

UNAIDS

**REQUEST FOR PROPOSAL
RFP No. UNAIDS RFP-2010-3**

**Bid Document for a Long Term Agreement (LTA) for the printing of
certain categories of UNAIDS publications for a three year period**

9 February 2010

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ANNEX I: Instructions to Bidders

A. Introduction

1. *General*

Proposals are invited for a Long Term Agreement (LTA) for the production of a certain category of UNAIDS Publications, the LTA will run for period of three years.

The category in question covers all of those UNAIDS publications which fall within the following criteria, Format A4 (21 x 29.7 cms, portrait/upright, binding on the long edge), Covers printed in 4 colour process (CMYK) plus machine varnish one side, black printing on reverse. Text printing in either

1 colour (Black),

2 colour (black and a Pantone colour) or

4 colour process (CMYK) printing

UNAIDS will require that these publications are printed on one or other of two preferred materials.

First choice and the most frequently selected, will be Satimat Green (Arjowiggins and Antalis, also marketed as Oxygen Silk in some markets). This is a high quality satin-coated chlorine-free, wood-free paper manufactured from 60% recycled fibres and 40% FSC approved virgin fibres. Certified for use with the FSC Mixed Sources logo.

Second option, which will be used less often but must be available, is ERA Pure (PSM - for agents see <http://www.psm-sa.fr/Partenaires.html> - also marketed as Inapa Oxygen offset in some markets). This is a high-white, uncoated wood-free offset paper manufactured from 100% recycled fibres. Certified for use with the FSC Recycled logo.

Saddle stitched binding up to 64 pages plus cover. Perfect binding (hot glued, square back binding) with spine for extents of 68 pages and over, plus cover.

On the basis of the Bids received it is expected that UNAIDS will select one or two printers (three at the most) under a LTA to produce all of their publications which fall in to this category for the three years commencing 2010.

2. *Cost of Proposal*

The Bidder shall bear all costs associated with the preparation and submission of the Proposal and UNAIDS shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. *UNAIDS Bid document*

Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained in the Bid solicitation documents issued by UNAIDS. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the proposals.

4. *Clarifications of solicitation document*

A prospective Bidder requiring any clarification on the Bid solicitation documents may notify UNAIDS and this request shall be addressed by e-mail to the following address PrintingQuotes@unaid.org no later than 20 February 2010 at 17.00 (Geneva time). UNAIDS

shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the Bid solicitation documents. A copy of UNAIDS answer shall also be posted on the UNAIDS website

5. *Amendments of UNAIDS Bid solicitation document*

At any time prior to the deadline for submission of proposals, UNAIDS may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their proposals, UNAIDS may at its discretion, extend the deadline for the submission of proposals.

C. Preparation of Bids

6. *Languages of the Proposal*

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid shall be written in either English or French.

7. *Documents to be submitted with the Proposal*

For UNAIDS acceptance of the Bid, the Bidder should furnish documentary evidence of:

- a. Completed Bid Submission Form (Annex V)
- b. Technical Proposal: Operational and technical part of the Proposal, including documentation to demonstrate that the Bidder meets all requirements (Annex VI)
- c. Financial Proposal: Completed Price Schedule Form (Annex VII) **which shall only be accepted in Excel.**

Failure to furnish all the information required for submission of a Bid which does not substantially respond to the UNAIDS Bid Document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

8. *Bid Currency and Prices*

All prices shall be quoted only in US dollars (USD). The Bidder shall indicate on the appropriate Price Schedule the prices for each and every variant of the goods it will be requested to supply under the contract.

Bidders shall include air, sea, truck and/or other transportation costs under DDU Incoterms, by reliable freight forwarders to include delivery to the UNAIDS storage facility, Sauvin Schmidt SA, Chemin de l'Emeraude 8, 1214 Vernier, near Geneva

9. *Validity of Bid*

The prices of the Proposal shall be valid for three years, as specified by UNAIDS. A proposal valid for a shorter period shall be rejected by UNAIDS on the grounds that it is non-responsive.

