# **Annex A – Technical Offer Form**

**Ref: CAI/ITB/002/ 2022**

1. **Information**

Bidders are encouraged to use the Technical form for the submission to facility the evaluation of the technical offers and assess if the company has the minimum required

Tender: CAI/ITB/002/2022

Description: Printing Services for UNHCR

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Focal point from the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1 Company technical requirement: (Pass/Fail criteria)**

|  |  |  |
| --- | --- | --- |
| **Company Structure and Experience** | **YES/NO** | **Please attach to this form all the relevant documentation that proves your expertise and compliance with the requirements.** |
| Ability to provide registration documents that the company is legally constituted in Egypt, including company size and brochure of the company |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Minimum 3 years of experience in the market providing printing services |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of clientele list with a minimum of 4 references with contact details, including a Minimum of 2 (two) references of previous work with multinational companies, international institute,ons or similar multinational organizations. |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to designate two (2) experienced staff members to handle all UNHCR requests for printing and provide their CVs |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| **Technical Competence** | **YES/NO** | **Please attach to this form all the relevant documentation that proves your expertise and compliance with the requirements.** |
| Provision of samples as per indicated in this tender document on 2.6 page 5 |  | *To be submitted as per the instructions of the tender document described in part 2.6* |
| Provision of a minimum of two (2) samples of previous printing works of acceptable quality and, relevance for similar organizations or companies |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to provide quality assurance and warranty of the printing works. |  | *To be submitted together with this form and submitted via email as per the tender information.* |

