. Form for Performance Security (delete if not required)
   Annex X. Contract to be Signed

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

   Contact Person: Ketlaine Barbier
   Name of Office: Services des Achats
   E-Mail: Haiti.achat@unwomen.org

4. The bids must be securely sealed or in case of electronic submission submitted to secure bid e-mail address in accordance with the below instructions on or before 31/01/20 at 11:59 PM (Port-au-Prince, Haiti), local time (for local time ref, see www.greenwichmeantime.com). Any bid received after this date and time will be rejected.

   A. Mail/courier/personal delivery: The bid must be securely sealed and clearly marked on the outside as “Procurement of CONSTAT A LONG TERME RECRUTEMENT DE FIRMES LOCALES POUR IMPRESSION DE MATERIELS DE COMMUNICATION(VISIBILITE)” and to be delivered to and marked as follows:

   **** NOT TO BE OPENED BY REGISTRY ****
   Insert office's address
   To the attention of: Services des Achats
   ITB/UNW/202/002
   UN Women Country Office Haiti

   B. E-mail Submission: Your bid (in PDF format, free from any form of virus or corrupted contents) must be signed and stamped in all relevant places and submitted to UN Women secure bid e-mail addresses haiti.achat@unwomen.org with clear subject line as “Procurement of CONSTAT A LONG TERME RECRUTEMENT DE FIRMES LOCALES POUR IMPRESSION DE MATERIELS DE COMMUNICATION(VISIBILITE)
5. Bids will be opened in the presence of Bidders’ Representatives, who chose to attend at the address, date and time indicated in the Bidding Documents.

6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

[Signature]

Représentante Résidente
Dédé Ahoefa Ekoué
A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the supply of goods to the UN system.

2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.

   2.2 In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders shall be considered for award of Contract.

   2.3 If UN Women has not undertaken prequalification of potential bidders, all bidders shall include the information and documents specified in clause 9 of this Instruction to Bidders.

3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of the Bid.

5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.

6. **Amendments of Solicitation Documents:** No later than two weeks prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids

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

8. **Documents Comprising the Bid:**

   The Bid must comprise of the following documents:

   (a) Bid Submission form;

   (b) Price Schedule completed in accordance with the Annexures V, VI and VIII and clause 11 of Instructions to Bidders;
(c) Documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted.

(d) Documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

9. Documents Establishing Bidder's Eligibility and Qualifications:

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

(a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination.

(b) That the Bidder has the financial, technical, and production capability necessary to perform the contract.

10. Export License:

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

The bidder/vendor shall include in their proposal:

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

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

11. Documents Establishing Goods' Conformity to Bidding Documents:

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

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

(a) A detailed description of the essential technical and performance characteristics of the goods;

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

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

13. Period of Validity of Bids: Bids shall remain valid for 120 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

14. Bid Security:
(a) The Bidder shall furnish as part of its Bid a Bid Security to the Purchaser in the amount of 5 % of the Offer Value.

(b) The Bid Security is to protect the Purchaser against the risk of the Bidder’s conduct which would warrant the security’s forfeiture, pursuant to Clause 14(g) below.

(c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:

   i. Bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser’s country or abroad, and in the form provided in these Solicitation Documents, or,
   ii. Cashier’s cheque, or certified cheque.

(d) Any Bid not secured in accordance with Clauses 14 a) and 14 c) above will be rejected by the Purchaser as non-responsive pursuant to clause 20 of Instructions to Bidders.

(e) Unsuccessful Bidder Bid Security will be discharged or returned as promptly as possible within thirty (30) days after the expiration of the period of Bid Validity prescribed by the Purchaser pursuant to clause 13 of instructions to Bidders.

(f) The successful Bidder’s Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 27 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 28 of Instructions to Bidders.

(g) The Bid Security may be forfeited:

   1) If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
   2) In the case of a successful Bidder, if the Bidder fails:

      i. to sign the Purchase Order in accordance with Clause 27 of Instructions to Bidders, or,
      ii. to furnish Performance Security in accordance with Clause 28 of Instructions to Bidders.

D. Submission of Bids

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

16. Sealing and Marking of Bids:

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

   16.2 The inner and outer envelopes shall:

   (a) Be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and
   (b) Make reference to the “subject” indicated in section I of these Solicitation Documents, and a statement: “NOT TO BE OPENED BY REGISTRY”, to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 17 of Instructions to Bidders.

   16.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
16.4 If the outer envelope is not sealed and marked as required by clause 16.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid’s misplacement or premature opening.

17. Deadline for Submission of Bids/Late Bids:

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

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

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

18. Modification and Withdrawal of Bids:

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

E. Opening and Evaluation of Bids

19. Opening of Bids:

19.1 The Purchaser will open all Bids in the presence of Bidders’ Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders’ Representatives who are present shall sign a register evidencing their attendance.

19.2 The bidders’ names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 16.3 of Instructions to Bidders.

19.3 Bids (and modifications sent pursuant to clause 18 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

19.4 The Purchaser will prepare minutes of the Bid Opening.

20. Clarification of Bids:

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

21. Preliminary Examination:

21.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.
21.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

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

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

22. Conversion to Single Currency:

To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

23. Evaluation of Bids:

Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Compliance with pricing conditions set in the ITB.</td>
</tr>
<tr>
<td>1.2 Compliance with requirements relating to technical design features or the product’s ability to satisfy functional requirements.</td>
</tr>
<tr>
<td>1.3 Compliance with Special and General Conditions specified by these Solicitation Documents.</td>
</tr>
<tr>
<td>1.4 Compliance with start-up, delivery or installation deadlines set by the procuring entity.</td>
</tr>
<tr>
<td>1.5 Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN.</td>
</tr>
<tr>
<td>1.6 Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc.).</td>
</tr>
<tr>
<td>1.7 Proof of after-sales service capacity and appropriateness of service network.</td>
</tr>
</tbody>
</table>

F. Award of Contract

24. Award Criteria:

The procuring UN entity will issue the Purchase Order to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser’s action.

25. Purchaser’s Right to Vary Requirements at Time of Award:

The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15% the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

26. Notification of Award:

Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Supplier’s signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified.
Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.

27. Signing of the Purchase Order:

Within 14 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.

28. Performance Security:

The successful Bidder shall provide the Performance Security on the Performance Security Form provided for in these Solicitation Documents, within 2 weeks of receipt of the Purchase Order from the purchaser.

Failure of the successful Bidder to comply with the requirement of clause 27 or clause 28 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

29. Vendor Protest:

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

Annex II

**BID DATA SHEET**

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

<table>
<thead>
<tr>
<th>Relevant clause(s) of Instruction to Bidders</th>
<th>Specific data complementing, supplementing, or amending instructions to Bidders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of the Bid</td>
<td>□ English □ French □ Spanish □ If others, specify...Creole.....................</td>
</tr>
</tbody>
</table>

**Bid Price**

The prices quoted shall be as per following INCOTERMS 2010 and place:

□ CIP □ FCA □ CPT □ DAP □ Other............................................

Place:...13, Rue Stephen, Musseau, ONU Femmes Haiti
........................................................................................................

**Documents Establishing Bidder's Eligibility & Qualifications**

□ Required. □ Not required.

**Bid Validity Period.**

□ 120 days □ If different, please specify...........................................

**Bid Security**

□ Required. □ Not required.

**Preliminary Examination – completeness of bid.**

□ Partial bids permitted. □ Partial bids not permitted.

**Purchaser's Right to Vary Requirements at Time of Award**

□ 15 percent, increase or decrease, remain unchanged. □ Condition waived □ Condition applies but change limit to ........... percent.

**Compliance with any other clause required?**

□ No. □ If yes, specify:

(When required this space may also be used to enter a modified version of any of the above data.)
Annex III

General Terms and Conditions

Annex IV

Special Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

<table>
<thead>
<tr>
<th>Warranty/Guarantee</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>□ Applies</td>
<td>□ Does not apply</td>
</tr>
<tr>
<td>If, within 12 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liquidated damages</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Applies</td>
<td>□ Does not apply</td>
</tr>
<tr>
<td>If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance security</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Applies</td>
<td>□ Does not apply</td>
</tr>
</tbody>
</table>
| a) Within 14 days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value.  
b) The Performance Security shall be valid until a date 30 days from the date of issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity.  
c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the contract.  
d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser’s country or abroad in the form provided in these Solicitation Documents.  
e) The Security will be returned to the Supplier within 30 days of completion of the Purchase Order, including any warranty obligation. |

| Compliance with any other condition(s) required? |  |
| □ Applies | □ Does not apply |

(This space is also used to enter a modified version of any of the above Special Conditions.)
## SCHEDULE OF REQUIREMENTS

Lot 1 (PCB : Papier Couché Brillant, PCM : Papier Couché Mat)

<table>
<thead>
<tr>
<th>Tableau 1 : Liste des quantités et des coûts / Imprimerie SUPPORT</th>
<th>SPECIFICATIONS</th>
<th>QUANTITÉ</th>
<th>DELAI DE REALISATION OFFERT</th>
<th>PRIX UNITAIRE</th>
</tr>
</thead>
</table>
| Affiche A4                                                    | - Format A4 PCB 170g  
- Impression quadrichromie | 500        | 1000     |                            |               |
|                                                               |                | 2000     |                            |               |
|                                                               |                | 3000     |                            |               |
| Affiche A2                                                    | - Format A2 PCB 170g  
- Impression quadrichromie | 500        | 1000     |                            |               |
|                                                               |                | 2000     |                            |               |
|                                                               |                | 3000     |                            |               |
| Affiche autocollante A3+                                     | - Format A2 PCB 170g  
- Impression quadrichromie  
- Autocollant | 500        | 1000     |                            |               |
|                                                               |                | 2000     |                            |               |
|                                                               |                | 3000     |                            |               |
| Affiche géante (12m2) autocollantes sur vinyl                 | - Papier : Vinyl 250 g/m2 vinyle blanc opaque Impression : R° Quadri | 1 - 10      |                        |               |
| Affiche géante (18m2) autocollantes sur vinyl                 | - Papier : Vinyl 250 g/m2 vinyle blanc opaque Impression : R° Quadri | 10 - 50     |                        |               |
| Calendrier Mural                                              | - 72cm/42 cm  
- Spirale  
- 6 feuillets (à raison de 2 mois / feuillet)  
- 2 feuillets (pages de garde)  
- Logo Agence  
- Photos par page (2) | 300 - 500   |                        |               |
| Produit                      | Description                                                                 | Prix  
|------------------------------|------------------------------------------------------------------------------|-------
| Calendrier de table          | 12 feuilles (pour les 12 mois de l'année)                                     | 500   
|                              | Réliure en spirales                                                          |       
|                              | Logo Agence                                                                  |       
|                              | Photos (1 feuillet) avec message                                             |       
|                              | Quadrichromie                                                                |       
|                              | Carton support des feuilles                                                  |       
|                              | Papier couché (180 g)                                                        |       
| Calendriers poche            | Format à proposer                                                            | 1000 max   
|                              | Logo                                                                         |       
|                              | Photos (2)                                                                   |       
|                              | Quadrichromie                                                                |       
|                              | Papier laminé 180 g                                                          |       
| Pamphlet/plaque (4 pages)    | Format 9cm/18cm                                                              | 500   
|                              | Plastifié                                                                    |       
|                              | Quadrichromie                                                                |       
|                              | Photo et textes à insérer                                                    |       
| Dépliant A4/6 pages          | Format A4 ouvert                                                             | 1000   
|                              | 3 volets                                                                     | 3000   
|                              | PCM 185g                                                                     | 5000   
|                              | Impression quadrichromie                                                     |       
|                              | Recto verso                                                                  |       
| Bulletins                    | Format A5 (20,5/15,5 cm)                                                     | 1000   
|                              | 20 pages (pages de couverture comprises)                                     |       
|                              | Quadrichromie                                                                |       
|                              | Papier 250g, Pages de couverture laminiée                                     |       
|                              | Papier 170g, pages intérieures                                               |       
| Brochure                     | Format A4 ouvert                                                             | 1000   
<p>|                              | A5 fermé 12 pages                                                            |<br />
|                              | PCM 185g                                                                     |       |
| Kakemono (2mx85cm) | - Impression quadrichromie Recto verso | 10 - 50 |
| Bâche/banderole | - Bâche - Format 6m*1.20m - Impression quadrichromie - Finition Sillet sur les 4 coins | 10 - 50 |
| Agendas format A4 | - Couverture en simili cuir aux couleurs de l’agence - Pages photos à insérer - Calendrier à insérer - Textes à insérer | 100 - 250 |
| Agendas format (21/21) | Couverture en simili cuir aux couleurs de l’agence - Pages photos à insérer - Calendrier à insérer - Textes à insérer | 100 - 250 |
| Rapport annuel A4 | - 50 à 60 pages - Quadrichromie - Illustrations photographiques - Papier chromolux 300g pour les pages de couverture - Papier couché mat 180 g (pages intérieures) | 100 - 500 |
| Rapport annuel (21/21) | - 50 à 60 pages - Quadrichromie - Illustrations photographiques | 100 - 500 |</p>
<table>
<thead>
<tr>
<th>Produit</th>
<th>Description</th>
<th>Prix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartes de vœux</td>
<td>Format 13x18 cm fermé 2 volets - PCM 225g - avec enveloppe sans impression</td>
<td>100 - 300</td>
</tr>
<tr>
<td>Cartes d'invitation</td>
<td>Format 15cm /7cm - Quadrichromie</td>
<td>100 - 500</td>
</tr>
<tr>
<td>Carnet personnalisé (21/21)</td>
<td>Papier couché mat 180 g (pages intérieures)</td>
<td>100 - 300</td>
</tr>
<tr>
<td>Papier en-tête</td>
<td>Format A4 - Logo et adresse de l'Agence</td>
<td>1000 – 10 000</td>
</tr>
<tr>
<td>Bloc-notes A5</td>
<td>Format A5 - 100 feuillets - Réliure spirales - Logo et photos page de couverture - Logo en filigranme pages intérieures</td>
<td>100 - 1000</td>
</tr>
<tr>
<td>Porte-documents</td>
<td>Format A4 - Rabat (en bas de page, intérieur côté droit) - Quadrichromie - Texte de présentation de l'Agence - Papier 250g chromolux (pages de couverture)</td>
<td>50 - 300</td>
</tr>
</tbody>
</table>
Lot 2 : Sérigraphie – Matériels de visibilité avec le logo de l'agence