D. Submission of Bids

10. Partial Bids

Partial Proposals are not allowed under this RFP. UNAIDS reserves the right to select and accept a part or parts of any Proposal.

11. Technical and Financial Bids

A Bid shall consist of two parts: the Technical and the Financial Proposal.

The Technical Proposal containing the Company Profile, Paper Samples, the competency of the company, and the Technical specifications for the printed products and the Financial Proposal containing the price information shall be submitted **separately** and submitted in **two** envelopes **or** transmitted in **two** separate e-mails to the e-mail addresses designated by UNAIDS.

- The **Technical Proposal** shall be prepared in accordance to Annex VI: Technical Specifications of the Proposal. Paper samples should be included in this envelope.
- The **Financial Proposal** shall be prepared in accordance to Annex VII: Price Schedule of the Proposal, **which shall only be accepted in Excel.**

Proposals shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal. Every page of the Proposals, including samples, dummies and documentation, Excel spread sheets etc. should be stamped, identified or marked with the name of the bidding company.

12. Sealing and Marking of Bids (hard copies)

When submitting in hard copies, the Bidder shall prepare one set of the technical proposal and one set of the financial proposal, and sent by registered mail or by special courier service in a sealed envelope to:

Dr Joel Rehnstrom
Director, Financial Management and Accountability (FMA)
The Joint United Nations Programme on HIV/AIDS
20 Avenue Appia,
CH-1211 Geneva 27
Switzerland

The outer envelope must be clearly marked with the following:

**UNAIDS
REQUEST FOR PROPOSAL
RFP No. UNAIDS RFP-2010-3
ONLY TO BE OPENED BY AUTHORISED UNAIDS PERSONNEL ON 8 March 2010,
at 15.00 (Geneva time)**

The two inner envelopes must be clearly marked with the following:

**UNAIDS
REQUEST FOR PROPOSAL
RFP No. UNAIDS RFP-2010-3
Submission 1 of 2: “UNAIDS RFP-2010-3, Company name, Technical Proposal”**

**UNAIDS
REQUEST FOR PROPOSAL
RFP No. UNAIDS RFP-2010-3
Submission 2 of 2: “UNAIDS RFP-2010-3, Company name, Financial Proposal”**

The Financial proposal must be submitted in Excel, and may be enclosed, saved as a CD-ROM or other electronic support, with a hard copy print out, or may be sent electronically by e-mail, in which case the rules of electronic submission apply.

If the outer envelope is not sealed and/or marked as required, the Buyer shall assume no responsibility for the Bid’s misplacement or premature opening.

13. *Electronic Submissions*

Please note the following guidelines for **electronic submissions**:

Bidders shall make clear reference to the specific proposal in the subject field as instructed, otherwise proposals may be rejected. Clearly specify in the subject:

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company name and specify “Technical Proposal” or “Financial Proposal” in the subject field, i.e.:

Submission 1 of 2: “RFP UNAIDS RFP-2010-3, Company name, Technical Proposal

Submission 2 of 2: “RFP UNAIDS RFP-2010-3, Company name, Financial proposal

The Technical Proposal and the Financial Proposal shall be submitted in separate e-mails to the following addresses. The Technical proposal must be sent to TechnicalBids@unaids.org and the financial proposal, **sent separately** to FinancialBids@unaids.org

Proposals received at the TechnicalBids@unaids.org or FinancialBids@unaids.org mailboxes are kept undisclosed and shall not be opened before the scheduled opening date.

E-mail submission shall not exceed **10 MB**. It is recommended that all the proposal documents are consolidated into as few attachments as possible which shall be in commonly used file formats. Where the technical details are in large electronic files, it is recommended that these shall be sent separately before the deadline. **Please note** that we must receive Paper Samples for your Technical Proposal by the closing date, by post or courier service.

It shall be the Bidder’s responsibility to ensure that Proposals sent by e-mail are received by the deadline.

Bidders shall not receive responses to questions sent to TechnicalBids@unaids.org or FinancialBids@unaids.org since they are secure mailboxes.

14. Deadline for Submission of Proposal and Late Proposals

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

The Buyer may, under special and exceptional circumstances, extend this deadline for the submission of the Bids and such changes shall be notified to all Bidders before the expiration of the original period.

Any Proposal received by UNAIDS after the Deadline for Submission of Proposals shall be rejected. UNAIDS shall not be legally responsible for Proposals that arrive late due to the Bidder's problems with transmission of Proposal submissions via e-mail and/or with the courier company.

15. Modification and Withdrawal of Bids

The Bidder may withdraw its Proposal after submission, provided that written notice of the withdrawal is received by UNAIDS prior to the deadline for submission. No Proposal may be modified after passing of the Deadline for Submission of Proposals. No Proposal may be withdrawn in the interval between the deadline for Submission of Proposals and the expiration of the period of the Proposal validity.

16. Storage of Bids

Proposals received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified Proposal opening date stated in the UNAIDS Proposal solicitation document. No responsibility shall be attached to UNAIDS for the premature opening of a proposal not properly addressed and identified.

E. Opening and Evaluation of proposals

17. Opening of Proposals

The Buyer shall open all Proposals in the presence of two witnesses.

There shall be two separate openings, the first for Technical Proposals and the second for the Financial Proposals. The Bidders' names and their Technical Proposals shall be announced at the Technical Proposal opening. The Bidders' names and the Proposal prices stated in the Financial Proposal shall be announced at the Financial Proposal opening.

No Proposal shall be rejected at the opening session of the Technical proposal, except for late proposals or envelopes received unsealed.

Proposals that are not opened and read out at the proposal opening shall not be considered further for evaluation, irrespective of the circumstances.

18. Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, UNAIDS may ask Bidders for clarification of their Proposals. The request for clarification and the response shall be in writing by UNAIDS and no change in price or substance of the proposal shall be sought, offered or permitted.

19. Preliminary examination of Proposals

UNAIDS shall examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents are properly signed and whether the proposals are generally in order.

Arithmetical errors shall 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 proposal shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

Prior to the detailed evaluation, the Buyer will determine the substantial responsiveness of each Proposal to the Request for Proposals. For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Buyer's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

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

F. Award of Contract

20. Award Criteria

The Proposals are evaluated in a two-stage procedure where the Technical and Financial Proposals are evaluated separately. The Technical Proposals will be evaluated first and given a Total Technical Score based on the Evaluation Criteria (Annex III).

The Technical Proposal will be evaluated on the basis of its responsiveness to the Terms of Reference (Annex II), the Paper samples provided and the fullness and appropriateness of the responses to the Technical Proposal Form (Annex VI). The Technical Proposal will be given a Total Technical Score based on the Evaluation Criteria (Annex III)

UNAIDS shall reject at this stage any bidder who does not achieve a Total Technical Score of 70 points or more out of a maximum possible of 100 points. The Financial Proposal of Bidders scoring less than 70 points out of 100 will not be opened for consideration.

The award of the Contract(s) will then be made to the Bidder(s) who obtain the highest score in the Financial Proposal evaluation. The Financial Proposal will be given a Total Financial Score based on the Evaluation Criteria (Annex III)

UNAIDS reserves the right to invite selected Bidders to adjust any prices in the Excel cells of the Financial Proposal which appear to fall outside of expected values.

UNAIDS reserves the right to reject any Proposal if the Bidder has previously failed to perform properly or complete on time in accordance with contracts or if the Bidder in UNAIDS perspective is not in a position to perform the contract.

UNAIDS reserves the right to annul the solicitation process and reject all Proposals at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the Buyer's action.

A Proposal that is rejected by UNAIDS may not be made responsive by the Bidder by correction of the non-conformity. A responsive proposal is defined as one which conforms to all the terms and conditions of the UNAIDS Proposal solicitation documents without material deviations. UNAIDS shall determine the responsiveness of each Bid with the UNAIDS Proposal solicitation documents.

The Bidders waive all rights to appeal against the decision made by UNAIDS.

21. *Right to Vary Requirements at Time of Award*

UNAIDS reserves the right at the time of award of contract to vary the amount of services and goods specified in the RFP without any change in price or other terms and conditions.

22. *Signing of the contract*

The Buyer shall send the successful Bidder a contract letter, which constitutes the Notification of Award. The successful Bidder shall sign and date the contract letter, and return it to UNAIDS within 5 days of receipt of the contract. After receipt of the contract letter, the successful Bidder shall deliver the services and/or goods in accordance with the technical specifications and delivery schedules outlined in the Proposal, and the Purchase Orders which will be sent for each and every printing order carried out under this contract.

ANNEX II: Terms of Reference (TOR)

Long Term Agreement (LTA) for a period of three years for the printing of those UNAIDS publications which fall within the following criteria

Format A4 (21 x 29.7 cms, portrait/upright, binding on the long edge). Covers printed in 4-colour process (CMYK) plus machine varnish or flood satin aqueous coating on one side, black printing on reverse. Text printing in either

- 1 colour (Black),**
- 2 colour (black and a Pantone colour) or**
- 4-colour process (CMYK) printing**

UNAIDS will require that these publications are printed on one or other of two preferred materials.

First choice and the most frequently selected, will be Satimat Green (Arjowiggins, also marketed as Oxygen Silk in some markets). This is a high quality satin-coated chlorine-free, wood-free paper manufactured from 60% recycled fibres and 40% FSC approved virgin fibres. Certified for the use of the FSC Mixed Sources logo.

Second option, which will be used less often but must be available, is ERA Pure (PSM, also marketed as Inapa Oxygen offset in some markets). This is a high-white, uncoated wood free offset paper manufactured from 100% recycled fibres. Certified for the use of the FSC Recycled logo.

Saddle stitched binding up to 64 pages plus cover, Perfect binding (hot glued, square back binding) with spine for extents of 68 pages and over, plus cover

UNAIDS estimates that this category of publications will represent approximately 50 titles per annum (all language editions included) to a value of approximately 200,000 USD per annum. On the basis of the Bids received it is expected that UNAIDS will select one or two printers (three at the most) to produce all of their publications which fall in to this category for the next three years.

Proposals are invited for the production of the above documents. Contractors submitting proposals must include bids for all aspects of this category. Incomplete bids that do not cover all aspects will not be accepted.

Suggested production schedules for the publications within this category are,

- From receipt of our printing files to submission of your electronic or hard copy proofs, 1 week
- From receipt of our corrections, changes or modifications to the electronic or hard copy proofs to submission of your revised electronic or hard copy proofs, 1 week.
- From receipt of your revised electronic or hard copy proofs to our submission of “Approval to Print”, 1 to 3 weeks
- From receipt of our “Approval to Print” to your completion of order, printing and binding and up to “ready for dispatch”, 2 weeks.
- You are to state a typical shipping time in days, and state whether by truck, sea or air freight from the moment when the goods are “ready for dispatch” to the time of arrival in our storage facility. The shipping time stated must reflect the means of transport included in to the production costs. The length of shipping time will be taken into account in the Technical Proposal; shorter shipping times will be favoured.
- Provision of electronic copies of the publication in its final form, provided in two versions, 1) a low resolution PDF for web use, where all of the pages, including covers are assembled in the exact sequence that the book would be read. 2) A high

resolution PDF containing trim marks, bleeds, register marks etc, in other words ready for use by another printer. Within 1 week of our “Approval to Print”

Proposals should include your own production schedules, taking into account the above suggestions, and add in any other relevant information.

TECHNICAL REQUIREMENTS

The package is a relatively straightforward one, and comprises the following elements:

- Pre-press receipt of printing files from UNAIDS in the form of InDesign CS3 files on a PC platform, or high-resolution printer-ready PDF files. Files will be submitted to you either by e-mail attachment, on CD-ROM or uploaded to a dedicated FTP site for you to download.
- Preparation and submission of hard copy proofs and/or contract quality electronic proofs
- Receipt of our corrections, changes or modifications to the hard copy proofs and/or contract quality electronic proofs and after you have attended to these requests, submission of revised hard copy proofs and/or contract quality electronic proofs
- Receipt of our “Approval to Print” either by return of signed hard copy or by e-mail with the digital proofs returned to you.
- Printing to the specifications outlined in our confirmation of order, which will in any case be based on the broad outlines contained in these Terms of Reference
- Project management of the complete operation whilst it is in production in your factory.
- Organizing despatch and overseeing the process to the UNAIDS storage facility in Geneva until the goods are signed for. A copy of the signed delivery note (electronic or paper) will be sent to UNAIDS within 48 hours.
- Provision of electronic copies of the publication in its final form, via e-mail, CD-ROM or uploaded onto a dedicated FTP site and in two versions, 1) a low resolution PDF for web use, where all of the pages, including covers are assembled in the exact sequence that the book would be read. 2) A high resolution PDF containing trim marks, bleeds, register marks etc, in other words ready for use by another printer.

Your Technical Proposal should indicate your capabilities in each area, and indicate whether you would perform the work yourself or outsource it. If you feel you have particular strengths in any of these or other areas relevant to production of these publications please draw our attention to them in your Technical Proposal.

SPECIAL PRODUCTION REQUIREMENTS

Paper and board requirements:

UNAIDS will require that these publications are printed on one or other of two preferred materials.

First choice and the most frequently selected, will be Satimat Green (Arjowiggins, also marketed as Oxygen Silk in some markets). This is a high quality satin-coated chlorine-free, wood-free paper manufactured from 60% recycled fibres and 40% FSC approved virgin fibres. Certified for the use of the FSC Mixed Sources logo.

Second option, which will be used less often but must be available, is ERA Pure (PSM, also marketed as Inapa Oxygen offset in some markets). This is a high-white, uncoated wood free

offset paper manufactured from 100% recycled fibres. Certified for the use of the FSC Recycled logo.

Preference will be given to vendors authorised to print with the FSC logo. Bidders should bid using Satimat Green and ERA Pure, or equivalent sheets with equal or better specifications, to be approved by UNAIDS prior to awarding bid (in all cases you are to provide paper dummy samples and the manufacturer's full technical description of the paper, and these should be sent in your Technical Proposal envelope, or by separate courier if you are submitting an electronic bid). The paper should meet or exceed FSC, ISO and EPA guidelines for recycled paper.

Packaging and Labelling:

The books are to be packed into strong corrugated cartons, no more than 12 kilos per carton. Each carton must be labeled, with the title of the book, the UNAIDS job code number, the number of copies per carton, and the name of the printer. You are to supply the labels and you must use a red label for the English edition, a blue label for the French edition, green for the Spanish edition, grey for the Russian edition, yellow for the Chinese edition, brown for the Arabic edition and pink for the Portuguese edition. The cartons are to be placed securely on strong non-returnable EUR standard wooden pallets 80 x 120 cms. Each pallet must be labeled with the title of the book, our job code number, the number of copies per pallet, and the name of the printer.

PRODUCTION SPECIFICATIONS

Include cost of all work associated with pre-press, proofs, printing, production, paper and board, binding, labelling, packaging and despatch costs.

Quantity: 1000 copies,
2000 copies,
3000 copies,
4000 copies,
5000 copies,
6000 copies,
7000 copies,
8,000 copies,
9,000 copies,
+/- 100 copies.

Number of Pages:

Saddle-stitched binding

16 pages plus cover
20 pages plus cover
24 pages plus cover
28 pages plus cover
32 pages plus cover
36 pages plus cover
40 pages plus cover
44 pages plus cover
48 pages plus cover
52 pages plus cover
56 pages plus cover

60 pages plus cover
64 pages plus cover

Square-back binding

68 pages plus cover
72 pages plus cover
76 pages plus cover
80 pages plus cover
84 pages plus cover
88 pages plus cover
92 pages plus cover
96 pages plus cover
100 pages plus cover
104 pages plus cover
108 pages plus cover
112 pages plus cover
116 pages plus cover
120 pages plus cover
124 pages plus cover
128 pages plus cover

+ 4 pages extra

Finished Size: 210mm wide x 297 mm high (8.4 inches wide x 11.69 inches high)

Paper Stock: Cover: Satimat Green, 250 gsm or ERA Pure 250 gsm
Text: Satimat Green, 115 gsm or ERA Pure 100 gsm

See Annex 1 Instructions to Bidders and the Paper and Board Requirements section in these Terms of Reference, for the detailed paper specifications. Bidders must include paper samples and the manufacturers full Technical Specifications of the proposed paper with their bid.

Cover Inks: 5/1 (4 colour process CMYK plus machine offset varnish or flood satin aqueous coating on one side and black on reverse)

Text Inks, three variants:

Text: 1/1 (black both sides)
Text: 2/2 (1 PMS & black both sides)
Text: 4/4 (4 colour process CMYK both sides)

Binding: Up to 64 pages of text plus cover: Saddle-stitched (two wire staples through spine fold)
From 68 pages of text plus cover: Perfect binding - hot glued, square back binding (with printed spine)

Bleeds: On cover and on all text pages

Proofs: 1st proof, our preference is for one set of 300 dpi laser proofs (colour) of cover and text. If a hard copy proof is not possible, provide a Contract quality PDF via FTP or e-mail.

2nd proof if required, our preference is for one set of 300 dpi laser proofs (colour) of cover and text. If a hard copy proof is not possible, provide a Contract quality PDF via FTP or e-mail.

3rd proof if required, our preference is for one set of 300 dpi laser proofs (colour) of cover and text. If a hard copy proof is not possible, provide a Contract quality PDF via FTP or e-mail.

Shipping

Include in your prices sufficient cost allowance to cover all freight, insurance and shipping costs from your factory to our storage facility at Sauvin Schmidt SA, Chemin de l'Emeraude 8, 1214 Vernier, near Geneva. Shipping shall be under DDU Incoterms. The shipping costs must reflect the means of transport in your stated shipping time.

Electronic Copies

Provision of electronic copies of the publication in its final form, via e-mail, CD-ROM or uploaded onto a dedicated FTP site and in two versions, 1) a low resolution PDF for web use, where all of the pages, including covers are assembled in the exact sequence that the book would be read. 2) A high resolution PDF containing trim marks, bleeds, register marks etc, in other words ready for use by another printer.

Please indicate if the publications will be printed on a sheet-fed or web press:

Cover (select one)

- Sheet fed press
- Web

Text (select one)

- Sheet fed press
- Web

ANNEX III: Evaluation Criteria

1) Criteria and point system for the evaluation of the Technical Proposal

Company Profile. A statement of the length of time the Vendor has been in business supplying the requested services. Prior experience of handling projects for national and international organizations.	A score from 0 to 10 will be awarded
List of Board of Directors, and the names, titles and professional experience of managers and staff that would become directly responsible for the various aspects of the Contract, if awarded.	A score from 0 to 10 will be awarded
Overall financial situation of the Vendor together with the most recent audited financial statement. Description of any litigation or dispute concerning any regulatory body or process currently in progress.	A score from 0 to 10 will be awarded
Detailed description of any similar Long Term Agreement or Preferred Supplier projects carried out by the Vendor.	A score from 0 to 10 will be awarded
Technical approach, methodology that will be deployed to the project. Work plan/time scales.	A score from 0 to 10 will be awarded
Demonstrated ability to execute and manage similar projects. List of printing and binding equipment, software compatibility.	A score from 0 to 10 will be awarded
Quality and Environmental Certifications Attained. Proposed Paper samples and the manufacturer's technical description. Relevant features that would differentiate the Vendor from its competition.	A score from 0 to 10 will be awarded
List of affiliates, partners and sub-contractors who would be involved in execution of the Contract (if any). Description of qualification of the subcontractors and history of your experience working together.	A score from 0 to 10 will be awarded
Vendor track record and client references, names and contact details of three relevant clients who would be prepared to give a reference to UNAIDS concerning their experience with the Vendor.	A score from 0 to 10 will be awarded
Shipping time in days (must be specified in your Technical Proposal) 1 - 2 days = 10 points 3 - 4 days = 9 points 5 - 6 days = 8 points 7 - 8 days = 7 points 9 - 10 days = 6 points 11 - 12 days = 5 points 13 - 14 days = 4 points 15 - 16 days = 3 points 17 - 18 days = 2 points 19 - 20 days = 1 point 21 days or more = 0 points	A score from 0 to 10 will be awarded
TOTAL (Maximum score 100. Only those Technical Proposals scored at 70 or more will go through to the Financial Proposal Evaluation)	

