

INVITATION TO BID LETTER

**PLEASE QUOTE BID # UN-ITB-GEO-2020-005
IN ALL FUTURE CORRESPONDENCES ON THIS MATTER.**

Date: 27 July, 2020

Subject: Invitation to Bid No. UN-ITB-GEO-2020-005

Participating United Nations Agencies wish to enter into Long Term Arrangements for the period of September 2020–September 2022 for providing standard Printing Services.

Accordingly, we enclose our Invitation to Bid No. **UN-ITB-GEO-2020-005** and you are requested to:

- (a) Submit your bid with unit price(s) in **USD**, as instructed, **on or before the closing time**.
- (b) Note that failure to bid in USD, or in accordance with the requested terms, will result in automatic invalidation of your bid.

In addition, please note that:

- (a) The quantities stated in the bid are **estimates only**; Any agreement that UN Agency subsequently enters into with a supplier, will not obligate UN Agency to purchase any minimum or maximum quantity/monetary value; and ceiling prices must remain fixed for a minimum period of six (6) months.
- (b) UN Agencies are tax exempt (VAT, customs, etc) - ensure that quoted prices exclude tax (VAT);
- (c) UN Agencies are authorized to procure goods only outside the bonded area. That means that the supplies should be imported on supplier's name and prices should include customs and duties that required for delivery to UNICEF office. CIP delivery terms is not acceptable.
- (d) This is a **sealed bid** and you must adhere to the Instruction to Bidders/Response Format. You must read all of the provisions of this ITB, to ensure that you understand the UN's requirements and can submit an offer in compliance with them. **NOTE THAT FAILURE TO PROVIDE REQUESTED DOCUMENTS OR COMPLETE THE ITEM TEXTS, MAY RESULT IN INVALIDATION OF YOUR BID;**
- (e) Evaluation criteria will be based on the reliability of the supplier, the best price, and delivery terms.

Please note that your bid duly sealed must reach UN House by 15:00 hours of Monday 10 August in accordance with the Instructions to Bidders on the next page.

The UN ITB prepared/finalized by
UNICEF Administrative & Supply Assistant

The UN ITB approved by
UNICEF Operations Manager (on behalf of the UN Agencies in Georgia)

Please refer to our Bid ref no
in all future correspondence
on this ITB.

→ UN-ITB-GEO-2020-005

Date: 27.07.2020

INSTRUCTIONS TO BIDDERS/RESPONSE FORMAT

Questions from Bidders: Bidders are required to submit any questions in respect of this ITB to Alexander Burjanadze, UNICEF Georgia Country Office, by EMAIL at aburjanadze@unicef.org or by MOBILE at 599508891(contact hours: from 9 AM to 6 PM local time). The deadline for receipt of any questions is COB of Friday 7.08.20.

IMPORTANT: BIDS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY BID SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.

- **Completing the Bid FORM:**
 - (a) Page 3 of this document should be completed, signed and stamped by an authorized representative of the company;
 - (b) Validity of Offer (Page 3): The term of validity of the bid/offer must be correctly indicated. The Bid offering less than 6 months validity shall not be further considered.
 - (c) Pages 4- 24 of this document – USD Prices and Deliveries should be indicated per commodity including all costs (packing, marking, loading, transportation and unloading) and possible discounts (per quantities range) within Tbilisi area. Bidders can bid/indicate for one commodity or all commodities.
- **Completing the BID:** The Bidder must submit the following: Completed, signed and stamped Bid Form (pages 3-24 of this document);
- **Securing the Bid:** The documentation listed above must be securely closed in an envelope, clearly MARKED on the outside with the BID number: “UN-ITB-GEO-2020-005”.
- **Submitting the Bid:** The sealed envelope (marked with number UN-ITB-GEO-2020-005) shall be hand delivered to UN House, 9 Eristavi Street, Vake, Tbilisi 0179, Georgia and placed in the locked UNICEF Tender Box located at the Ground Floor by **15:00 of Monday 10.08.20**.
- **Opening of Bids:** Sealed envelopes will be publicly opened at **15:00 on Monday 10.08.20**. One representative from each bidding company may attend the bid opening.

