

RFP-625623-YG – Lease of  
Printing Production Systems



**IAEA**  
International Atomic Energy Agency

Statement of Work by the  
MTCD dated 2024-02-20

## Statement of Work for LOTS 1–3

### *Lease of Printing Production Systems and provision of related Goods and Services*

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## Acronyms and Printing Terms

The following acronyms and printing terms shall apply throughout this Statement of Work (SoW) unless defined otherwise:

1C	One (1) colour
4C	Four (4) colours
a.m.	Before noon
B&W	Black and White
BOG	Board of Governors
CAD	Computer-Aided Design
Cm	Centimetre
DHCP	Dynamic Host Configuration Protocol
Dpi	Dots per inch
DPX	Digital Print Exchange Duplex
EVA	Ethylene-vinyl acetate
Gsm	Grams per square metre
HQ	Headquarters
IAEA	International Atomic Energy Agency
ISO	International Organization for Standardization
Mil	Million
Mm	Millimetre
MTCD	Division of Conference and Document Services
MTIT	Division of Information Technology
p.m.	After noon
PDF	Portable Document Format
PMOs	Policy-Making Organs
PoC	Point of Contact
PU	Production Unit
SoW	Statement of Work



SPX	Digital Print Exchange Simplex
SRA	Supplementary Raw Format
TCP/IP	Transmission Control Protocol/Internet Protocol
VIC	Vienna International Centre

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## Background

The International Atomic Energy Agency (hereinafter referred to as the “IAEA” or the “Agency”) is widely known as the world’s “*Atoms for Peace and Development*” organisation within the United Nations family.

Established in 1957 as the world’s centre for cooperation in the nuclear field, the IAEA works together with its Member States and multiple partners worldwide to promote the safe, secure, and peaceful use of nuclear technologies. Detailed information about the work of the IAEA is available at [www.iaea.org](http://www.iaea.org).

### 1. Printing Production at the IAEA

The Production Unit (PU) of the Publishing Section of the Division of Conference and Document Services (MTCD) manages in-house digital book printing production (throughout this document, the terms “PU”, “Print Shop”, and “IAEA” may be used interchangeably to denote the Production Unit), including large format digital printing and finishing (e.g., cutting and trimming, binding, folding, etc.), to satisfy the demand of the IAEA and other international organisations located at the Vienna International Centre (VIC). The Print Shop currently has six (6) staff involved in print production and utilises the equipment provided as a lease with a duration of five (5) to seven (7) years. The PU is certified for its environmental management system under the International Organization for Standardization (ISO) 14001:2015 – Environmental Management Systems.

### 2. Requirements and their Structure

This document describes the requirements of the PU in printing productions, which are grouped into four (4) Statement of Works and structured in three (3) LOTS as follows:

- ❖ SoW for LOT 1–3 contains information applicable to all LOTS;
- ❖ SoW for LOT 1 contains details related to the Digital Printing Production Equipment and System;
- ❖ SoW for LOT 2 contains details related to the Large Format Printing Equipment and System; and
- ❖ SoW for LOT 3 contains details related to the Bookbinding Equipment and System.

### 3. Location of Implementation and Usage

The Contractor shall provide goods and services to the Print Shop located at the IAEA Headquarters (HQ) at the following address: Vienna International Centre,

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Wagramerstrasse 5, 1220 Vienna, Austria, “-1 level” of the IAEA “F” building (hereinafter referred to as the “Location of Implementation and Usage”).

#### 4. Print Shop Working Hours

- 4.1. The Print Shop operates from 8:00 a.m. to 5:00 p.m., Monday to Friday, excluding IAEA holidays (hereinafter referred to as the “Regular Print Shop Working Hours”). On occasions there may be the need to work outside these hours. Advance notice will be provided when possible.
- 4.2. The IAEA HQ holidays do not necessarily coincide with those of Austria. The Contractor shall observe the IAEA HQ holidays, which differ from Austrian holidays. *For information regarding the IAEA holidays for 2024, refer to [Appendix I – IAEA HQ Official Holidays](#).*
- 4.3. The Contractor is expected to provide goods and services, inclusive of those under the Service Agreement, during the Regular Print Shop Working Hours as detailed in 4.1.

#### 5. IAEA Responsibilities

- 5.1. The IAEA will appoint a Point of Contact (PoC) to implement and utilise LOTS 1–3 and notify the relevant Contractor(s) accordingly.
- 5.2. The IAEA will oversee on-site activities to ensure compliance with the general requirements, including those related to the implementation of LOTS 1–3, as well as hygiene, security, and safety.
- 5.3. The IAEA will allocate the necessary workspace for the Contractor to execute technical and administrative tasks.
- 5.4. The IAEA will grant the Contractor(s) access to electricity and the local area network.
- 5.5. The IAEA will provide the paper required for production printing.

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## 6. Contractor and Contractor's Key Personnel Requirements

### 6.1. Status and Experience

The Contractor shall be a legally registered company with at least five (5) years of experience in printing production and/or bookbinding.

### 6.2. Professional Capacity

The Contractor shall possess and demonstrate the professional capacity to ensure the quality of goods and services, maintaining this standard throughout the contract.

### 6.3. Logistical Capacity

The Contractor is required to sustain adequate logistical capabilities throughout the contract, ensuring timely provision of goods and services at the specified Location of Implementation and Usage.

### 6.4. Communication Capacity

The Contractor shall equip its personnel with mobile communication to facilitate prompt information exchange with the IAEA.

### 6.5. Contractor's Personnel: General Requirements

The technical personnel of the Contractor responsible for the implementation and delivery of goods and services shall possess relevant training and certifications per production printing industry standards.

### 6.6. Contractor's Key Personnel

#### 6.6.1. Technical Manager

- 6.6.1.1. The Contractor shall designate an experienced Technical Manager to support the IAEA throughout the contract. The Technical Manager shall possess at least three (3) years of experience addressing requirements similar to those delineated in the specific SoW.

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6.6.1.2. Responsibilities of the Technical Manager:

- 6.6.1.3. Act as the primary point of contact for all technical issues and queries;
- 6.6.1.4. Provide both remote and on-site support at the IAEA Locations of Implementation and Usage;
- 6.6.1.5. Collaborate closely with the PU, being available on short notice either at the IAEA Locations of Implementation and Usage or remotely;
- 6.6.1.6. Oversee and supervise the Contractor's personnel;
- 6.6.1.7. Monitor, manage, and assure the quality of all goods and services delivered;
- 6.6.1.8. