



REQUEST FOR QUOTATION (RFQ)
Provision of Printing Services for OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR)
Building- Doha Centre's premises (Re-Advertisement)
(Services)

NAME & ADDRESS OF FIRM	DATE: July 26, 2020
	REFERENCE: RBAS-RFQ-011/2020

Dear Sir / Madam:

UNDP Regional Hub Amman on Behalf of OHCHR Regional Office in Doha, is kindly requesting you to submit your quotation for **Long Term Agreement of Provision of Printing services for OHCHR Regional Office -Doha, Qatar (Re-Advertisement)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **Wednesday, 9 August 2020 at 23:59 PM** (NY Local Time as per e-tendering time) . For submitting Bids with all related documents and annexes through tendering please use the following link and information:

Link (<https://etendering.partneragencies.org>)

BU Code: R4710,
Event ID: RBAS-11-20

Quotations submitted by email must be limited to a maximum of 7 MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/service:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> All services required as described in Annex 1 must be provided to OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) Building- 66 Lusail St., West Bay., Doha, Qatar
---	--

Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Service Provider/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) Building- 66 Lusail St., West Bay., Doha, Qatar	
Distribution of shipping documents (if using freight forwarder)	NA	
Delivery Date and Time	<input checked="" type="checkbox"/> The effective date of this Long Term Agreement is anticipated to commence on or about 1 st of September 2020 for one year with possible extension for another two years (1+1) subject to satisfactory performance and availability of Fund	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> Local Currency: Qatar Rial (QR)	
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes (if Any) VAT should be provided separately (if any)	
Deadline for the Submission of Quotation	COB, Sunday, August 09, 2020 at 23:59 hrs (NY Local Time as per e-tendering time)	

¹ Must be linked to INCO Terms chosen.

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the Services.

Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ submission (https://etendering.partneragencies.org) ▪ Event details: BU Code: R4710, Event ID: RBAS-11-20 ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 7 MB ▪ Mandatory subject of email: RFQ ref. RBAS-RFQ-011/2020-Long Term Agreement of Provision of Printing services for OHCHR Regional Office -Doha, Qatar. (Re-Advertisement) <p>or the bidders who are not registered on UNDP eTendering System (https://etendering.partneragencies.org); please carefully read and follow the “ UNDP eTendering: User Guide for Bidders” attached with the RFQ.</p> <p>The following steps must be made immediately as soon as your receive the RFQ in order to make sure that the system is working smoothly:</p> <ol style="list-style-type: none"> 1. Register a Bidder Profile- <u>Bidder ID must be created.</u> 2. It is recommended to register in the company general e-mail not personal e-mail or staff e-mails. 3. Manage Bidder Profile to view the bidding activities published by UNDP. It is important to confirm that “<u>Accept RFQ Invitation</u>” through eTendering in order to enable us know that you have successfully registered, viewed the RFQ and is interested in the RFQ. 4. It is recommended to upload your bid with all attachment before the deadline by two days in order to make sure that there is no technical problem issues by uploading the bids. <p>In case you encounter any problem with eTendering system, please feel free to contact the focal point for this RFQ immediately</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. <input checked="" type="checkbox"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance <input checked="" type="checkbox"/> Three references from the Top 3 Clients in terms of Contract Value in the past 3 years. <input checked="" type="checkbox"/> List of clients for similar services in performing minimum 3 contracts, as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references <input checked="" type="checkbox"/> Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. <input type="checkbox"/> Samples of previous work of design & printing of following items to be delivered to OHCHR Office: <ol style="list-style-type: none"> 1. Samples of previous work of Promotional Materials. (min 5 samples) 2. Samples of previous work of design & printing of different IEC Materials (reports, note books, manuals, brochures, flyers, ..); min. 3 samples in Arabic and 3 in English)
Delivery Place of Samples	OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) Building- 66 Lusail St., West Bay., Doha, Qatar Attn.: Hanadi Zorkot Office number: +97444932544 During working hours, 7:00 am to 3:00 pm from Sunday to Thursday. Samples must be submitted before the RFQ Deadline Sunday, August 09, 2020
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon the satisfactory completion of each printing service call off service and upon the acceptance of the final printed publications and invoice by OHCHR.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : 0.5% of contract price per day of delay up to 5 days Max. no. of days of delay : 10 days After which UNDP may terminate the contract.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements under Annex 1 and lowest price. <input checked="" type="checkbox"/> Full acceptance of the UNDP PO/ Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Quality of Submitted Samples. <input checked="" type="checkbox"/> Submission of all mandatory documents as mentioned in the RFQ <input checked="" type="checkbox"/> Comply with table 2 under Annex 2 <input checked="" type="checkbox"/> Minimum 5 year of experience in printing services in Qatar
UNDP will award to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement (LTA). LTA to be issued initially for one year and to be extended for another two Years(1+1) based on contractor performance and availability of Funds. <ul style="list-style-type: none"> • Satisfactory evaluation of performance, based on an internal survey and performance assessment; • Continued requirement of Printing Services. • Availability of funding; • Retention of the same rates as agreed with the UNDP during the 3 years of the Contract, except when the rates will be reduced without a reduction in the scope and quality of services; and • Other extenuating circumstances as may be found or deemed appropriate by the UNDP based on its standard principles.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 working days for each request
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Original invoice

Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2-Table 1) <input checked="" type="checkbox"/> Offer to comply with other conditions and related requirements form (Annex 2-Table 2) <input checked="" type="checkbox"/> UNDP eTendering: User Guide for Bidders (ANNEX 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<p><u>Primary Contact (sent email "TO"):</u> Abeer Al-Awawdeh Procurement Associate <u>Abeer.awawdeh@undp.org</u></p> <p><u>Secondary Contact (Copied in the e-mail "Cc"):</u> Hana Abu Baker Procurement Analyst <u>Hanan.abubaker@undp.org</u></p> <p>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.</p>

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a service provider's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **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:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Provider to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Huda Khattab
Operations Manager
26 July 2020

Section 3: TECHNICAL SPECIFICATIONS OF PRINTING SERVICES

Provision of Printing Services for OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) Building- Doha Centre's premises

UNOHCHR Doha outsources the design & printing required to complement their work, such as printing books, brochures, and manuals for dissemination, in addition to business cards and promotional materials such as banners, roll-ups, folders, pens, USBs, envelopes, gift bags, notepads, stickers. Therefore, OHCHR would like to explore the possibility of utilizing the services of several design & printing companies on a recurrent basis.

Based on the 2019 statistics, around 42,000 USD was spent on printing services.

UNDP on behalf of OHCHR expects to award the contract and enter a long-term agreement (LTA) for three years with up to one qualified suppliers and will award the Purchase Order(s) to the LTA holder offering the lowest responsive offer for requested services.

The service standards to be provided must be of the highest order, and responses to specific criteria concerning service elements will be weighted heavily.

While OHCHR intends to establish the LTA there is no fixed committed contract amount and UNDP reserves the right to utilize other sources at its discretion to assure value for money.

The maximum ceiling amount of the LTA shouldn't exceed USD150,000 for over period of three years

Scope of Work

The successful contractors will be requested to provide:

- Handle design of all the required **promotional** materials
- Always Provide 2-3 design options for requested materials
- Layout of the publication (as needed)
- Corrections / editing of the text (as needed)
- Assisting in printing & adjusting texts, when needed
- Printing services
- Delivery of the product to the OHCHR location in Doha. The contractors must be able to guarantee timely delivery to OHCHR premises.

The successful contractors shall appoint a Team Leader responsible for the smooth running and execution of printing and design orders placed by OHCHR. The contractor shall visit the OHCHR's office as needed to pick-up or drop-off electronic files, preliminary layouts, samples or other materials necessary for the smooth execution of printing & design orders.