**Part 2 – Ability to provide the required printed items**

|  |  |  |  |
| --- | --- | --- | --- |
| UNHCR Colour reference | • PANTONE 300 C/U • RGB 0 114 188 / • CMYK 99  50 0 0/ • HEX #0072BC | Ability to print in this pantone? Y/N |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of items** | **Specifications** | **QTY** | **Remarks** | **Description of items** | **Specifications** | **QTY** | **Remarks** |
| **Cards (Two-sided)** | | | | | | | |
| **A6** | 100 - 200gm | 50 |  | **A5** | 100 - 200gm | 50 |  |
| 250 - 350gm | 50 |  | 250 - 350gm | 50 |  |
| 100 - 200gm | 100 |  | 100 - 200gm | 100 |  |
| 250 - 350gm | 100 |  | 250 - 350gm | 100 |  |
| 100 - 200gm | 200 |  | 100 - 200gm | 200 |  |
| 250 - 350gm | 200 |  | 250 - 350gm | 200 |  |
| 100 - 200gm | 1000 |  | 100 - 200gm | 1000 |  |
| 250 - 350gm | 1000 |  | 250 - 350gm | 1000 |  |
| **85mmx53mm** | 100-200 gm | 200 |  |  |  |  |  |
| **A6 Envelope with UNHCR logo (printing 1 color)** | 100 - 200gm | 50 |  | **A5 Envelope with UNHCR logo (printing 1 color)** | 100 - 200gm | 50 |  |
| 250 - 350gm | 50 |  | 250 - 350gm | 50 |  |
| 100 - 200gm | 100 |  | 100 - 200gm | 100 |  |
| 250 - 350gm | 100 |  | 250 - 350gm | 100 |  |
| 100 - 200gm | 200 |  | 100 - 200gm | 200 |  |
| 250 - 350gm | 200 |  | 250 - 350gm | 200 |  |
| 100 - 200gm | 1000 |  | 100 - 200gm | 1000 |  |
| 250 - 350gm | 1000 |  | 250 - 350gm | 1000 |  |
| **Posters and Handouts** | | | | | | | |
| **A4 one sided** (Price to be provided with adhesive and without back adhesive with Celluphane) | 100 - 200gm | 10 |  | **A4 double sided with celluphane (might include 1 or 2 folds - prices to be given with folds and without)** | 100 - 200gm | 10 |  |
| 250 - 350gm | 10 |  | 250 - 350gm | 10 |  |
| 100 - 200gm | 50 |  | 100 - 200gm | 50 |  |
| 250 - 350gm | 50 |  | 250 - 350gm | 50 |  |
| 100 - 200gm | 100 |  | 100 - 200gm | 100 |  |
| 250 - 350gm | 100 |  | 250 - 350gm | 100 |  |
| 100 - 200gm | 200 |  | 100 - 200gm | 200 |  |
| 250 - 350gm | 200 |  | 250 - 350gm | 200 |  |
| 100 - 200gm | 1000 |  | 100 - 200gm | 1000 |  |
| 250 - 350gm | 1000 |  | 250 - 350gm | 1000 |  |
| **A3 one sided** (Price to be provided with adhesive and without back adhesive with Celluphane) | 100 - 200gm | 10 |  | **A3 double sided with a fold with celluphane** | 100 - 200gm | 10 |  |
| 250 - 350gm | 10 |  | 250 - 350gm | 10 |  |
| 100 - 200gm | 100 |  | 100 - 200gm | 100 |  |
| 250 - 350gm | 100 |  | 250 - 350gm | 100 |  |
| 100 - 200gm | 1000 |  | 100 - 200gm | 1000 |  |
| 250 - 350gm | 1000 |  | 250 - 350gm | 1000 |  |
| **A1 one sided** (Price to be provided with adhesive and without back adhesive with Celluphane) | paper roll printing 200gm matte | 10 |  | **A2 one sided** (Price to be provided with adhesive and without back adhesive with Celluphane) | 100 - 200gm | 10 |  |
| 50 |  | 250 - 350gm | 10 |  |
| 100 |  | 100 - 200gm | 100 |  |
| 1000 |  | 250 - 350gm | 100 |  |
| **A0 one sided** (Price to be provided with and without back adhesive) | paper roll printing 200gm matte | 10 |  | 100 - 200gm | 1000 |  |
| 50 |  | 250 - 350gm | 1000 |  |
| 100 |  | **A4**, 8-page booklet, 100 grams with two staples |  | 50 |  |
| 1000 |  |  | 100 |  |
|  |  |  | 250 |  |
| **Calendars** | | | | | | | |
| **Desk Calendar** | Coche paper 300gm - 20 x 15 cm - 25 paper - duplex stand | 100 |  | |  | | --- | | **Wall Calendar** | | | 300 gm paper (8 pages, double sided) + + celluphane | 100 |  |
| 500 |  | 500 |  |
| 1000 |  | 1000 |  |
| 2000 |  | 2000 |  |
| **Stickers (price to be provided for 1 and 2 colors)** | | | | | | | |
| **Round (12" diameter)** |  | 50 |  | Image result for round stickersImage result for rectangle stickers   |  | | --- | | **Round (9" diameter)** | | |  | 50 |  |
|  | 100 |  |  | 100 |  |
|  | 500 |  |  | 500 |  |
|  | 1000 |  |  | 1000 |  |
| **A6** |  | 50 |  | **A5** |  | 50 |  |
|  | 100 |  |  | 100 |  |
|  | 500 |  |  | 500 |  |
|  | 1000 |  |  | 1000 |  |
| **Books (4 colors, Cover 300 gm, inside 135 gm couche matt, perfect binding)** | | | | | | | |
| **70 Pages + cover** |  | 10 |  | **200 Pages + cover** |  | 10 |  |
|  | 50 |  |  | 50 |  |
|  | 100 |  |  | 100 |  |
|  | 1000 |  |  | 1000 |  |
| **100 Pages + cover** |  | 10 |  | **300 Pages + cover** |  | 10 |  |
|  | 50 |  |  | 50 |  |
|  | 100 |  |  | 100 |  |
|  | 1000 |  |  | 1000 |  |
| **Pens** | | | | | | | |
| **Pens Grade A** | Metal material with UNHCR logo | 100 |  | **Pens Grade B** | Plastic material, blue color, with UNHCR logo | 100 |  |
