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## REQUEST FOR PROPOSAL RFP 042/22

NAME & ADDRESS OF FIRM	DATE: June 15, 2022
	REFERENCE: Long-Term Agreement for graphic designer services for publications

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Long-Term Agreement for graphic designer services for publications (the detailed TOR is attached separately as Annex 1a)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals need to be submitted on or before **29 June 2022, 4:00pm** local Yerevan time (GMT +4) via **email only**:

[tenders.armenia@undp.org](mailto:tenders.armenia@undp.org)

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and 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 Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit / UNDP Armenia*

## Description of Requirements

Context of the Requirement	<b>Graphic designer services for publications</b>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Suren Saghatelyan, Procurement Analyst UNDP Armenia
Frequency of Reporting	<i>As per request</i>
Progress Reporting Requirements	On regular basis
Location of work	<input checked="" type="checkbox"/> Exact Address: UN House in Armenia, #14 P.Adamyan St., Yerevan, RA <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work/services	Two years with possible extension for one additional year period.
Target start date	July 20, 2022
Latest completion date	July 20, 2024
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
	<input checked="" type="checkbox"/> United States Dollars

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Currency of Proposal	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency								
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms <sup>3</sup>	<table border="1"> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> <tr> <td>Delivered services</td><td>100</td><td>As per agreed timing</td><td>Upon provision of services/deliverables</td></tr> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Delivered services	100	As per agreed timing	Upon provision of services/deliverables
Outputs	Percentage	Timing	Condition for Payment Release						
Delivered services	100	As per agreed timing	Upon provision of services/deliverables						
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Suren Saghatelian, Procurement Analyst UNDP Armenia								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement <sup>4</sup>								
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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.								
Criteria for the Assessment of Proposal	<ul style="list-style-type: none"> <li>- Expertise and Capability of Proposer (Company/PE State Registration Certificate).</li> <li>- Proof of At least 5 years' experience in graphic design for publications</li> </ul>								

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	<ul style="list-style-type: none"> <li>- Demonstrated experience in using software tools in a creative and engaging way</li> <li>- Previous professional experience with the United Nations or similar organizations in this or a related field would be considered an asset</li> <li>- Submission of links for professional portfolio</li> </ul>
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: <ul style="list-style-type: none"> <li>- LTA will be awarded to the technically responsive company (ies) that offers the lowest price.</li> <li>- The LTA shall be awarded to ensure equal distribution and based on need, urgency and availability.</li> </ul>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement Unit, UNDP Armenia  <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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>
Other Information [pls. specify]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Terms of Reference

### GRAPHIC DESIGNER SERVICES FOR PUBLICATIONS

#### 1. Background

The UNDP office in Armenia is a strategic and substantive partner to the Government of Armenia and other stakeholders, which assists their efforts to advance sustainable human development and improve the well-being of citizens in line with the Sustainable Development Goals (SDGs) and the broader 2030 Agenda for Sustainable Development.

The Armenia country office (CO) has been working to accelerate the development of Armenia for almost 25 years. It works at the upstream policy level, advising on legal and policy frameworks, and implements downstream initiatives, turning projects into policies and policies into actions. UNDP in Armenia also has enormous reach across the country - in rural and urban areas and amongst a growing network of youth, innovators, and social entrepreneurs.

At UNDP, external and internal communication—national, regional, and global—is critical to achieving both development results and business objectives. Skilful communication contributes to transparency and development effectiveness, attracts, and fosters strong partnerships, and can boost resource mobilization. Communications also plays a crucial role in positioning UNDP as a credible and trusted development partner and thought leader, creating greater awareness about the organization’s work and its impact on development in the country.

To support communication activities in the office, UNDP invites qualified professional companies for provision of Graphic Designer services for Publications.

#### 2. Description of Responsibilities

##### ***Scope of work***

- Design and layout materials (e.g. reports, posters, infographics, images, dynamic presentations, etc.) in a variety of software including InDesign, Photoshop, Illustrator, and PowerPoint for internal and external audiences, and for presentation, print and online use;
- Produce clear, concise, and engaging materials that convey key messages to target audiences.
- Image research and management (including subjects, permissions, photo release forms, etc.).
- Pursue and ensure timely incorporation of feedback received from internal and external reviewers into draft materials.
- Prepare materials to print in line with UNDP branding and e-publication guidelines, advising on print solutions, coordinating with printers, and ensuring delivery of final error-free agreed materials.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references.*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\* (please refer to Appendix 1 of Annex 2)**

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



## APPENDIX 1 TO ANNEX 2

### SCHEDULE OF REQUIREMENTS OF SERVICES

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UNDP Armenia is intended to establish a Long-Term Agreement for graphic designer for publications services

We, the undersigned, hereby accept in full UNDP General Terms and Conditions, and hereby offer services in conformity with requirements of UNDP as per RFP

Offers to Supply Services Compliant with Requirements

N	Description of Services	Regular Price per day in AMD
1	Price for graphic designer services for publication	

**Name of Company:**

**Signature:**

**Date:**

## **Annex 3**

### **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

Attached separately.