OHCHR requests the suppliers to back-up all jobs and store final electronic copies for three years, or until OHCHR requests the data to be provided on a hard-drive.

Samples of the following items shall be Submitted to OHCHR Office not later than 09 August 2020:

1. Samples of previous work of Promotional Materials. (min 5 samples)
2. Samples of previous work of design & printing of different IEC Materials (reports, note books, manuals, brochures, flyers, ..); min. 3 samples in Arabic and 3 in English)

Below are the specifications of items needed, please indicate whether you comply or not comply with our requirements:

1) Promotional Materials:

No.	Item	Quantity for Three Years	Unit of Measurement	Specifications	Comply/Not Comply
1	USBs	500 1000 2000	PC PC PC	<ul style="list-style-type: none"> - Capacity: 8 GB - High quality - Shape :regular shape with Spinning Metal Cover - Color: One color (anti Scratch) - Design: Engraved or branded with OHCHR logo & name - Other: Boxed (ALU) 	
2	Rubber Bracelet	500 1000 2000	PC PC PC	<ul style="list-style-type: none"> - Rubber color: white - Printing color: One color (blue) - Size: multi-sizes (women & Men) - Branding technique: Thermal anti-scratch ink - Number of logos to be branded: 1 logo and two texts (Arabic & English) 	
3	Roll Ups	1 2 5	PC PC PC	<ul style="list-style-type: none"> - Size: 85 W * 200 H cm - Color: Full Color 	

		10 15 20	PC PC PC	<ul style="list-style-type: none"> - Extra: Lamination layer for protection - Print Technique: HD digital indoor technique - Language used: Arabic / English - 	
4	Pens	250 500 1000	PC PC PC	<ul style="list-style-type: none"> - Type: metal pens - Color: white - Print Color: 1 color (Blue) - → Get Samples 	
5	OHCHR Flag	1 6 12 18	PC PC PC PC	<ul style="list-style-type: none"> - Size: 150 X 250 cm - Material: Tricot Poly-glans Silkscreen Blue Satin - Color: ground color Blue PMS 279 - Logo: White negative. Confectioned with brass eyelets, 9 mm in the upper and lower corner of the headband - 	
6	Folders	1000 1500 2000	PC PC PC	<ul style="list-style-type: none"> - Size : A 4 +closed (23 X33) - Color: Full Color - Two built-in pockets with spine (thickness) - Material: 300 & 350 gm Art Matt, laminated on Two Sides - Extra: with Spine - Design: Illustration Needed - 	

7	Banner	1 3 5	PC PC PC	<ul style="list-style-type: none"> - full color - Size:150x320 CM (The size is adjustable and can be printed on any rectangular shape size) - Mount by hook and double face tape 	
8	Indoor Flag Pole	1	PC	<ul style="list-style-type: none"> - Material: Stainless Steel bar with wooden base 	
9	Canvas bags	500 1000	PC PC	<ul style="list-style-type: none"> - Material: Canvas - Color: White - 38cm x 342cm - Printing of OHCHR's Logo and information in Blue 	
10	Paper Bags	500 1000	PC PC	<ul style="list-style-type: none"> - Material: Paper - Color: White - 23cm x 32cm x 10cm (to fit in A4 documents). - 300gsm art matt with one side matt lamination. 1c x 0c. - Die cut + Pasting + Rope - Printing of OHCHR Logo in Blue 	
11	OHCHR Stickers	100 200 500 1000	PC PC PC PC	<ul style="list-style-type: none"> - Text in English and Arabic - size 24x11 - Digital sticker printing, 4c x 0c 	