IMPORTANT: Bids should be submitted in accordance with the above instructions and using this English document format as prescribed above. Bids received in any other manner (by e-mail, or fax, in an opened envelope), at a different address or in a different format, or without a completed, signed and stamped Bid Form or received after **15:00 of 10.08.20**, will be INVALIDATED. UNICEF will accept no responsibility for the premature opening of a bid which is in the not properly identified envelope.

BID FORM

BID FORM (pages 3-24) must be completed, signed and returned to UNICEF Georgia Country Office.

Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any UN LTA, Order and Contract resulting from this INVITATION shall contain UN General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for additional information regarding this INVITATION should be forwarded by email with reference to the INVITATION to responded in normal course of business. This email should be addressed only in this case for the attention of Mr. **Alexander Burjanadze, UNICEF Georgia Country Office** at aburjanadze@unicef.org. The Undersigned, have read the Terms and Conditions of INVITATION No. **UN-ITB-GEO-2020-005** set out in the attached document hereby offers to supply the services specified at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Company Name:	
Postal Address:	
Tel/Cell No.:	
Email Address:	
Validity of Offer: (requested is 6 months – indicate until what date your prices/terms are fixed):	
Name & Title:	

Date:

Signature/Stamp:

SPECIFICATIONS AND QUANTITY PRICES AND DELIVERY PER SPECIFICATIONS AND QUANTITIES

1) Leaflet		
Colour - 4+4, A4 two folded, Paper -glossy, 170gr. Magna Matt, Printing – offset		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

2) POSTER		
Colour - 4+0, A2, Paper -glossy, 170gr. Magna matt. Printing – offset		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

3) BROCHURE (UNICEF)		
Format -A4, landscape, Paper -170gr. Magna Matt, Cover paper - 250gr. Magna Matt Pages – 32, binding – wire stitching on narrow side, Printing – offset.		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

4) BROCHURE (UNDP1)		
Format -A4, Paper -120gr. Magna Matt, Cover paper - 170gr. Magna Matt Pages – 20, binding – staple, Printing – offset.		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

Date:

Signature/Stamp:

5) BROCHURE (UNDP2)

Colour – 4+2, A5, Cover Paper – 120gr. Magna Matt, Inner paper – 90 gm. Printing – offset, pages – 100; thermal binding

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

6) BROCHURE (UNDP3)

Colour – 4+4, Format – A 4, Paper(inside) – glossy(mute), 90gr, cover – glossy(mute), 170gr. Binding – staple, Printing – offset, Pages – 40

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

7) BROCHURE (UNDP4)

Colour – 4+4, Format – A 4, Paper(inside) – glossy(mute), 135 gr, cover – laminated, 200 gr. Binding – staple, Printing – offset, Pages - 24

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

8) BROCHURE (UNO)

Colour – 4+4, Format – A 4, Paper(inside) – glossy(mute), 150/170 gr, cover – laminated, 300 gr. Binding – staple, Printing – offset, Pages - 20

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

Date:

Signature/Stamp:

9) FOLDER (UNICEF) Colour – 4+1, A4, two inside pockets, width 0,5 sm., Paper –bristol, 300gr., Printing – offset		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		

10) Brochure (UNICEF) 4+4/Colour – 4+4, A6 (105 mm X 148 mm), Binding – stapled, Paper - matt, 170gr. Printing – offset			
PRINT RUN	PRICE IN USD		DELIVERY IN DAYS
	Pages - 8	Pages- 12	
100			
200			
300			
500			
1000			
1500			
2000			
2500			
3000			
5000			

11) POSTER (UNDP) Size – 100x70 cm		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		

12) CALENDAR (TABLE AND POCKET UNDP) Color - 4+4, Paper -glossy, 300gr. Printing – offset		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		

13) CALENDAR (UNO) A2, Cover: 300 gr, Bristol paper, inner pages 250 gr.s 14 pages, Color 4+4, Binding: metal spring		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		

14) TABLE CALENDAR (UNDP) Stand – 450mmX230mm/sqm, 300 gramm/sqm Bristol paper, Calendar pages – 14, 165mmX230mm: 250 gram/sqm, Printing- color, Binding-metal spring		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		

Date:

Signature/Stamp:

15) BOOK (UNO) COVER: 200 GR., laminate, glossy: inner pages: 115 Matt; size: A4, 40 pages, stapled, color (4+4)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100-200		
300-500		
1000=<		

