

## **SPECIFICATIONS**

### **Secure Paper**

<b>UNHCR STANDARD SECURITY PAPER (MSRP Item ID 00007489)</b>
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#### **Introduction**

UNHCR has a requirement for a bidder to supply secure paper for use by UNHCR in refugee operations around the world. The present secure paper is currently in use in a range of UNHCR operations, primarily to issue Certificates or Proof of Registration to asylum-seekers and refugees (persons of concern). The secure paper must provide a certain degree of fraud protection, to ensure that the person of concern holds a document which is widely recognized as a genuine document issued by UNHCR, which cannot be easily reproduced or falsified.

UNHCR is requesting secure paper ("the Secure Paper") that complies with the requirements detailed in this Terms of Reference ("TOR"). In addition to the Technical Requirements detailed in this Annex A, the Supplier must also comply with the Business Requirements contained herein.

#### **General**

- The weight shall be approximately 125 g/m<sup>2</sup>.
- The size shall be A4, measures 210 × 297 millimetres.
- The orientation shall be portrait.
- The colour shall be pantone 649 U (front and back sides).
- The Secure Paper surface shall be on front and back sides of a material quality which allows easy and durable ink impression with a standard office laser printer.
- The Supplier shall not use any proprietary trademarks, brand names, logos or company signifiers on any part of the Secure Paper.

#### **Front Design**

- The serial number and barcode shall be inkjet printed.
- The serial number and barcode shall be placed with a margin of 5mm to either edge of the paper.
- The Secure Paper shall have a unique serial number in the lower right corner of the front side, preceded by the text "Secure Paper Serial No.:".
  - Text and serial number shall be underlined in bold.
  - The max. space occupied by text, serial no. and barcode shall be approximately 115mm in width and 20mm in height.
  - Small Font, size 20points is the preferred font and character size of the unique serial number. If a different font/size is quoted, the Supplier must detail it in their response.
  - Newton C, size 10 points is the preferred font and character size of the preceding text. If a different font/size is quoted, the Supplier must detail it in their response.
- The unique serial number is different on each piece of Secure Paper supplied.
- The unique serial number consists of series (two letters) and sequential numbers (seven digits) (i.e. BA 1354519).
- The printed barcode shall correspond to the unique serial number to the right hand side of the unique serial number.

- The barcode shall be printed on a plain white background of approximately 35mm in width and 20mm in height.
- The barcode size shall be approximately 25mm in width and 11mm in height and shall be readable with a standard barcode reader.
- The barcode contains the series (two letters) and sequential number of the paper (7 digits)
- The unique serial number shall be communicated to the Supplier at the time of order.

#### Back Design

- No text or numbers.

#### Security Features

- The Supplier shall not use any proprietary trademarks, brand names, logos or company signifiers on any Security Feature of the Secure Paper
- The Security Feature shall not be activated, degraded, damaged or otherwise invalidated by LaserJet or Inkjet printing or by photocopying.
- The Security Feature must be suitable for use in temperatures ranging between -10°C and +50°C and humidity of 10 to 90% and must not suffer any activation, degradation, damage or other invalidation in these conditions.
- The Security Feature shall not degrade or activate for a period of not less than 18 months from the date of receipt by UNHCR.
- The Security Feature shall not degrade or activate during the shipping and storage process.
- The Supplier shall submit with their response an electronic proof as an image file ("the Electronic Proof") of all security features which details layout, pattern, text and style of the Security Feature.
- The image file shall be a jpeg, bmp, pdf or other standard image file.
- Image files that cannot be opened on standard office software may be disqualified.

#### 1) Watermark

- The Secure Paper shall be supplied with a true watermark ("the Watermark") which is visible to the naked eye when held to the light.
- The Watermark design shall be between 15-20mm.
- The Supplier shall detail the size and representation of the Watermark design in their response.
- If letters are included in the Watermark design, the Supplier shall detail the character size and font in their response.
- The Watermark shall be repeated across the entire surface of the Secure Paper
- The Supplier shall submit with their response an electronic proof as an image file ("the Electronic Proof") of the Watermark which details layout, text and style of the Watermark.

#### 2) Anti-copy protection

- The Secure Paper shall contained an Anti-copy protection feature which cannot be digitally replicated or reprinted.
- Upon photocopying, the Secure Paper shall activate with text, repeated across the entire front surface which reads "VOID COPY" and "UNAUTHORIZED COPY" in alternating sequence.
- An alternative text may be proposed by the Supplier.
- The font and character size shall be detailed in the Supplier's response but shall be not less than 15-20mm in height.

- The Supplier shall submit with their response an electronic proof as an image file (“the Electronic Proof”) of the Anti-copy protection which details layout, text and style of the feature.