				<ul style="list-style-type: none"> - Material: Vinyl Self-adhesive Option 	
12	OHCHR Branded Notebook	100 250 500 1000	PC PC PC PC	<ul style="list-style-type: none"> - Size: A4 and A5 - Inside paper weight & kind: 80 GSM, wood-free , white, (3c x 0c) - Cover paper weight & kind: Wood-Free, 300 gm - Cover color: Blue - Printing cover color: two colors, without emboss - No. of pages: 25 papers - /Inside Color: One color - Brand Technique: Silkscreen - Extra 1: Rubber wire (stitch wire) : 5mm to be placed on the back cover - Extra 2: Corner Edges - Binding Technique: Gum binding 	

2) IEC Materials:

No.	Item	Quantity for Three Years	Unit of Measurement	Details	Comply/Not Comply
1	Manual	500 1000 2000 3000	Page Page Page Page	-Size:A4, A5 17X24, 21X24, 10.5X15 -Cover: 300 GSM With Lamination full color -Inner pages: 80 GSM Wood Free (options: one color, two colors, full color) -Perfect binding	
2	Brochure	500 1000 2000 3000	PC PC PC PC	-Size: 21x29,7 Cm, -Type of paper or media: Garda matt -Weight: 350 -Ink: 4+4 -Finishes: FOLDING, LAM-MATT(H)	
3	Books	500 1000 2000 3000	Page Page Page Page	-Size: A4, A5, 17X24, 21X24, 10.5X15 - Cover: 300 GSM With Lamination, full color -Inner pages: 80 GSM Wood Free (options: one color, two colors, full color) -Perfect binding Printing samples, (one copy of each publication) are required before printing the bulk quantity. Printing press must provide samples of the paper to OHCHR Doha office before starting the printing process.	
4	Posters	15	PC	Option (1): -Size: 50 X70	

		50 100	PC PC	-Paper Weight& Kind: 200gm art matt -Color: Full color -Print Technique: Offset OR Digital high quality Option (2): -Size: 35X50 -Paper Weight& Kind: 200gm art matt -Color: Full color -Print Technique: Offset OR Digital high quality	
5	Business Cards	500 1000 1500 2000	PC PC PC PC	-Size: 9cm x 5cm -Weight: 350gsm -Color Ivory -Printing: double sided (Arabic and English), Digital printing	

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RBAS-RFQ-011/2020 (Re-Advertisement):

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements
Please provide excel sheet on the USB for the below tables

1) Promotional Materials:

No.	Item	Quantity for Three Years	Unit of Measurement	Specifications	Unit Price in QAR	Total Price in QAR
1	USBs	500 1000 2000	PC PC PC	<ul style="list-style-type: none"> - Capacity: 8 GB - High quality - Shape :regular shape with Spinning Metal Cover - Color: One color (anti Scratch) - Design: Engraved or branded with OHCHR logo & name - Other: Boxed (ALU) 		
2	Rubber Bracelet	500 1000 2000	PC PC PC	<ul style="list-style-type: none"> - Rubber color: white - Printing color: One color (blue) - Size: multi-sizes (women & Men) - Branding technique: Thermal anti-scratch ink - Number of logos to be branded: 1 logo and two texts (Arabic & English) 		
3				- Size: 85 W * 200 H cm		

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Roll Ups	1 2 5 10 15 20	PC PC PC PC PC PC	<ul style="list-style-type: none"> - Color: Full Color - Extra: Lamination layer for protection - Print Technique: HD digital indoor technique - Language used: Arabic / English - 		
4	Pens	250 500 1000	PC PC PC	<ul style="list-style-type: none"> - Type: metal pens - Color: white - Print Color: 1 color (Blue) - → Get Samples 		
5	OHCHR Flag	1 6 12 18	PC PC PC PC	<ul style="list-style-type: none"> - Size: 150 X 250 cm - Material: Tricot Poly-glans Silkscreen Blue Satin - Color: ground color Blue PMS 279 - Logo: White negative. Confectioned with brass eyelets, 9 mm in the upper and lower corner of the headband - 		
6	Folders	1000 1500 2000	PC PC PC	<ul style="list-style-type: none"> - Size : A 4 +closed (23 X33) - Color: Full Color - Two built-in pockets with spine (thickness) - Material: 300 & 350 gm Art Matt, laminated on Two Sides - Extra: with Spine - Design: Illustration Needed - 		
7	Banner	1 3 5	PC PC PC	<ul style="list-style-type: none"> - full color - Size:150x320 CM (The size is adjustable and can be printed on any rectangular shape size) - Mount by hook and double face tape 		