Tableau 1 : Liste des quantités et des coûts / Sérigraphie

<table>
<thead>
<tr>
<th>SUPPORT</th>
<th>QUANTITE</th>
<th>DELAI DE LIVRAISON OFFERT</th>
<th>PRIX UNITAIRE</th>
</tr>
</thead>
</table>
| Tshirt Fond blanc, unisexe, manche courte, quadrichromie, standard – taille S,M, L, XL, XXL 100% coton, 180 grammes Logo agence 3x7 cm | 1 000 - 3 000  
3 000 - 6 000 Plus de 6000 |                                           |                           |
| Polos Fond blanc unisexe, manche courte, quadrichromie, standard - taille S,M, L, XL, XXL 100% coton, 180 grammes Logo agence | 100 - 500  
500 - 1 000  
Plus de 1 000 |                                           |                           |
| Sac en toile, pas de fermeture, Logo Agence 7 cm x 3cm quadrichromie, 50x30x8 cm | 100 - 500  
500 - 1 000  
Plus de 1 000 |                                           |                           |
| Sac en toile, pas de fermeture + logo quadrichromie, 50x30x8 cm        | 100 - 500  
500 - 1 000  
Plus de 1 000 |                                           |                           |
| Casquettes quadrichromie, Taille standard et ajustable, 100% coton Logo | 100 - 500  
500 - 1 000  
Plus de 1 000 |                                           |                           |
| Gilet humanitaire, Fermeture éclair, 2 poches, couleur bleue marine avec logo et texte, quadrichromie, 100% coton Taille –S, M, L, XL et XXL | 100 - 500  
500 - 1 000  
Plus de 1 000 |                                           |                           |
<p>| Bracelet silicone avec message Logo de l'agence                       | 500 - 5 000                   |                           |               |
| Gilet (CH et CM)                                                       | 500 - 1 000                   |                           |               |</p>
<table>
<thead>
<tr>
<th>Logo en quadrichromie + message</th>
<th>1000 - 5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stylos avec logo de l'agence</td>
<td>500 - 1000</td>
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<td>1000 - 5000</td>
</tr>
</tbody>
</table>
TECHNICAL SPECIFICATIONS

1. Contexte et justification

Afin de minimiser les coûts et les délais d'impression des supports de communication et des matériels de visibilité, l'Ensemble des Nations Unies pour l'égalité des sexes et l'autonomisation des femmes (ONU Femmes) souhaite contractualiser avec un ou des prestataires pour une période de deux ans renouvelables, pour la production de supports de communication (brochures, calendriers, dépliants, bulletins, rapports, flyers, bâches, kakémonos, plaquettes, casquettes, polos, sacs, tee-shirts, etc.) dans les domaines d'activité. Les services demandés au prestataire porteront sur l'impression de divers documents et matériels de visibilité tels que définis dans le lot 1 et lot 2. Toutefois, la liste n'étant pas exhaustive, le(s) soumissionnaire(s) retenus pourraient être sollicités pour l'impression et la confection d'autres types de supports à la demande.

2. Objectif

Sélectionner deux ou plusieurs prestataires pour la réalisation de supports de communication et matériels de visibilité.

3. Description des responsabilités du prestataire en charge des travaux d'impression

- Conseiller le cas échéant sur les spécifications/caractéristiques produits à imprimer ou confectionner ;
- Imprimer les quantités demandées selon les caractéristiques fournies ;
- Respecter les délais de livraison des produits commandés ;
- Livrer les travaux d'impression à l'endroit qui sera demandé par le demandeur ;
- N'exécuter les travaux d'impression qu'à réception du bon de commande signé et daté ;
- Les textes, fichiers et logos de base seront fournis pour chaque activité prévue et pourront être amendés et améliorés par le prestataire effectuant les travaux si besoin est.

4. Profil du prestataire pour les travaux d'impression et de visibilité

- Le prestataire devra avoir une expérience avérée et reconnue dans le domaine de l'imprimerie et matériels de visibilité d'au moins cinq (5) ans ;
- Disposer d'une équipe de deux ou plusieurs infographistes ayant une expérience d'au moins 5 ans - Disposer du matériel nécessaire à l'accomplissement des tâches demandées ;
- Connaissance des procédures du Système des Nations Unies (devis, bon de commande, mode de paiement, etc.)

5. Echantillons

- Pour les travaux d'impression et autres produits de visibilité, les soumissionnaires doivent joindre des exemplaires de supports de communications (brochure, de calendrier, de rapport, d'un dépliant pelliculé brillant et d'un mat, polos, tee-shirt, etc.) réalisés par leur société ;

Les échantillons seront retournés aux soumissionnaires après la sélection finale du ou des fournisseur(s).

6. Durée
Les fournisseurs adjudicataires bénéficieront d’un contrat de prestations de service pour une période de deux ans. Le contrat pourra être prorogée à la discrétion de ONU Femmes, dans les mêmes conditions, pour une période additionnelle d’une année sur la base des performances des prestataires et considérant que les prix resteront compétitifs. Ce renouvellement sera notifié par écrit au fournisseur.
Une évaluation des performances des prestataires sera faite sur une base annuelle et le contrat pourra être annulé en cas d’évaluation insatisfaisante des prestations du fournisseur.

7. Remarques

Avant octroi du marché, ONU Femmes se réserve le droit d'effectuer une visite au(x) prestataire(s) sélectionnés.
BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

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

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

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

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

Dated this ______ day of ______ [year].

..............................................
Signature

[in the capacity of]

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

1. The Price Schedule must provide a detailed cost breakdown for each item.

2. Technical descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.

3. The unit price of items should include the supply of the best quality materials, transportation, manpower, instruments and temporary installation, purchase or hired machines and equipment used in execution, and all other necessary measures required to provide the best quality workmanship for the item.

4. Estimated weight/volume of the consignment must be part of the documentation submitted.

5. The Bidder shall indicate the all-inclusive price separately for each item.

6. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted shall govern. If there is an obvious gross misplacement of the decimal point in the unit price, the total amount as quoted shall govern and the unit price shall be corrected accordingly.

7. Bidders are expected to submit realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations to take advantage of the bidding system may cause the bid to be disqualified.

8. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

9. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price *</th>
<th>Quantity Required</th>
<th>Total Price per item</th>
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GRAND TOTAL
*Unit price should be based on Incoterms 2010 used i.e. CIP/FCA/CPT/DAP as the case may be.

Signature ofBidder: ...........................................
Annex VIII.

PERFORMANCE SECURITY FORM

To: UN WOMEN

WHEREAS [name and address of Contractor] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. ............ dated ........... , to execute Services ............... (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of guarantee] [in words], such sum being payable in the types and proportions of currencies in which the Contract Price 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.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

SIGNATURE AND SEAL OF THE GUARANTOR

Date ..........................................................

Name of Bank ..................................................

Address ........................................................
Annex IX.

CONTRACT

[PLEASE ATTACH THE CONTRACT THAT WILL BE USED]