Title of the EOI: Graphic Design, Document Layout and Printing Services for the United Nations Offices at Geneva

Date of this EOI: 1 May 2020
Closing Date for Receipt of EOI: 25 May 2020

EOI Number: EOIUNOG17466

Address EOI response by fax or e-mail to the Attention of: Mariana Voïta

Fax Number: 
E-mail Address: mariana.voita@un.org

UNSPSC Code: 82121500,82140000,82000000

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG) is seeking a provider of graphic design, document layout and printing services for UNOG, as well as several other Geneva-based UN Organizations.

The service provider will be expected to deliver the printed materials to UNOG in Geneva Switzerland.

The service provider will be expected to provide the following services:

- Digital communications: design, development and/or enhancement of websites, microsites and mobile applications, design of digital communications and creative materials (graphics, videos, banner, visuals, animations, interactive infographics, social media postcards, etc.)

- Pre-press design: design and development of illustrations, infographics, charts and logos for books, brochures, posters, calendars and other visibility materials

- Provision of pre-press files for print and web versions of the designed materials for publications and other communication products (such as reports, brochures, books, handbooks, leaflets, posters, certificates, folders, roll up banners, etc.)

- Printing and production services for publications, books, brochures, annual reports, leaflets, flyers, posters, calendars, certificates, invitations, folders, photos, infographics, banners, roll-up banners, backdrops, promotional items, packaging containers, stationary, displays or any other event related items.
The services shall be provided for an initial period of three (3) years, with possible extensions, upon satisfactory provision of the services. The maximum contract duration shall not exceed five (5) years.

**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Bidders will be required to fulfill the following requirements, which include, but are not limited to the following:

1. Bidders must have a minimum of 5 years of experience in the field of printing and design services;

2. Bidders must have experience in supplying similar design and printing services to a minimum of 3 organizations/companies;

3. Bidders must be able to assign a dedicated team to the projects under the contract, which would include a qualified Art Director and a qualified Graphic Designer;

4. Bidders must be able to work with information products in the 6 official languages of the United Nations (French, English, Spanish, Russian, Chinese and Arabic), as well as with other languages if required;

Please note that the above requirements may be subject to change.

**NOTE**

Information on tendering for the UN Procurement System is available free of charge at the following address: [https://www.ungm.org/Public/Notice](https://www.ungm.org/Public/Notice)

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on [http://www.ungm.org](http://www.ungm.org)

*Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Office at Geneva (UNOG) (UNOG) before the closing date set forth above.*
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### NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](www.ungm.org)).

- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](www.ungm.org)) and that your application has been submitted to the UN Secretariat.

- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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**PLEASE NOTE:** You can express your interest to this REOI by filling out this form manually or electronically (recommended) at: [https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOG17466](https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOG17466)

To be completed by the Vendor (**All fields marked with an **are mandatory**)

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### COMPANY INFORMATION

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<thead>
<tr>
<th><strong>UNGM Vendor ID Number</strong>*</th>
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<tbody>
<tr>
<td><strong>Legal Company Name</strong> <em>(Not trade name or DBA name)</em></td>
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<tr>
<td><strong>Company Contact</strong></td>
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| **Address*** |  |
| **City** | **State** |
| **Postal Code** |  |
| **Country** |  |
| **Phone Number*** |  |
| **Fax Number*** |  |
| **Email Address*** |  |
| **Company Website** |  |

We declare that our company fully meets the prerequisites **A, B, C, D, E and F**, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

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<td>Name and Title</td>
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EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
   II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C. Your company (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company's operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15.

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (http://www.ungm.org); information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Office at Geneva (UNOG) (UNOG) by the closing date set forth in this EOI. Due to the high volume of communications UNOG is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at https://www.un.org/Depts/ptd/doi.