16) BOOK ON UN (UNO) COVER: 300 GR., laminate, glossy: inner pages: 90 gr; Matt., size: A4, 60 pages stapled, color (4+4)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100-200		
300-500		
1000=<		

17) GREETING CARDS (UNO/UNDP) A4, 300 gramm/sqM, textured, 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100-200		
300-500		
1000=<		

18) FLYER (UNDP) A4, 3COLOR, Paper – 170 gram/sqM		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100-200		
300-500		
1000=<		

19) Newsletter UNICEF in Georgia 2 Periodical, bulletin without a cover; Colour – 4+4; Format A3 once folded; Paper– muted, 200gr.; Printing – offset – English and Geo separate printing; Pages – 4					
PRINT RUN	PRICE IN USD				DELIVERY IN DAYS
	Pages -4	Pages - 8	Pages - 12	Pages- 16	
100					
200					
300					
500					
1000					
1500					
2000					
2500					
3000					
5000					
10 000					
15 000					
30 000					
50 000					

Date:

Signature/Stamp:

20) UNICEF desk Calendar

Colour – 4+4; 210mm x 115mm; printed both sides full colour; sheets -13; Paper -170gr. Magna Matt; Stand: 210 x 410mm; printed 1 side full colour; Bristol 300 gsm; binding – collate and wirobound on 210mm side; Printing – offset

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

21) Pads

Format A5; Cover - 250gr. 4 +0 (UNICEF 100% cyan blue), UNICEF GEORGIA in right corner, in vertical, ; On the back page – UNICEF Georgia address and website; Page - 100 (+/- 20); Inside paper – 90 gr, offset, in lines; Binding – spiral (metal)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

22) Book (CRC in Georgian)

cover Colour – 4+0, Inside – colour 2 + 2; Format 21x21cm; Paper(inside) – mute, 115gr, cover – 250gr, mute varnished.; Binding – stapled; Printing – offset; Pages – 48 (+/-15)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

Date:

Signature/Stamp:

23) Brochure –(The Media and Children’s Rights)

Cover colour – 2+0, Inside – B&W; Format – A5; 56 (+/- 15)/ pages inside; binding – stapled; Paper –90gr. Magna Matt; Paper cover – mute, 200gr.mute varnished; Printing – offset

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

24) Brochure – (Interviewing Children)

cover Colour – 4+0, Inside – B&W; A5/format; pages inside – 56(+/- 15); binding – stapled; Paper –90gr. Magna Matt; Paper cover – mute, 200gr.mute varnished; Printing – offset

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 00		

25) Brochure – (CRC Child-friendly version)

cover Colour – 4+1, Inside – colour 4 + 4; Format 14,5 x14,5 cm; Paper (inside) – mute, 90gr, cover – mute, 200gr.mute varnished.; Binding – stapled ; Printing – offset; InsidePages – 24 (+/- 10)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
500		
1000		
1500		
2000		
2500		
3000		
5000		
10 000		
15 000		
30 000		
50 000		

26) DEMOGRAPHIC YEARBOOK (or similar) - UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx. 350 pages (+/- 10 pages), colour 1+1; Binding: thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
100		
150		
200		
250		
300		
350		

Date:

Signature/Stamp:

27) PUBLICATION – A4 (100 p) - UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx. 100 pages (+/- 10 pages), colour 1+1; Binding: thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

28) PUBLICATION – A4 (150 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx. 150 pages (+/- 10 pages), colour 1+1; Binding: thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

29. PUBLICATION – A4 (200 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx. 200 pages (+/- 10 pages), colour 1+1; Binding: thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

30. PUBLICATION – A4 (250 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx. 250 pages (+/- 15 pages), colour 1+1; Binding: thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

31. PUBLICATION (Glossy) – A4 (50 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr.glossy, approx. 50 pages** (+/- 10 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

32. PUBLICATION (Glossy)– A4 (100 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr. glossy, approx. 100 pages** (+/- 15 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

Date:

Signature/Stamp:

33. PUBLICATION Glossy – A4 (150 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr.glossy, approx. 150 pages** (+/- 10 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

34. PUBLICATION Glossy – A4 (200 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr.glossy, approx. 200 pages** (+/- 15 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

35. PUBLICATION Glossy – A4 (250 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr.glossy, approx. 250 pages** (+/- 10 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

