

## **SECTION II: TERMS OF REFERENCE (TOR)**

### **BACKGROUND**

The service providers will be responsible for providing printing services and required materials to UNFPA Mozambique. UNFPA implements projects in collaboration with both Government and NGO partners in Mozambique and the key programme areas are population data/Census, sexual and reproductive health and rights, prevention of gender-based violence, prevention of teen pregnancies, efforts to end child marriage, delivery of safe birth supplies and reliable access to modern contraceptives. UNFPA regularly procure printing services such as Posters, Factsheets, A4 Manuals for Training an Partner, State of World Population Report, UNFPA-Folders. Business cards (see table below) in order advocate and support the implementation of programmes in Mozambique. The following scenarios provides examples of different printing services procured by UNFPA Mozambique.

### **OBJECTIVE OF THE LTA FOR PRINTING SERVICES**

The LTA shall establish ceiling prices for twenty two (22) print products defined under LOT 1 and LOT 2 which UNFPA Mozambique produces on regular basis. The bidders shall not be allowed to exceed this ceiling prices when they submit their proposals for secondary bidding processes, but are free to underbid.

At the same time, UNFPA reserves the right to solicit printing services that are not listed in LOT 1 and LOT 2 as a part of the secondary bids conducted among the LTA holders. LTA holder shall not be permitted to exceed the ceiling prices for the items listed in LOT 1 and LOT 2 at secondary biddings. However, the LTA holders would be permitted to propose their best competitive prices for the items that are not listed in LOT 1 and LOT 2. UNFPA will send Request for Quotations to the LTA-Holders asking for quotes based on FCA, CPT and DAP Incoterms, including Freight Costs if required.

### **INSTRUCTIONS**

Proposals are invited to bid for the production of attached eighteen (18) print products under LOT 1 of this TOR. Bidders should present a proposal for each of these 18 products using attached Product Identification Form (Section VI – Annex G: Product Item Overview Form) for the technical proposal including comments and description of the requested products and the Price Schedule Form (Section VI – Annex E: Price Schedule Form) separated in the financial proposal. Furthermore the bidder shall fill the table described in Lot 2 and provided in the Price Schedule Form (Section VI – Annex E: Price Schedule Form) with prices of respective product based on number of pages and requested quantity. Contractors submitting proposals must include bids for all products of this project.

As well, Bidders shall provide at least three (3) samples of following four (4) green highlighted items to be submitted to UNFPA for approval:

- a. Item # 6 (SWOP Supplement),
- b. Item # 12 (Girls Statistics)
- c. Item # 14 (A0 - Poster)
- d. Item # 16 (Info-Material Factsheet)

Incomplete bids or bids that do not meet all the criteria specified in this request for proposals will not be accepted.

UNFPA will publish together with these bidding documents via UNFPA Mozambique homepage and UNGM-Website artwork and final layout of the 4 items mentioned under Section II, 2, which samples has to be provided to UNFPA.

The bidders must have capacities for high-quality retouching and photo colour correction.

Vendor must adhere to UNFPA’s corporate identity standards, “UNFPA Identity Style Guide,” available upon request.

If you are subcontracting another printing company to work with you on this projects, please be sure your bid includes a description of their qualifications and a history of your experience working together. Further, JOINT VENTURE PARTNER INFORMATION FORM should be completed and submitted with the technical proposal.

**Printed samples to support your Technical Proposal (Hard copies should be sent to Daniel Backhouse, Procurement Analyst, County Office, United Nations Population Fund -UNFPA, Av. Julius Nyerere 1419, Maputo, Mozambique) before deadline of submission on 12 June 2018, at 12 pm Maputo-Time.**

Bidders are requested to send information about the technical expertise and background of the personal and subcontractors if applicable which will be assigned/employed to undertake UNFPA requests. As well, information about the structure and organization of Bidder’s Company and its previous experience shall be provided, please follow instructions of Section II – Annex A: Instructions for Preparing Technical Bid.

## SPECIFICATIONS

LOT 1 – Ceiling Prices: Table of print products to be quoted for with Prices Ranges each					
ITEM #	Description of Document/Title	Classification	Paper Size	Specifications	Number of Pages Avg
1	SWOP Report	manual/ booklet	210x262m m	Cover: 300 gsm, colour 4/4, gloss, laminated; Text: 135 gsm, colour 4/4 gloss Binding: stapled	170
2	Manual do Activista	manual/ booklet	190x260m m	Cover: 300 gsm, 4 color 4, gloss, laminated; Text: 135 gsm, color 4/4 gloss Binding: spiral (with loose plastic spiral)	251 - 350

