



Ref No: 4300154570

Date: 08 February 2018

REQUEST FOR PROPOSALS (RFP)
Design and Printing of the One-pager Infographics

The International Organization for Migration (hereinafter called **IOM**) intends to hire a Service Provider for the project “**Sustaining Border Management and Migration Governance in Georgia (SBMMG)**”, for which this Request for Proposals (RFP) is issued.

IOM now invites Service Provider to provide a Proposal for the following Services - **Design and Printing of the One-pager infographics:**

Item No.	Description	Qty	Unit
1	Design of the One-pager coloured infographics in Vector formats, in Georgian, displaying EU and IOM logos:		
1.1	Page 1: Safe Migration, incl. visa-free travel to EU, regular labour migration, study abroad and exchange programmes	1	Unit
1.2	Page 2: Irregular migration and its accompanying risks, such as trafficking, labour exploitation, deportation and separate part on the risks that accompany submission of unfounded asylum claims	1	Unit
2	Printing of the infographics:		
2.1	A4, Two side color printing	1000	Unit
2.2	Posters height 40cm X width 60cm*	70	Unit
2.3	Posters height 50cm X width 90cm*	80	Unit

* The variation of the proportions of the posters is permissible

All prices to be quoted must be in Georgian lari without VAT and valid at least within thirty (30) calendar days from the date of quotation.

The Service Provider will be selected under a Quality–Cost Based Selection.

A Proposal should include the following documents:

1. Sketches and draft drawings for one-pager infographics;
2. Quotation form;
3. Portfolio of design works;
4. Filled Vendor Information Sheet.

The Proposals may be submitted by hand, by registered post or by e-mail to following address:
International Organization for Migration, Mission to Georgia
12 Tengiz Abuladze First Dead-end, Tbilisi, Georgia
E-mail: momiadze@iom.int

The Proposals should be delivered on or before 23 February 2018 16:00. No late proposal shall be accepted. Proposals submitted by e-mail must include all attachments in PDF format, signed and scanned.

At any time before the submission of the proposals may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM at the address indicated in the invitation at least 3 calendar days before the set deadline for the submission and receipt of proposals.

No pre-proposal conference will be held.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers.

Thank you.
Very truly yours,

Mamuka Omiadze
Procurement and Logistics Officer