36. PUBLICATION Glossy – A4 (300 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: **90 gr.glossy, approx. 300 pages** (+/- 15 pages), colour 1+1; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

37. PUBLICATION (2+2 colour) – A4 (50 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr.glossy, approx. **50 pages** (+/- 10 pages), colour **2+2**, Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

38. PUBLICATION (2+2 colour) – A4 (100 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr. glossy, approx. **100 pages** (+/- 15 pages), colour 2+2; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

Date:

Signature/Stamp:

39. PUBLICATION_HEALTH_YAERBOOK OR Similar: (2+2 colour) – A4 UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr.glossy, approx. 150 pages (+/- 10 pages), **colour 2+2**; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

40. PUBLICATION_HEALTH_YAERBOOK OR Similar: (2+2 colour) – A4 UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr.glossy, approx. 200 pages (+/- 15 pages), **colour 2+2**; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

41. PUBLICATION_HEALTH_YAERBOOK OR Similar: (2+2 colour) – A4 (250 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr.glossy, approx. 250 pages (+/- 10 pages), **colour 2+2**; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

42. PUBLICATION_HEALTH_YAERBOOK OR Similar: (2+2 colour) – A4 (300 p) UNFPA

Format: A4 size; Cover: paper –300 gr. Matt laminated, Colour – 4+0; Inside: paper: 90 gr.glossy, approx. 300 pages (+/- 15 pages), **colour 2+2**; Binding: thermal (glued); *quality printing*

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

43. PUBLICATION – A5 (300 p) UNFPA

Format: A5 size; Cover: paper – hard-Board (კარდონი). Laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx.300 pages (+/- 20 pages), colour 1+1; Binding: sewed / thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

44. PUBLICATION – A5 (400 p) UNFPA

Format: A5 size; Cover: paper – hard-Board (კარდონი). Laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx.400 pages (+/- 20 pages), colour 1+1; Binding: sewed / thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

Date:

Signature/Stamp:

45. PUBLICATION – A5 (500 p) UNFPA
Format: A5 size; Cover: paper – hard-board (კარდობის). Laminated, Colour – 4+0; Inside: paper: 80 gr. Offset, approx.500 pages (+/- 20 pages), colour 1+1; Binding: sewed / thermal (glued); Offset printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

46. BOOKLET -UNFPA in Progress UNFPA
Format: 21x24 cm; Cover: paper – 300 gr. Matt laminated, Colour – 4+4; Inside: paper: 150 gr. Matt-glossy, 30 pages (+/- 4p), colour 4+4; Binding: stapled; high quality printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

47. UNFPA CALENDAR _A3
Format: A3 (when folded), open version A2
Cover: paper – 300 gr. Matt-glossy, laminated, Colour – 5+5 (bronze included); Inside: paper: 250 gr matt-glossy, 12 leaves (24 pages) colour 5+5; Binding: metal wirebound (landscape – connection of A3 papers' longer sides to make total A2 view); Printing quality - high definition printing; Hanger – 1 hole through all pages

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1000		

48. UNFPA CALENDAR –A2
Format: A2, Cover: paper – 300 gr. Matt-glossy, laminated, Colour – 4+4; Inside: paper: 250 gr matt-glossy, **12 pages, colour 5+0**; Binding: metal wirebound (landscape –A2 papers' longer); Printing quality - high definition printing; **Hanger – 1 metal hook**

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1000		

Date:

Signature/Stamp:

49. UNFPA NOTE-BOOKS

Format: A5; Cover: paper – 250 gr. Matt-glossy, laminated, Colour – 4+2; Inside: paper: 80 gr offset, 48 pages; colour 2+2; Binding: metal wirebound (portrait- shorter side); high definition printing

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		

50. UNFPA FOLDERS

Format: when folded A4+; (total size: A2 printing with foldable sides); paper – 300 gr. Matt-glossy, laminated, Colour – 4+1 (A2)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		

51. UNFPA Publication- NEWS ON INTERESTING ISSUES (Women’s book)

Format: 20x 21cm; Cover: paper –300 gr. Matt-glossy, laminated, Colour – 4+1; Inside: paper: 90 gr glossy, 104 pages (+/- 6 pages); colour 4+4; Binding: sewed and thermal (glued) on 20cm side;

