Section II:

Schedule of Requirements –

Supply of printed materials according to the design, layout and specifications provided by UNAOC in New York, USA.

**Background:**

As part of its overall communications strategy, the **United Nations Alliance of Civilizations (UNAOC)** regularly produces a wide variety of promotional materials for its projects, initiatives and entire spectrum of activities. These materials are intended to disseminate information, increase visibility, boost outreach, and strengthen UNAOC’s branding efforts.

Established in 2005, the United Nations Alliance of Civilizations (UNAOC) is a political initiative of Mr. Kofi Annan, former UN Secretary General, and co-sponsored by the Governments of Spain and Turkey. A High-Level Group of experts was formed by Mr. Annan to explore the roots of polarization between societies and cultures today, and to recommend a practical programme of action to address this issue. The Report of the High-Level Group provided analysis and put forward practical recommendations that form the basis for the implementation plan of the United Nations Alliance of Civilizations.

Guided by the principles of the UN Charter, the report of its High-Level Group, and the priorities of the Secretary-General, the UN Alliance of Civilizations works toward a more peaceful, more socially inclusive world, by building mutual respect among peoples of different cultural and religious identities, and highlighting the will of the world’s majority to reject extremism and embrace diversity. UNAOC will seek to operate in situations where it can contribute to broader efforts to ameliorate identity-based crises and promote culturally sensitive development policies.

**Scope of work:**

The Service Provider will produce printed materials according to the design, layout and specifications provided by UNAOC.

These materials may include, but are not limited to:

1. Business cards
2. Newsletters
3. Flyers
4. Envelopes
5. Brochures/Reports/Booklets
6. Pocket folders
7. Banners and step-and-repeat backdrops
8. Event Badges and Lanyards
9. Branded pens and tote bags
10. Plus other materials as requested

Before any printing request is processed, Service Provider will provide a cost estimate for the work involved, including options for type of paper, stock, cover, lamination, coating, binding, etc. as appropriate for each printing task requested by UNAOC. The work will be coordinated and approved through the UNAOC Focal Point. Digital or hard copy proof(s) will be provided prior to production. Written approval must be obtained from the **UNAOC Web and Multimedia Communications Specialist** for the final digital or hard copy proof before the Service Provider can proceed with printing.

The Service Provider will be responsible for effectively and efficiently managing the printing, binding and delivery of the materials, and ensuring the quality of the print version at a good cost value. The Service Provider must have extensive experience in managing similar print projects. The Service Provider will be responsible for ensuring quality and meeting deadlines specified by UNAOC. Unless specified otherwise, the Service Provider will be responsible for delivering the printed products to the UNAOC Secretariat office.

**Qualifications and Skills:**

The Service Provider should have the following qualifications and skills to perform the required activities:

* Demonstrated professional work experience in the publishing and printing industry;
* Previous professional experience with UN agencies;
* High professional staff and technical people with proven experience in the fields of

advertising, printing, publishing and mass media;

* Track record of on-time delivery;
* Excellent customer relationship skills;
* Flexibility to accommodate multiple revisions, if needed;
* Ability to meet tight deadlines;
* Passion and commitment to UNAOC’s mission and professional values;
* Minimal carbon footprint and a commitment to preserving the environment.

NOTE: Committed to reducing its carbon footprint, UNOPS strongly encourages the use of **recycled materials**. Recycled paper uses less energy, water, and produces lower carbon emissions than the manufacturing of non-recycled paper, among other benefits. Preference will be given to vendors who print on recycled paper and those who commit to a “green” culture.