1) Criteria and point system for the evaluation of the Technical Proposal (Continued)

Scoring system

No response or extremely poor response	0 points
Very poor response	1 point
Poor response	2 points
Much below average response	3 points
Below average response	4 points
Average response	5 points
Above average response	6 points
Much above average response	7 points
Good response	8 points
Very good response	9 points
Extremely good response	10 points

Maximum score possible is 100.

Only those Technical Proposals scored at 70 or more will go through to the Financial Proposal Evaluation. The Financial Proposal of Bidders scoring less than 70 points out of 100 will not be opened nor taken into consideration.

2) Evaluation of the Financial Proposal (which shall only be accepted in Excel.)

The lowest financial bid will receive the maximum score of 100

The formula which will be used for calculating the financial score is the following:

$$\text{Financial score} = \frac{\text{Lowest bid (USD)}}{\text{Bid being scored (USD)}} \times 100$$

3) Award of Contract(s)

The contract(s) will be awarded to the highest score(s) in the Financial Proposal of those bidders who passed the Technical Proposal Criteria. UNAIDS reserves the right to invite Bidders to adjust any prices in the cells of the Financial Proposal which appear to fall outside of an expected value.

ANNEX IV: UNAIDS General Terms and Conditions

I. TERMS AND CONDITIONS

The contract between the parties is subject only to these general conditions. Any contractual terms and conditions of the contractor, whether included in the offer, invoices or any other document, are hereby excluded.

II. RELATIONSHIP OF THE PARTIES

It is understood that the execution of the work does not create any employer/employee relationship. In this respect, the contractor shall be solely responsible for the manner in which the work is carried out. Thus, UNAIDS shall not be responsible for any loss, accident, damages or injury suffered by any person whatsoever arising in or out of the execution of this work, including travel.

III. OWNERSHIP

The parties agree that UNAIDS owns all rights in the work performed by the contractor under this contract, including ownership and copyright of all original work, such as the master design, the master typesetting disk or application file, printing films, any work resulting therefrom, and/or any other material produced by the contractor hereunder. UNAIDS may at any time require that the master design, the master typesetting disk or application file, printing films and/or any other material produced under the contract be made available to it. UNAIDS reserves the right (a) to revise the work, (b) to use the work in a different way from that originally envisaged, or (c) not to use the work at all.

IV. TAX EXEMPTION

The price shall reflect any tax exemption to which UNAIDS is entitled by reason of the immunity it enjoys. UNAIDS is exempt from all direct taxes, customs duties and the like, except as hereinafter provided, and the contractor shall consult UNAIDS so as to avoid the imposition of such charges with respect to all goods supplied and services rendered hereunder. As regards excise duties and other indirect taxes imposed on the sales of goods, the parties agree, however, that the contractor shall list such charges on invoices as a separate item and, to the extent required, cooperate with UNAIDS to enable reimbursement thereof.

V. INSPECTION

UNAIDS reserves the right to inspect the goods and/or the work called for under this contract at any time and the contractor shall afford every facility for such inspection.

VI. PACKING

The contractor shall pack the goods with the best materials and with every care in accordance with the normal commercial standards of export packing for this type of merchandise. Such packing materials used must be adequate to safeguard the goods

while being transported. The contractor shall be responsible for any damage and/or loss which can be shown to have resulted from faulty or inadequate packing.

VII. EXPORT LICENCE

The contract is subject to the obtaining of any export licence and other governmental authorization which may be necessary. It shall be the responsibility of the contractor to obtain such licences and authorizations, but UNAIDS may, at the contractor's request, provide reasonable assistance. In the event of refusal of any required licence or other authorization, the contract shall be cancelled and all claims between the parties automatically waived.