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1000		
1500		
2000		
2500		

52. UNFPA Publication- RH ISSUES for PHC Doctors

Format: 20x 24cm; Cover: paper –300 gr. Matt-glossy, laminated, Colour – 4+1; Inside: paper: 90 gr glossy, 160 pages (+/- 10 pages); colour 2+2; Binding: metal wire-bound on 20cm side;

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		
400		
500		
600		
700		
800		
900		

Date:

Signature/Stamp:

53. BOOKLET (Screening) – A6 (UNFPA)

Format size: A6 (folded A5); cover: 200mg (glossy- matt); colors: 4+1;
Inside pages: 170 gr; glossy-matt, colour: 4+4;
number of pages: 12 (+/- 2pages)
Binding: stappled;

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
500		
1,000		
1,500		
2,000		
3,000		
4,000		
5,000		
6,000		
7,000		
8,000		
10,000		

54. BOOKLET (Screening)– A6 (UNFPA)

Format size: A6 (folded A5); cover: 200mg (glossy-matt); colors: 4+1; Inside pages: 170 gr; glossy-matt, colour: 2+2; number of pages: 12 (+/- 2pages);
Binding: stappled; Paper: –300 gr. Matt-glossy, laminated, Colour – 4+0; (no names)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
500		
1,000		
1,500		
2,000		
3,000		
4,000		
5,000		
6,000		
7,000		
8,000		
10,000		

55. CERTIFICATES (UNFPA)

Format: A4, Paper: –300 gr. Matt-glossy, laminated, Colour – 4+0; (no names)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
3		
5		
10		
15		
20		
25		
30		
35		
40		
50		
60		
100		

56. CERTIFICATES with one design and different names (pre-printed)

Format: A4, Paper: –300 gr. Matt-glossy, laminated, Colour – 4+0; (no names)

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
3		
5		
10		
15		
20		
25		
30		
35		
40		
50		
60		
100		

Date:

Signature/Stamp:

57. ENVELOPES (Small): Format: Diplomat size, (no windows), standard paper, Colour – 4+0		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1000		
1500		
2000		
2500		

58. ENVELOPES: A5 Format: A5, (no windows), Colour – 4+0		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1000		
1500		
2000		
2500		

59. ENVELOPES: A4 Format: A4, (no windows), Colour – 3+0		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
500		
800		
1000		
1500		
2500		
3000		
3500		
5000		
7000		
10,000		
12,000		
15,000		

60. LEAFLET: Format: 1/3rd of A4, paper: 170 gr. Glossy; Colour – 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

Date:

Signature/Stamp:

61. LEAFLET: Format: 1/3rd of A4, paper: 170 gr. Glossy; Colour – 2+2		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

62. LEAFLET: Format: A5, paper: 250 gr. Glossy; Colour – 2+2		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

63. LEAFLET: Format: A5, paper: 250 gr. Glossy; Colour – 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

64. LEAFLET- Doublet Format: A4 folded in A5, paper: 170 gr. Glossy; Colour – 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

Date:

Signature/Stamp:

65. LEAFLET- Doublet		
Format: A4 folded in A5, paper: 170 gr. Glossy; Colour – 2+2		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

66. LEAFLET- Doublet		
Format: A4 folded in A5, paper: 250 gr. Glossy; Colour – 2+2		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

67. LEAFLET- Doublet		
Format: A4 folded in A5, paper: 250 gr. Glossy; Colour – 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

68. LEAFLET- TRIPLET		
Format: A4 folded in 3 parts, paper: 150 gr. Glossy; Colour – 2+2		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

Date:

Signature/Stamp:

69. LEAFLET- TRIPLET

Format: A4 folded in 3 parts, paper: 150 gr.
Glossy; Colour – 4+4

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

70. LEAFLET- TRIPLET

Format: A4 folded in 3 parts, paper: 250 gr.
Glossy; Colour – 4+4

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

71. LEAFLET- TRIPLET

Format: A4 folded in 3 parts, paper: 250 gr.
Glossy; Colour – 2+2

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		
700		
800		
1,000		
1,500		
2,000		
2,500		

72. BUSINESS CARD

Standard size: 5x9 cm; double sided, colour: 3+3; cloth thrusted paper (ნაჭრის ფაქტურის ქაღალდი), white, 300 gr, Colour – 3+3

