

Terms of Reference

for the provision of printing services within RFQ/ARM/2022-0920

1. Background

The Office of the United Nations High Commissioner for Refugees (UNHCR) operating in 130 countries in the world, is mandated to lead and coordinate international actions for the worldwide protection of refugees, asylum-seekers and other displaced populations to seek, together with governments, durable solutions for them.

In Armenia, UNHCR operates since 1992 and is engaged in provision of humanitarian assistance and parallel to on-going advocacy and mainstreaming efforts, realization of various projects to facilitate legal, social, economic, and cultural integration of the displaced population in Armenia.

2. Objective of the Task

The objective is to **print out/produce** a series of visibility items, materials and other visuals, related, *inter alia*, to the 30th Anniversary of UNHCR operation in Armenia.

Note: The designs of all the requested items will be provided by UNHCR.

Items will be grouped in lots to allow UNHCR to be flexible in selecting various vendors for specific items or groups of items. Hence, the service provider(s) will thereby be requested to implement the following activities:

- **Printing/production of the following items, as per the technical specifications provided in [Annex](#) to this ToR:**

- | | |
|------------------------------|---------------------------|
| 1. Photo album | 10. T-shirt – design 2 |
| 2. Wall calendar – version 1 | 11. Power bank |
| 3. Wall calendar – version 2 | 12. USB flash |
| 4. Poster | 13. Mug |
| 5. Rollup | 14. Hat |
| 6. Paper folder | 15. Eco-friendly tote bag |
| 7. Paper bag | 16. Necktie scarf |
| 8. Notebook | 17. Glass bottle |
| 9. T-shirt – design 1 | 18. Lanyard |

The selected contractor(s) will be provided with ready-made graphic designs and final print files to be used for the printing/production. The duration of each assignment will be communicated separately starting the approval date of the design.

3. Required Experience for the Company/ Registered Private Entrepreneur

- Available and accessible **portfolio** of similar assignments completed in the past (**link/s must be provided**).
- Past experience of work with any UN agency in Armenia will be considered as an **advantage**.
- **Flexibility** and ability to work under pressure.

4. Evaluation Criteria

The quotations will be evaluated by UNHCR multi-functional team based on the below indicated major criteria:

- Experience, inclusive of experience with UNHCR will be an advantage;
- Portfolio;
- Duration for implementation of each task included in this ToR;
- Price per task.

5. Duration of services and contractual agreement

Payment will be made upon successful completion of the activities mentioned under Point 2 in a form of original invoice submitted to UNHCR (upon 30 days after submission and acceptance). The duration will be up to one year starting from the date of signing the contract.

6. Application Procedure

The applicant must submit the following to be considered for the task:

- Annex A-Price quotation
- Link/s to the applicant's relevant portfolio.
- Scan of the state registration document, showing the year of establishment.
- Annex C_Filled, signed, and stamped Vendor Registration Form (if not already registered with UNHCR; the template will be provided by UNHCR).

UNHCR Armenia
September 20, 2022

Technical specifications

- 1. Photo album**

Quantity: 200
Size: A4
Number of pages: 150
Colours: Cover 4+4, Inside pages 4+4
Paper: Cover – 200 g, Inside pages - 120-140 g
Design: to be provided

Quantity: 100
Size: 40 x 52 cm open size, 32 x 22 cm folded
Paper: 300 g, foodboard paper, laminated, 4+0
Other details: special knife
Design: to be provided
- 2. Wall calendar – version 1 (1-month view)**

Quantity: 300
Size: A3
Paper: 160-200 g coated paper
Colours: 4+0, 14 inside pages
Other details: spiral binding
Design: to be provided
- 3. Wall calendar – version 2 (3-month view)**

Quantity: 300
Size: see the sample attached
Paper: 300 g foodboard, laminated; month pages - 115 g no lamination
Colours: 4+0
Other details: binding with 3 spirals; with red date slide
Design: to be provided
- 4. Poster**

Quantity: 100
Size: 68 x 48 cm
Paper: 200 g coated paper
Colours: 4+0
Design: to be provided
- 5. Rollup**

Quantity: 2
Size: 85 x 200 cm
Colours: 1 colour
Design: to be provided
- 6. Paper folder**
- 7. Paper bag**

Quantity: 500
Size: 25 x 36 x 10 cm
Paper: 300 g, foodboard paper; laminated
Colours: 1+0 printing; blue on white
Other details: special knife
Design: to be provided
- 8. Notebook**

Quantity: 300
Size: A5
Paper: inside – 48 sheets, 1+0 printing; 80 g offset paper
Cover: 300 g coated paper, 1+0, laminated
Colours: one colour
Design: to be provided
Other details: spiral binding on left
- 9. T-shirt – design 1**

Quantity - 200
Fabric: 90-100% cotton
Colour of fabric: white or blue
Size: M - 100, L - 50, XL - 50
Size of print: A4 max
Print: two-sided, 1 colour – UNHCR blue or white (respectively)
Design: to be provided
- 10. T-shirt – design 2**

Quantity: 200
Fabric: 90-100% cotton
Colour of fabric: black or blue
Size: M - 100, L - 50, XL - 50
Size of print: A4 max

Print: two-sided; colour printing
Design: to be provided

Design: to be provided

11. Power bank

Quantity: 200
Capacity: 20,000 mAh
Colour: white
Print: one-sided; digital color printing
Design: to be provided

16. Necktie scarf

Quantity: 50
Fabric: silk
Colour of fabric: Blue
Print: white on blue
Design: to be provided

12. USB flash

Quantity: 100
Capacity: 256 GB
Colour: white or any other suitable colour
Print: 1 color printing
Design: to be provided

17. Glass bottle with fabric cover

Quantity: 100
Material: glass, fabric
Capacity: ~0.5 liter
Print: 1 colour, 1 side
Design: to be provided

13. Mug

Quantity: 100
Material: ceramic or glass (select the cheaper option)
Colour: white or other colour
Print: 1 color printing
Design: to be provided

18. Lanyard

Quantity: 50
Colour of fabric: Blue
Print: 1 colour, 1 side
Design: to be provided

14. Hat

Quantity: 100
Fabric: 100% cotton
Colour: black or blue
Size: standard
Size of print: A6
Print: 1 colour printing
Design: to be provided

15. Eco-friendly tote bag

Quantity: 200
Fabric: 100% cotton/ canvas/ 'meshkavina'/other (if agreed with UNHCR)
Colour: natural
Size: 40 x 42 cm
Size of handles: 55 cm
Width: 2 cm
Print: two-sided, 1 colour printing
Size of print: A4