**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)**

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| **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**

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| --- | --- | --- | --- |
| UNHCR Colour reference | • PANTONE 300 C/U • RGB 0 114 188 / • CMYK 9950 0 0/ • HEX #0072BC | Ability to print in this pantone? Y/N |  |

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| **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 |   |

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| **Wall Calendar**  |
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 | 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

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| **Round (9" diameter)** |
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 |   | 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 |   |
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| **Notebooks (Cover 250 gm, inside 70 gm one color)**  |

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| **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

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| **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

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| **Mug** |
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 | 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** |

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| **Daily Planners (PU Cover + 365 pages at least)** |
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 | 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

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| **Water bottle** |
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 | 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 gramsSirio Pearl Oister Shell’ paper or whatever is available subject to prior agreement with UNHCRprinting on one side | 1 |   |

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| **Name tents** |   | 1 |   | Medium Scored White Name Tent Cardstock - 87587 - C-Line Products

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| **Business cards** | Standard size | 100 |   |  |  |  |  |
| 200 |   |  |  |  |  |

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

Date of submission:

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

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