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
300		
200		
400		

Date:

Signature/Stamp:

73. PAPER BAGS – A4 (120gr)

Format: 22 cm x 26cm x 5 cm; Paper: 120 gr with pearl, rope-handles, Printing: 3 + 3 colour

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
200		
300		
400		
500		
600		

74. PAPER BAGS – A4 (250gr)

Format: 22 cm x 30 cm x 5 cm (about to fit A4); Paper: 250 gr; laminated; rope-handles, Printing: 3 + 3 colour

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

75. PAPER BAGS – A3 (120gr)

Format: 30cm x 40 cm x 7cm (about to fit A3); Paper: 250 gr; laminated; rope-handles, Printing: 3 + 3 colour

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

76. PAPER BAGS – A3 (250gr)

Format: 30cm x 40 cm x 7cm (about to fit A3); Paper: 120 gr with Pearl (პერლამუტრის ქაღალდის); rope-handles, Printing: 3 + 3 colour

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
100		
150		
200		
250		
300		
350		

77. FABRIC TOTE BAGS – CANVAS & FABRIC TOTE BAGS – SATIN

size 41*37 cm (handles 70 cm) color: 1+1 one

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50, 100		
200		
300		
500		
700		
1000		

78. Promo-T-SHIRTS-white

Standard, White T-Shirt; high quality (European made) , round neck, short sleeves

Printing : 2 side, size of the printing materials (About A4 each side); colour: 4+4

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100		
200		
300		
500		
<500		

Date:

Signature/Stamp:

79. Promo-T-SHIRTS-white		
Standard, White T-Shirt; high quality (European made) , round neck, short sleeves Printing : 2 side, size of the printing materials (About A4 each side); colour: 4+1		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

80. Promo-T-SHIRTS-coloured		
Standard, Coloured T-Shirt; high quality (European made) , round neck, short sleeves Printing : 2 side, size of the printing materials (About A4 each side); colour: 4+4		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

81. Promo-T-SHIRTS-coloured		
Standard, Coloured T-Shirt; high quality (European made) , round neck, short sleeves Printing : 2 side, size of the printing materials (About A4 each side); colour: 4+1		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

82. POSTER - A1		
Format size: A1; 4+0 colour, Poster Paper (PVC)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

83. POSTER – A2		
Format size: A2; 4+0 colour, Poster Paper (PVC)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

84. POSTER – A3		
Format size: A3; 4+0 colour, Poster Paper (PVC)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

85. POSTER – A4		
Format size: A4; 4+0 colour, Poster Paper (PVC)		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
10-99		
100-499		
500-999		
1000-5000		

86. CD-with design and pocket		
Standard CD, (recorded as per request) ; full colour design printed (4+0); Plastic pocket envelope included		
PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
1-100		
101-300		
301-500		
501-700		

Date:

Signature/Stamp:

**87. Brochure: Format - b5; inside : 32 pages; paper 130gr. Matt; color 4+4
cover: 4 pages. 250gr., color 4+0; stapled**

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50		
100		
150		
200		
300		
400		
500		
600		
800		
1000		

**89. Brochure: Format - A5; inside : 20 pages; paper 115 gr. Matt; color 4+4
cover: 4 pages. 250gr., color 4+0; stapled**

PRINT RUN	PRICE IN USD	DELIVERY IN DAYS
50		
100		
150		
200		
300		
400		
500		
600		
800		
1000		

90. Book – Child’s growth and development card UNICEF

4+4/Color – 4+4; Format A5 Inside Paper -115gr.Magna matt, Cover – 4 +0, 130 gr, Magna Matt, laminated matt ,
Binding – with thread, Printing – offset high quality

PRINT RUN	PRICE IN USD		DELIVERY IN DAYS
100, 200	Pages -64	Pages -104	
300			
500			
1000			
1500			
2000			
2500			
3000			
5000			
10 000			
15 000			
30 000			
50 000			

Date:

Signature/Stamp:

91 Publication UNICEF

Format: A4, /cover Colour – 4+0, Inside – 2+2, /Paper(inside) – mute, 90 gr, cover – mute, 200gr.mute varnished , Binding –Thermal , /Printing – offset