### 3) UV Fibres

- The Secure Paper shall include random UV fibres of approximately 6-10mm in length with an approximate distribution of 15-25pcs/dm<sup>2</sup>.
- The Supplier shall detail the colour(s) of the UV fibres in their response
- The UV fibres must be visible with a standard handheld UV lamp
- The Supplier shall submit with their response a sample of generic paper which demonstrates the proposed length, randomisation, distribution and colour of the UV fibres

### 4) Secure UNHCR Hologram

- The UNHCR Secure holographic image shall be applied by the hot stamping process (embedded) and its removal shall be impossible without visible damages to the paper.
- The UNHCR Secure holographic image shall be placed in the bottom left corner of each sheet with a margin of 6-8mm to either edge of the paper.
- The UNHCR Secure holographic image shall be 20mm in width and 20mm in height and shall have rounded corners.
- The UNHCR Secure holographic image contains fixed (registered) image (identical on each paper).
- The UNHCR Secure holographic image shall be resistant to the heat when document is printed by the laser-jet printers.
- The origination technology – electronic beam (e-beam) shall be used for The UNHCR Secure holographic image.
- The UNHCR Secure holographic design shall have high-resolution customized fixed registered) image, areas of minimum 250,000 dpi need to be present.
- The UNHCR Secure holographic image shall have expansion kinetic effects.
- The UNHCR Secure holographic shall have nanosculpture (bas-relief) images appearing as raised above the hologram surface and identified with naked eye.
- The UNHCR Secure holographic shall have colour and achromatic kinetic effects.
- The UNHCR Secure holographic shall have optical lenses.
- The UNHCR Secure holographic shall have security guilloches with 40 micron line width.
- The UNHCR Secure holographic shall have motion effect – synchronous movement of graphical objects in vertical and horizontal direction under different angle view.
- The UNHCR Secure holographic shall have colour and non-diffractive (black) microtext lines.
- The UNHCR Secure holographic shall have holographic black colour.
- The UNHCR Secure holographic shall have nanoimages with forensic texts not higher than 5 micron.
- The Supplier shall submit with their response a sample of generic paper with the generic hologram embedded on it.

### Packing instructions:

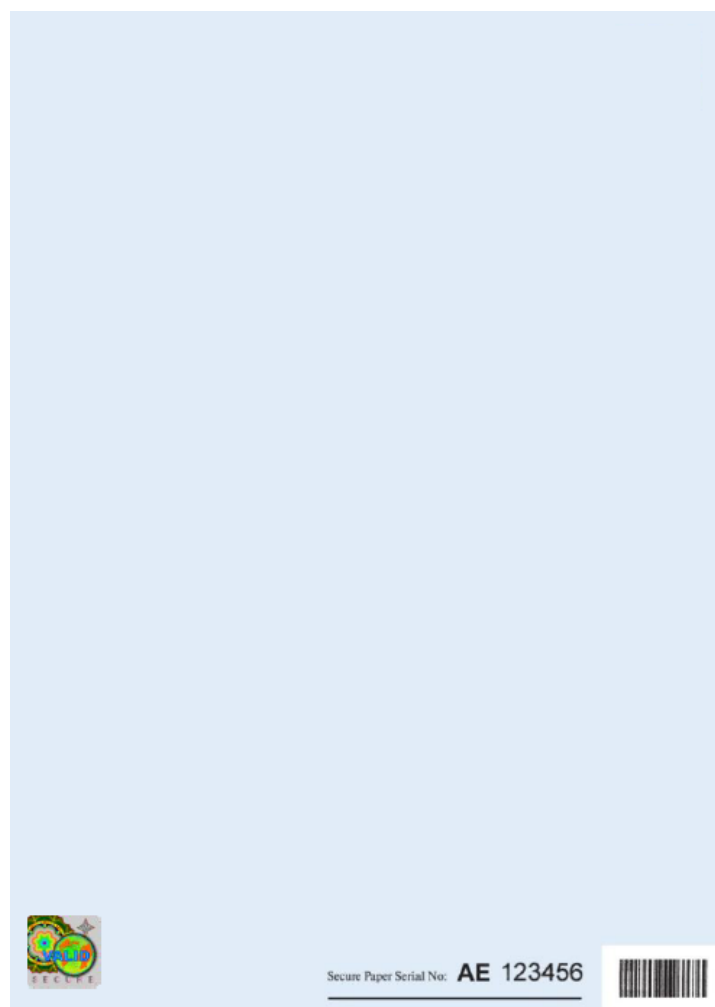
- The Secure Paper shall shipped in packets of 500 sheets wrapped in clear film (“the Packet”).
- Each Packet must have a plain text label detailing the range of unique serial numbers contained within, i.e. first number and last number.
- The Supplier shall provide the Packets in a cardboard box which is suitable for shipping and storage (“the Shipping Box”). Dimensions of the Shipping Box approx. 320mm wide x 220mm deep x 270mm high.

- The Shipping Box shall be to be affixed with a plain text label detailing the following information:
  - Purchase Order Number
  - Sequential Box Number (e.g. box number 1 contains lowest serial numbers)
  - Serial number range contained within the Shipping Box
  - Number of Packets within the Shipping Box
- The Packets shall be packed in the Shipping Box in descending order with the lowest serial number Packets at the top of the Shipping Box and the higher serial number Packets at the bottom of the Shipping Box.
- The Supplier shall confirm in their response how many Packets are contained within each Shipping Box.
- The Supplier shall ensure that the Shipping Box is suitable for storage for periods of up to 12 months without damage or deterioration to the Packets or the Secure Paper within.
- Each shipment of Shipping Boxes shall be accompanied with a Certificate of Conformity detailing the compliance of the shipment with the requirements.
- Production and delivery time of the papers shall not exceed 8 weeks. **Only offers with 8 weeks or less will be considered for the evaluation** (approximately 6 weeks is preferable)
- The Supplier shall specify the approximate lead time DDP Geneva, Switzerland.

Visual representation:

Note the below visual representation carriers serial numbers containing six digits. Currently UNHCR Secure paper serial numbers are 7 digits long.

Front Side



Back Side

