

Request For Quotation (RFQ) for goods/services

Graphic Design Services

RFQ No: 2015/00092702/004

**Request For Quotation (RFQ)
for Graphic Design Services
RFQ No. 2015/00092702/004**

Date: 10 August 2015

UNOPS is accepting quotations from suppliers for **Graphic Design Services**.
All interested parties must complete and return the attached price sheet to the following email
address: DmitriP@unops.org

1 Requirements - Terms of Reference (Annex A)

Quotations must be submitted by using the Requirements contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in **USD** (United States Dollars).

UNOPS reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on the lowest priced technically compliant quotation received.

Mobilization and duration (for services)

Service provision shall commence upon contract signature. The successful supplier is expected to complete the services by **31 May 2016** (optionally, contract might be extended for additional time).

5 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date:	17 August 2015
Time:	23:59 CET
E-mail:	DmitriP@unops.org
Contact person:	Mr. Dmitry Popov, Project Administration and Logistics Officer

Quotations submitted shall be binding and valid for a period of thirty **(30)** days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

6 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

7 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above named contact person, will not be considered binding or official.

8 Quotation form and Financial Offer (Annex B)

The attached Quotation Form and Financial Offer must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:



Kirk Bayabos, Cluster Manager, UNOPS

10 August 2015

Date:

ANNEX A

Requirements - Terms of Reference

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

Title: Graphic Design Services
Project: GEF STAP
Section/Unit: GPSO WEC
Supervisor: The service provider will work under supervision of Mr. Thomas Hammond (or assigned collaborator), STAP Secretary, Scientific and Technical Advisory Panel (STAP) Secretariat, Global Environment Facility
Location of the Secretariat: Washington DC, USA

General Background

The Scientific and Technical Advisory Panel (STAP) of the Global Environment Facility (GEF) comprises six expert advisers and a Chairperson, supported by a Secretariat, which are together responsible for connecting the GEF and LDCF/SCCF to the most up to date, authoritative, and globally representative science.

STAP's mandate, in accordance with the terms of reference adopted by the GEF Council in June 2007, states the following – "The STAP is established as an advisory body to the GEF. The STAP shall provide objective, strategic scientific and technical advice on GEF policies, operational strategies, programs and on projects and programmatic approaches; and, maintain a database of institutions, networks and individual scientists to provide the necessary expertise and advice for the GEF. STAP's activities shall be coordinated with the activities of the GEF Secretariat and the Implementing and Executing Agencies (GEF Agencies) and be consistent with GEF processes and procedures approved by the Council.

The STAP shall interact in a complementary manner with other relevant scientific and technical bodies, particularly with the subsidiary bodies of the Convention on Biological Diversity, the UN Framework Convention on Climate Change, the Convention to Combat Desertification and the Stockholm Convention on Persistent Organic Pollutants. For focal areas in which the GEF is not operating as a convention's financial mechanism, the STAP shall advise on the development of scientific and technical criteria and provide scientific and technical advice on priorities for GEF funding. The STAP shall provide expert scientific advice to inter-agency task forces and bodies handling other GEF processes, when such advice is requested.

Pursuant to this mandate, STAP shall report to each regular meeting of the GEF Council and, if requested, to the GEF Assembly on the status of its activities.

UNEP shall provide STAP's Secretariat and operate as its liaison with the GEF."

General Responsibilities

This TOR presents an overview of planned products to be produced by STAP from January 2015 – December 2015 for which graphic design services are required. The selected company will work with STAP on these products, noting that there may be some variation in product specifications (type, size, color, etc.) as the needs and timing can change or evolve depending upon demand. The selected company should also note that materials would be produced for European paper formats.

Particular accountabilities for the selected firm include that it:

- Maintain and strengthen the GEF / STAP visual brand, in line with overall GEF directives;
- Safeguard and ensure that all publications, reports and products are produced in line with graphic guidelines;
- Implement graphic guidelines in all STAP products;
- Deliver creative and innovative ideas for print presentations

- Support and lead the design and lay-out process of reports and other products for printing, electronic distribution and live delivery;
- Design templates for new publications and products in line with graphic guidelines and in close cooperation with the author/project manager; and
- Improve and edit art-works, photos, charts and other graphic elements

Specific Tasks and Responsibilities

STAP requests graphic design companies to submit a costing proposal for designing the following STAP products based on the specifications listed:

1. Publication Template

Utilizing the GEF brand guidelines, and previous STAP publications, designer shall produce 2-3 mock up publication templates for use in all future STAP advisory documents, project briefs, brochures, etc.

2. Advisory Documents (2-3 per year)

Typical specifications: A4; up to 80 pages in length; 4 colors; up to 12 photos; up to 9 graphs/charts; up to 9 tables; print and electronic use; English only

3. Brief (1-2 per year)

Typical specifications: A4; up to 15 pages in length; 4 colors; up to 4 3 photos; up to 5 graphs/charts; up to 5 tables; print and electronic use; English only

4. Brochure (1 per year)

Typical specifications: A5; up to 8 pages in length; 4 colors; up to 4 photos; up to 1 graph/chart; print and electronic use; English only

5. Video/Interactive Productions (2-3 per year)

Development of presentation, web interface and interactive products

- Lay-out and design presentations;
- Create animations in PowerPoint and/or Flash for illustrative purposes such as animation of maps and more advanced solutions;
- Deliver creative graphic and technical solutions for use of new media;

6. Graphic banners and posters

Layout and design of graphic materials (see below), to include the identification of photographs and the permissions for their use.

- Two or three - 33 x 70 pull-up banner
- One - 8 x 6 curved graphic wall display and podium
- Four - 24 x 36 posters
-

7. USB flash drives

Layout and design of graphic imaging

Qualifications, Skills and Experience

Potential vendor must be flexible; timely; capable of a quick turnaround; committed to meeting specific project deadlines; provide high-level of service; capable of innovative solutions to meet the design needs; capable of dealing with various requirements at one time, possibly working with more than one member of STAP Secretariat.

Languages:

Fluency in both written and oral English

ANNEX B

The following documents form part of this RFQ and must be completed and returned with your offer:

B.I: RFQ - Quotation Form

The Quotation Form must be completed, signed and returned to UNOPS.

The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. **RFQ-2015/00092702/004** set out in the attached document, hereby offers to supply the services specified in the RFQ 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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____, certify that

(name of signing official)

I am _____ of

(position)

_____ ; that

(legal name of company)

by signing this RFQ bid for and on behalf of _____

(legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature)

(Name)

(Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ **Title:** _____

Mailing address (street name/number/city/town/province/state): _____

Tel. : _____

Fax : _____

Email address: _____

Offer valid until: _____ (Must be at least 30 days)

(date)

Currency of offer: _____
(state currency)

Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No

If yes, provide vendor number: _____

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted.

(A) _____
(Full legal name and address of subcontractors)

(B) _____

(C) _____

B II: Financial offer

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
Subtotal:				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (d)	Total (e)=(b)x(c)
Subtotal:				

Other Costs (description)	Cost
Subtotal:	

GRAND TOTAL: (Sum of 3 tables)

Quotation to be addressed to:

Reference RFQ # 2015/00092702/004,

UNOPS,

E-mail: DmitriP@unops.org

Contact person: **Mr. Dmitry Popov, Project Administration and Logistics Officer**

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on **17 August 2015, no later 23:59 CET**



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