United Nations **Nations Unies**

United Nations office at Geneva
Switzerland

REQUEST FOR INFORMATION (RFI)

This notice is placed on behalf of UNOG. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this RFI. You are therefore requested to direct all your queries to United Nations office at Geneva using the fax number provided below.

Title of the RFI:
Design, layout and printing services for various publications and printed media

Date of this RFI: 18 January 2021

Closing Date for Receipt of RFI at PD: 12 February 2021

RFI Number: RFIUNOG362

Address RFI response by fax or e-mail to the Attention of: Arunrut Phothong

Fax Number:

E-mail Address: phothong@un.org

UNSPSC Code: 73151900,82120000

DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to provide the United Nations Office at Geneva (UNOG) with information related to design, layout and printing services for various publications and printed media. UNOG aims to obtain information on the price/cost structure of such services in this sector.

1. Background.
UNOG, on behalf of the United Nations entities based in Geneva, Switzerland, is considering to launch a solicitation for the provision of design, layout and printing of various publications and printed media. The publications and printed media can be in any of the six (6) official languages of the United Nations; Eng-lish, French, Spanish, Chinese, Arabic and Russian.

2. Printed Deliverables.

2.1 Printing services may include publications, books, booklets, brochures, annual reports, leaflets, flyers, posters, calendars, certificates, invitations, folders, photos, infographics;

2.2 Production of printed media may include banners, roll up banners, back drops, and other similar pro-motional tools;

2.3 For all printed products the Contractor must, if requested by the UN, provide a color proof for each round of proofreading and layout design verification. These proofs will be checked and signed off by the UN. A final color proof is required for verification and sign off by the UN before printing.

3. Design Services.

3.1 This service includes the design and development of the overall “look and feel” for selected publications, illustrations, infographics, charts and logos for books, brochures, posters, banners, postcards, visuals and other visibility materials.

3.2 All files used in the production of any materials as a result of the design services, including but not lim-ited to, Adobe Illustrator, EPS, PDF, Photoshop, Illustrator, JPEG and GIF files, must be made available to the UN upon request at no additional cost.

4. Pre-press and Layout services

4.1 The contractor is expected to provide pre-press files for printing and web version of the designed mate-rials for publications, and other communication tools, for example:

- Brochures, books, handbooks, leaflets, questionnaires (including tables charts, photographs)
- Posters, certificates, invitations;
- Roll up banners, displays;
- Any other visibility and promotional material (e.g. calendar).

5. Pricing structure

5.1 Due to the nature of this requirements and the vast number of varying elements, determining a commercial/pricing structure in order to objectively compare and evaluate offers/proposals for such ser-vices poses a number of obstacles. As such, UNOG is seeking information from the vendors on the pricing structures for such services. The pricing structure proposed in the response to this RFI should be categorized into at least two separate requirements; a) Printing, and b) Design & Layout.

- Ad-hoc Printing requirements, as per details in item 2 above;
- Ad-hoc Design and Layout requirements, as per details in item 3 and 4 above.

5.2 If the Design and Layout requirements cannot be grouped together in the same pricing structure, these two requirements may be separated into individual pricing structures.

5.3 UNOG has a requirement for all three services, Design, Layout, and Printing services. If your company does not have a capacity to provide all three services, please state so in your response and provide only pricing structure for the services which your company can provide.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The feedback received in response to the RFI is for information purposes only and will be used by UNOG as guidance for a potential future competitive solicitation. Responses received as part of this RFI will not be further evaluated. No awards will be made as part of this RFI. UNOG accepts no re-sponsibility for any costs incurred by vendors related to their response to this RFI.

Please address any queries or questions relating to this RFI via email to phothong@un.org

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: 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

VENDOR RESPONSE FORM

TO: Arunrut Phothong **RFI Number:**

Email: phothong@un.org

FAX:

FROM:

SUBJECT: Design, layout and printing services for various publications and printed media

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

COMPANY INFORMATION	
UNGM Vendor ID Number*:	
Legal Company Name (Not trade name or DBA name) ***:**	
Company Contact *:	
Address *:	
City *:	**State:**
Postal Code*:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

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

Signature:_____ Date:_____

Name and Title:_____

***** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.***

RFI 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:

   I. the Compendium of United Nations Security Council Sanctions Lists (**https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list**), or

   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 that could impair 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**.

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) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to United Nations **office at Geneva** (UNOG) by the closing date set forth in this RFI. *Due to the high volume of communications, UNOG is not in a position to issue confirmation of receipt of RFIs.*

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 RFI is issued subject to the conditions contained in the RFI introductory page available at **https://www.un.org/Depts/ptd/rfi**.