# **Annex A – Technical Offer Form**

**Ref: CAI/RFQ/014/ 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, noting that compliance with the following technical criteria is mandatory to be technically complaint. *Poor quality samples will be technically disqualified, recommended supplier(s) sample(s) will be considered as the minimum accepted quality for future deliveries.*

Tender: CAI/RFQ/014/2022

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 institutions or similar international 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 the following.  **Samples to be submitted.**   * Desk Calendar * Wall Calendar * Notebook * Pens A type * Mug * Printed T-Shirt |  | *To be submitted.* |
| Provision of a minimum of two (2) samples of previous printing works of acceptable quality and, relevance for similar organizations or companies (for examples books, booklets, manuals …etc) |  | *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 |  | |  | | --- | | **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_