PRINT RUN	PRICE IN USD							DELIVERY IN DAYS
	Pages - 12, 24, 48	Pages - 68	Pages - 88	Pages -112	Pages- 148	Pages- 196	Pages -220	
50, 100, 150, 200								
300								
500								
1000								
1500								
2000								
2500								
3000								
5000								
10 000								
15 000								
30 000								
50 000								

92. Publication UNICEF

Format A4, /cover Colour – 4+0, Inside – 4+4, /Paper(inside) – mute, 135gr, cover – mute, 240gr.mute varnished , Binding –Thermal , /Printing – offset

PRINT RUN	PRICE IN USD										DELIVERY IN DAYS
	Pages -24	Pages - 32	Pages -48	Pages - 68	Pages -84	Pages – 112	Pages – 136,	Pages-160	Pages – 192,	Pages – 220,	
50-300											
500											
1000											
1500											
2000											
2500											
3000											
5000											
10 000											
15 000											
30 000											
50 000											

Date:

Signature/Stamp:

93. School Readiness programme – Activity Book

Colour –4+4

Format A4 landscape

Paper – matte, 135 gr,

Binding –separate pages perforated and placed in a binder (landscape); The cover of the binder should have a title page on it.

Printing – offset

PRINT RUN	PRICE IN USD				DELIVERY IN DAYS
	Pages - 24	Pages - 32	Pages -40	Pages- 48	
	Pages 14,				
100					
200					
300					
500					
800					
1000					
1300					
1500					
2000					

Date:

Signature/Stamp:

SPECIAL NOTES

1. **PAYMENT TERMS.** Offers requesting prepayment or Letter of Credit will not be considered. UN will encourage bank transfer after receipt of order based on vendor invoice and service acceptance confirmation.
2. **PAYMENT CURRENCY.** Bidders must quote in US Dollars. The payment will be proceeding in GEL by UN Exchange Rate on a day of payment.
3. **VALIDITY OF OFFER.** The offer must be valid for minimum of 6 (six) months from the date of opening of Bids.

SPECIFIC TERMS AND CONDITIONS

1. LONG TERM ARRANGEMENT

1.1 UN Agencies wish to enter into non-exclusive Long Term Arrangement(s) (“LTA”) for the procurement of the items listed above, as required from time to time during the term of the LTA. It will be a provision of such Arrangement(s), that UN will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UN shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

2. TERM

2.1 The proposed LTA shall be valid for an initial period of **two [2] years** (September 2020 – September 2022), with a right of renewal for an additional period of one year (1) year (September 2022 – September 2023). Prices offered by bidders, shall constitute maximum ceiling prices and shall remain fixed for minimum six (6) months period from the date of Bid Opening, provided however that:

- a) The successful bidder shall have the right to review its prices after 6 months from the date of Bid Opening and shall notify UNICEF in writing 30 days prior to the 6 month expiry, of price maintenance or a proposed price decrease or increase. UNICEF shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the bidder in writing of its decision;
- b) In the event that the successful bidder is able to offer UNICEF a discounted price on placement of bulk orders, the unit prices shall be reduced for specific Purchase Orders.

3. PRICES AND DISCOUNTS

3.1 Bidders are requested to:

- a) Provide unit prices in **USD**, that will remain firm, subject to the right to review as outlined in clause 2. Failure to quote in USD will invalidate the bid;
- b) Point discounts applicable for bulk orders/purchases.

3.2 UN standard payment term is a bank transfer after receipt of **COMPLETE PAYMENT**

DOCUMENTATION – confirmed Invoice and Delivery Acceptance Certificate. Time will be computed from the date of receipt at UN office of complete payment documentation.

4. SUPPLIER EVALUATION: Unless the same information has been provided within the last 12 months, the successful bidder(s) will be requested to provide information described in the Supplier Profile Form. This information and supporting documents such as Annual Report, Audited Financial Statement, Registration Certificate, Quality System Certificate, etc, will be used by UN for evaluation and approval purposes before making an award. It is in the interest of the bidders to provide information as complete as possible, as awards will only be made to bidders who meet UN’s selection criteria.

5. GENERAL TERMS AND CONDITIONS: UN General Terms and Conditions shall apply to any resulting LTA and related Orders and Contracts. In the case of any inconsistencies, the following order of precedence shall prevail: (a) UN General Terms and Conditions; (b) LTA; (c) Order/Purchase Order.