**UNOPS Requirements:**

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| **Item No.** | **Description** | **Specifications** | | | | **Quantity** |
|  |  | **Dimensions (inches, unless otherwise stated)** | **No. of pages** | **Stock** | **Cover stock** |  |
| 1. | Business cards | 3.5 x 2, 4/C | (2 sides) |  | 130# matte | 250 at any one time |
| 3.5 x 2, 4/C | (2 sides) |  | 120# silk | 250 at any one time |
| 2. | Newsletters | 8.5 x 11, 4C, saddle-stitch | 20 pages including cover | 100# matte text | self-cover | 250 at any one time |
| 8.5 x 11, 4C, saddle-stitch | 16 pages including cover | 100# matte text | self-cover | 250 at any one time |
| 8.5 x 11, 4C, saddle-stitch | 12 pages including cover | 100# matte text | self-cover | 250 at any one time |
| 8.5 x 11, 4C | 1 page, back-to-back |  | 80# matte | 250 at any one time |
| 8.5 x 11, 4C | 1 page, back-to-back |  | 100# matte | 250 at any one time |
| 8.5 x 11, 4C | 4 pages |  | 80# matte | 250 at any one time |
| 3. | Flyers | 5.8 x 8.3, 4C | 1 page, back to back |  | 100# matte | 100 or 200 at any given time |
| 5.8 x 8.3, 4C | 1 page, back to back |  | 120# matte | 100 or 200 at any given time |
| 8.5 x 11, 4C | 1 page, back to back |  | 100# matte | 100 or 200 at any given time |
| 8.5 x 11, 4C | 1 page, back to back |  | 120# matte | 100 or 200 at any given time |
| 6 x 6, 4C | 1 page, back to back |  | 100# matte | 100 or 200 at any given time |
| 6 x 6, 4C | 1 page, back to back |  | 120# matte | 100 or 200 at any given time |
| 4. | Envelopes | #10 | 1 side | 70# bright white |  | 500 at any one time |
| 10 x 13 | 1 side | 28# White Wove (open end) |  | 500 at any one time |
| #A9 | 1 side | 70# bright white |  | 500 at any given time |
| 5. | Brochures/  Reports/  Booklets  *Note: For booklets, all dimensions outlined herein are for the page when closed (i.e. not for the spread).* | 8.5 x 11, 4C | 12 pages | 80# | 90#-100#, aqueous coat | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 16 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 20 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 24 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 28 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 32 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 36 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any one time |
| 8.5 x 11, 4C | 40 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 44 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any one time |
| 8.5 x 11, 4C | 48 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 52 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 56 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 8.5 x 11, 4C | 60 pages | 80# | 90#-100# | 100, 200, 300 or 500 at any given time |
| 7.875 x 7.875, 4C | 40 pages | 80# silk | 100# silk | 100 or 200 at any given time |
| 5.9 x 9.8, 4C | 4 pages , folded |  | 100# matte | 100 or 200 at any given time |
| 8.5 x 8.5, 4C | 16 pages, saddle-stitch | 80# felt cover | self-cover | 100, 200, or 500 at any given time |
| 8.5 x 8.5, 4C | 16 pages, saddle-stitch | 80# felt text | self-cover | 100, 200, or 500 at any given time |
| 8.5 x 8.5, 4C | 16 pages, saddle-stitch | 80# silk text | 100# silk cover | 100, 200, or 500 at any given time |
| 5.83 × 8.27, 4C | 52 pages, saddle-stitch | 80# silk text | 100# silk cover | 100, 200, or 500 at any given time |
| 6. | Banners (with rollup mechanism) | 36 x 79 | 1-side |  |  | 1 or 2 at any given time |
| 7. | Event badges (laminated with lanyards) | 3 x 5 | 2-side printing |  | Laminated cover stock | 50, 100, 200, or 500 at any given time |
| 4 x 6 | 2-side printing |  | Laminated cover stock | 50, 100, 200, or 500 at any given time |
| 8. | Custom lanyards for event badges | 1 color text printing on lanyards |  |  |  | 50, 100, 200, or 500 at any given time |
| 9. | Pocket folders | 9x12 with 4” pockets, 4C |  |  | 16pt C1S Cover + Aqueous  Matte | 500 at any given time |
| 10. | Personalized Stationery cards | 6.127 x 4.5 | 1-side printing |  | 130# Classic Linen | 500 at any given time |
| 11. | Certificates | 11 x 8.5 | 1-side printing |  | 130# Classic Linen | 10-50 at any given time |
| 12. | Step and repeat backdrop | 8 ft x 8 ft with telescopic stand | 1-side printing |  |  | 1 or 2 at any given time |
| 10 x 8 ft with telescopic stand | 1-side printing |  |  |  |
| 13. | Folded accordion-type brochure | 160mm x 160mm (6.3x6.3”), 4C, score and accordion fold | 5 panels, back-to-back |  | 120# matte cover | 100, 200, 300 or 500 at any given time |
| 5 x 5, 4C, score and accordion fold | 5 panels, back-to-back |  | 120# matte cover | 100, 200, 300 or 500 at any given time |
| 14. | Branded pens | UNAOC logo to be printed in single color |  |  |  | 500 at any given time |
| 15. | Branded tote bags | 7 x 7 imprint area, logo in full color; Handle 20”;  11 x 13 x 1.5 |  |  |  | 500 at any given time |
| 7 x 7 imprint area, logo in full color; Handle 16”;  9 x 11 x 1.5 |  |  |  | 500 at any given time |