| 300 |  | 300 |  |
| 500 |  | 500 |  |
| 1000 |  | 1000 |  |
| 2000 |  | 2000 |  |
| 3000 |  | 3000 |  |
| **Services Guide** | | | | | | | |
| **Up to 40 pages** | Size A5, couch matte150gm cover (2-sided), 90gm inside, full color, 2 staples | 50 |  | **Up to 40 pages** | Size A5, couch matte150gm cover (2-sided), 90gm inside, full color, 2 staples | 1000 |  |
| 100 |  | 2000 |  |
| 500 |  | 3000 |  |
| |  | | --- | | **Notebooks (Cover 250 gm, inside 70 gm one color)** | | | | | | | | |
| **A6** | Wire binding, price to be provided for 60 and 80 pages, inside page single sided | 50 |  | **A5** | Wire binding, price to be provided for 60 and 80 pages, inside page double sided | 50 |  |
| 100 |  | 100 |  |
| 500 |  | 500 |  |
| 1000 |  | 1000 |  |
| 2000 |  | 2000 |  |
| **A4** | Wire binding, price to be provided for 80 and 100 pages, inside page double sided | 100 |  | **25 cm \* 17.5 cm** | Hard Cover (2 colors)  Wire binding, price to be provided for 80 and 100 pages, inside page one color double sided | 500 |  |
| 500 |  | 1000 |  |
| 1000 |  | 2000 |  |
| 2000 |  | 3000 |  |
| **Rollup** | | | | **Others** | | | |
| **60\*160 cm** | Price includes roll up machine (skeleton) + printing | 1 |  | Image result for roll up   |  | | --- | | **Plaque metal** | | A4 with engraved text | 1 |  |
| **85\*200 cm** | 1 |  | **Caps** | Blue, 100% cotton, High quality, UNHCR embroidery logo, | 100 |  |
| **100\*200 cm** | 1 |  | 250 |  |
| **150\*200 cm** | 1 |  | 500 |  |
| **200\*200 cm** | 1 |  | **USB with logo 8gb** | Excellent durable chips with engraved UNHCR logo, one year warranty. | 100 |  |
| **60\*160 cm** | Price of printing only - UNHCR will provide the machine (Skeleton) | 1 |  | 250 |  |
| **85\*200 cm** | 1 |  | 500 |  |
| **100\*200 cm** | 1 |  | **Bag** | A3, non-woven bag with external handles, logo (1 color) printed on one side | 250 |  |
| **150\*200 cm** | 1 |  | 500 |  |
| **200\*200 cm** | 1 |  | 1000 |  |
| **Shirts** | | | | 2000 |  |
| **T-shirts** | 100% cotton, short sleeves, printed UNHCR logo, machine washable, no color bleach. | 100 |  | Image result for t-shirts with unhcr logoImage result for polo shirt with unhcr logo   |  | | --- | | **Mug** | | | White, strengthened porcelain, UNHCR logo printed | 200 |  |
| 250 |  | 500 |  |
| 500 |  | 1000 |  |
| **Polo Shirts** | 100% cotton, short sleeves, printed UNHCR logo, machine washable, no color bleach. | 100 |  | **Thermal Mug** | Silven thermal mug, with UNHCR logo printed in one color | 200 |  |
| 250 |  | 500 |  |
| 500 |  | 1000 |  |
| **Banner** | | | | |  | | --- | | **Daily Planners (PU Cover + 365 pages at least)** | | | PU leather cover in blue, 70g wood-free paper, inside pages 2 colors, perfect binding 20.7cm\*14cm with UNHCR Logo printed on the cover, perfect binding | 100 |  |
| **70\*90 cm** |  | 1 |  | 200 |  |
| **90\*100 cm** |  | 1 |  | 300 |  |
| **1m2 with wooden frame** |  | per m2 |  | 500 |  |
| **Vest** | Vest light material (Blue, high quality with logo printed) as per UNHCR Brand\_Guidelines | 50 |  | **Hoodie** | Sweatshirt Branded - With Hoodie with printing on one side (different print per hoodie) | 50 |  |
| 100 |  |  | 100 |  |
| 300 |  |  | 300 |  |
| **Acrylic Boards** | 2 sided, 4 mm, installation in Cairo | 5 |  | Transparent glass board Transparent glass board on the wall Glass - Material Stock Photo   |  | | --- | | **Water bottle** | | | 650 ml branded water bottle | 100 |  |
| 10 |  | 200 |  |
| 15 |  | 500 |  |
| **Paper bags** | Branded 32x36 cm paper bag with logo printed on two sides. | 500 |  |  |  |
| 1000 |  |  |  |  |  |
| 2000 |  |  |  |  |  |
| 5000 |  |  |  |  |  |
| **Lanyards** | Branded UNHCR lanyards | 200 |  |  |  |  |
| 500 |  |  |  |  |
| 1000 |  |  |  |  |
| **Certificates** | 250-350 grams Sirio Pearl Oister Shell’ paper or whatever is available subject to prior agreement with UNHCR printing on one side | 1 |  | |  | | --- | |  | |  |  |  |
| **Name tents** |  | 1 |  | Medium Scored White Name Tent Cardstock - 87587 - C-Line Products   |  | | --- | |  | |  |  |  |
| **Business cards** | Standard size | 100 |  |  |  |  |  |
| 200 |  |  |  |  |  |

|  |  |
| --- | --- |
| * Acknowledged Annex D (General Conditions of Contracts) – | **Indicate**  **Yes or No** |

Date of submission:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp of the Company and Focal Point \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_