VIII. FORCE MAJEURE

Neither party to the contract shall be responsible for delay in the fulfillment thereof in the event of circumstances outside its control (force majeure), provided, however, that such party shall immediately so notify the other party in writing. In the event the fulfillment of this contract shall be delayed by any such circumstance for an aggregate of 15 (fifteen) days, UNAIDS shall be entitled terminate this contract, either in its entirety or with respect to certain parts thereof, in writing with immediate effect (subject to an equitable arrangement being made in respect of payment of the contractor and subject to the terms of general condition III in respect of any work product or other material so far produced).

IX. DEFAULT

In the case of default of the contractor, including, but not limited to, failure to provide the goods and/or the work in accordance with the agreed specifications or to perform within the time specified, UNAIDS may by written notice (in addition to other remedies) cancel or terminate this contract, either in its entirety, or with respect to those deliverables and/or performances as to which the contractor is in default.

X. USE OF THE UNAIDS NAME

The contractor shall not advertise, or seek promotion of, the fact that he/she is a contractor to UNAIDS. Also, the contractor shall in no other manner whatsoever use the name, emblem, or official seal of the UNAIDS in connection with his/her business or otherwise.

XI. SETTLEMENT OF DISPUTES

Any dispute relating to the interpretation or application of this Agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with the rules of arbitration of the International Chamber of Commerce. The parties accept the arbitral award as final.

ANNEX V: Proposal Submission Form

To: UNAIDS

Dear Sir / Madam,

The Undersigned, having read the Solicitation Documents of Request for Proposal **RFP No. UNAIDS RFP-2010-3**, hereby offers to provide printing services, in accordance with the specifications stated and subject to the Terms and Conditions set out in the document.

We agree to abide by this Proposal for a period of three years from the date fixed for opening of Proposal in the request for Proposal, 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 Proposal you may receive.

Dated this day of [year].

Signature:

Name:

Title:

Company:

Postal Address

Telephone No.

Fax No.

E-mail address

Validity of Offer

ANNEX VI: Technical Proposal Form

Company Profile and Technical and Operational Arrangements.

Your full Company Profile should be supplied and you must provide detailed replies and supporting documentation to the following points, taking into due account the specific requirements of this contract outlined in the Terms of Reference (Annex II)

Provide a full and detailed Company Profile.

Provide a statement of the length of time your Company has been in business supplying the type of services requested.

Provide full details of your prior experience of handling projects for national and international organizations.

Provide a list of the Board of Directors, and the names, titles and professional experience of managers and staff that would become directly responsible for the various aspects of the Contract, if awarded.

Provide the overall financial situation of the Company together with a copy of the most recent audited financial statement. Describe and provide details of any litigation or dispute concerning any regulatory body or process, recently or currently in progress.

Provide a detailed description of any similar Long Term Agreement or Preferred Supplier projects carried out by the Company.

Detail your technical approach and methodology that you will deploy to the project.
Provide work plan/time scales should you be awarded this project.

Provide details that demonstrate your ability to execute and manage similar projects.
Provide a complete list of printing and binding equipment, software compatibility.

List, and provide copies of, Quality and Environmental Certifications attained.
Furnish samples of the proposed paper and board whether or not you are using Satimat Green or ERA pure, provide a copy of the paper and board manufacturer's technical description, fibre content etc. Provide details of relevant features about your company that would differentiate it from its competitors.

Provide a list of affiliates, partners and sub-contractors who would be involved in the execution of the Contract (if any). Description of qualification of the subcontractors and history of your experience working together.

Provide details of your company track record and for client references furnish us with the names and contact details of three relevant clients who we could contact to give a reference to UNAIDS concerning their experience with your Company.

State the shipping time in days and state the means of transport proposed.
The shipping times stated here must reflect the means of transport in your stated shipping arrangements, truck, sea, courier or air, and in your Financial Proposal.
State the name of the Air Freight Company / Sea-freight Company / Courier Company / Trucking Company you will be using.