3	Manual de Capacitação I	manual/ booklet	190x260m m	Cover: 300 gsm, 4 color , gloss, laminated; Text: 135 gsm, color 4/4 gloss Binding: spiral (with loose plastic spiral)	151 - 250
4	Manual de Capacitação II	manual/ booklet	190x260m m	Cover: 300 gsm, 4 color 4, gloss, laminated; Text: 135 gsm, color 4/4 gloss Binding: spiral (with loose plastic spiral)	51 - 150
5	Manual de Capacitação III	manual/ booklet	190x260m m	Cover: 300 gsm, 4 color 4, gloss, laminated; Text: 135 gsm, color 4/4 gloss Binding: spiral (with loose plastic spiral)	Up to 50
6	SWOP Supplement	manual/ booklet	A4	Cover: 200 gsm, colour 4/4, gloss, laminated Text: 115 gsm, colour 4/4, gloss Binding: Stapled	Up to 55
7	Manual de Eliminação de Farmacêuticos	manual/ booklet	200x270	Cover: 300 gsm, 4/0 gloss Text: 135 gsm 4/4 gloss, 4/4 Binding: Stapled	up to 50
8	Manual de Procedimentos de Eliminação de Resíduos Farmacêuticos	manual/ booklet	B5	Cover 300gsm, 4 color, laminated Text: 135gsm, 4 color	Up to 40
9	Guia de Mentoria de Habilidades para a Vida	manual/ booklet	A4	Cover: 350 gm, matt laminated, 4 color Text: 115 gm, gloss, 4/4 color Binding: PUR binding	up to 100
10	Guia sobre o Desenvolvimento Sustentável	manual/ booklet	A6	Cover + text: 150-170 gsm gloss; 4/4 Finishing: Stapled	Up to 40
11	Álcool e Droga; Relacionamento; Violência o que é; O que são DTS; Contraceção; Meninas e Rapazes	Leaflet	A4	150-200 gsm; gloss; color 4/4, both sided, folded	Both sided
12	Girls Statistics in Mozambique	Leaflet	A4	Poster, 110 gm Gloss; packed rolled, laminated in plastic for protection	Both sided

13	Folders for holding documents	Folder	A4	300 gsm, laminated one side, gloss, 4/0, with packets	n/a
14	Map of Rapariga BIZ Program-Activities	Posters	A0	150 gsm, printed front 4/4, folded to become a4, 150dpi or more	n/a
15	Normas de Planeamento Familiar	Booklet	A5	Cover: 300 gsm, gloss, 4/4 laminated Text: 135 gsm, gloss, 4/4 Finishing: metal spiral	100-150
16	Info-Material	Factsheet	A4 (A3)	Paper 230gm; 4 Color, gloss, both sided printed on A3 paper, folded, so four A4 pages	4

ITEM #	Description of Document	Paper Size	Specifications
17a	A4 Manual	A4	Full Color Printing (80gm/115gm) with 4 pages cover on 200 gm paper GLOSS or Matte;
17b	A4 Manual	A4	Black and white (80gm/115gm) with 4 pages cover on 200 gm paper GLOSS or Matte;
17c	Binding of A4 Manual	A4	Glued
17d	Binding of A4 Manual	A4	Saddle stitched
17e	Binding of A4 Manual	A4	Spiral
18a	A5 Manual	A5	A5 Full Color Printing (80gm/115gm) with 4 pages cover on 200 gm paper GLOSS or Matte
18b	A5 Manual	A5	A5 Black and White (80gm/115gm) with 4 pages cover on 200 gm paper GLOSS or Matte
18c	Binding of A5 Manual	A5	Glued
18d	Binding of A5 Manual	A5	Saddle stitched
18e	Binding of A5 Manual	A5	Spiral

LOT 2: Ceiling Prices of Documents based on requested Size and Quantities			
ITEM #	Description of Document	Paper Size	Specifications
19a	Poster	A0	150 gm, gloss, 4 color, one-sided, 150dpi or more
19b	Poster	A1	150 gm, gloss, 4 color, one-sided, 150dpi or more
19c	Poster	A2	150 gm, gloss, 4 color, one-sided, 150dpi or more
19d	Poster	A3	150 gm, gloss, 4 color, one-sided, 150dpi or more

20a	Factsheet	A6	A6 and smaller, double sided, 4 color, gloss, 115gm, 300 dpi
20b	Factsheet	A4	Double sided printed, laminated in plastic for protection, 4 color, gloss, 300dpi, 115 gm Paper
20c	Factsheet	A4	Double sided, 4 color, gloss, 230gm, 300dpi
20d	Factsheet	A4	Double sided, 4 color, gloss, 115gm, 300 dpi
21	Business Cards	88,9mm x 50,8 mm (5,5 x 2 in)	160gm, matte, 4 color, 200gm or more, both sided
22	Flyer A6	A6	300dpi or more, 200gm or more, both sided