8	Indoor Flag Pole	1	PC	- Material: Stainless Steel bar with wooden base		
9	Canvas bags	500 1000	PC PC	- Material: Canvas - Color: White - 38cm x 342cm - Printing of OHCHR's Logo and information in Blue		
10	Paper Bags	500 1000	PC PC	- Material: Paper - Color: White - 23cm x 32cm x 10cm (to fit in A4 documents). - 300gsm art matt with one side matt lamination. 1c x 0c. - Die cut + Pasting + Rope - Printing of OHCHR Logo in Blue		
11	OHCHR Stickers	100 200 500 1000	PC PC PC PC	- Text in English and Arabic - size 24x11 - - Digital sticker printing, 4c x 0c - Material: Vinyl Self-adhesive Option		
12	OHCHR Branded Notebook	100 250 500 1000	PC PC PC PC	- Size: A4 and A5 - Inside paper weight & kind: 80 GSM, wood-free , white, (3c x 0c) - Cover paper weight & kind: Wood-Free, 300 gm - Cover color: Blue - Printing cover color: two colors, without emboss - No. of pages: 25 papers - /Inside Color: One color - Brand Technique: Silkscreen		

				<ul style="list-style-type: none"> - Extra 1: Rubber wire (stitch wire) : 5mm to be placed on the back cover - Extra 2: Corner Edges - Binding Technique: Gum binding 		
--	--	--	--	--	--	--

2) IEC Materials:

No.	Item	Quantity for Three Years	Unit of Measurement	Details	Unit Price In QAR	Total Price In QAR
1	Manual	500 1000 2000 3000	Page Page Page Page	-Size:A4, A5 17X24, 21X24, 10.5X15 -Cover: 300 GSM With Lamination full color -Inner pages: 80 GSM Wood Free (options: one color, two colors, full color) -Perfect binding		
2	Brochure	500 1000 2000 3000	PC PC PC PC	-Size: 21x29,7 Cm, -Type of paper or media: Garda matt -Weight: 350 -Ink: 4+4 -Finishes: FOLDING, LAM-MATT(H)		
3	Books	500 1000 2000 3000	Page Page Page Page	-Size: A4, A5, 17X24, 21X24, 10.5X15 - Cover: 300 GSM With Lamination, full color -Inner pages: 80 GSM Wood Free (options: one color, two colors, full color) -Perfect binding Printing samples, (one copy of each publication) are required before printing the bulk quantity.		

				Printing press must provide samples of the paper to OHCHR Doha office before starting the printing process.		
4	Posters	15 50 100	PC PC PC	Option (1): -Size: 50 X70 -Paper Weight& Kind: 200gm art matt -Color: Full color -Print Technique: Offset OR Digital high quality Option (2): -Size: 35X50 -Paper Weight& Kind: 200gm art matt -Color: Full color -Print Technique: Offset OR Digital high quality		
5	Business Cards	500 1000 1500 2000	PC PC PC PC	-Size: 9cm x 5cm -Weight: 350gsm -Color Ivory -Printing: double sided (Arabic and English), Digital printing		

[Enter name of authorized staff]

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Evaluation will be done on the below items, companies are requested to indicate whether they comply or not comply

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Company must be well established (Minimum five business years in Qatar) in the field of printing and design			
Reference list			
Quality of Samples (Promotional Materials min. five samples)			
Quality of Samples (IEC Materials, min. 3 samples in Arabic and 3 in English)			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]