**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**FOR ESTABLISHING LONG TERM ARRANGEMENT**

**FOR PRINTING SERVICES**

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**Sub: Request for Expression of Interest (REoI) to identify the potential bidders for the provision of Printing Services in Myanmar.**

Dear Sir/Madam,

This is a Request for Expression of Interest (REoI) to the bid that UNICEF is planning to issue to identify the potential bidders for the provision of Printing Services in Myanmar.

UNICEF, Myanmar Country Office (MCO) will establish Long Term Arrangements (LTAs) with Printers for its ongoing needs for high quality printing services for a range of material including reports, booklets, banners, brochures, infographics, posters and other items against requirements in MCO, Yangon as well as from fields offices. This arrangement is to carry out bulk printing comprising documents/reports etc. including binding depending on the various requirements of UNICEF offices in Yangon and its field offices.

The LTA mechanism is an arrangement that enables UNICEF to secure the supply of printing services for a set period – in this case for a two-year period, beginning January 2022. The LTA may be extended for up to three year (1+1+1), provided the supplier’s performance has been satisfactory and prices have been reviewed and found to be competitive at the time of extension.

Thus, UNICEF requests for Expressions of Interest (REOI) from Printers in Myanmar for Printing Services.

Respondents should be current Service Providers of Printing and other allied services. Responses should be submitted in the attached "Print Parameter form" attached as **Annexure-A**.

**NOTE:**

**We do NOT require detailed prices/proposals at this stage** as we are merely seeking your expression of interest to participate in the bidding process.

1. This REOI does not constitute a solicitation.
2. Prices are not required at this stage.
3. You are requested to confirm to us by email by close of business on 9th July 2021, if you are **interested or not interested** to participate in the bidding.
4. All bidders must register themselves at the UNGM website [www.ungm.org](http://www.ungm.org). Bidders are required to register at **Basic level only.** **Unless bidders complete the UNGM registration they will not be considered.**
5. Evaluation will be based as per the attached "Evaluation Criteria" at **Annexure-B** among others.
6. A response to this REoI does not automatically ensure that you will be included for the Bid. Invitation to the bid is solely at UNICEF's discretion.
7. UNICEF reserves the right to change or cancel the bidding requirement at any time during the REOI and/or solicitation process
8. UNICEF reserves the right to require compliance with additional conditions as and when issuing any further solicitation documents.

Printers who are interested should submit the REOI form along with print parameters form and supporting documents to Mr. Ye Htut at [yhtut@unicef.org](mailto:yhtut@unicef.org) and Mr. Ragesh Ramachandran at [rramachandran@unicef.org](mailto:rramachandran@unicef.org) not later than 9th July 2021.

Thank you and kind regards,

Supply and Logistics Team,

UNICEF, Myanmar.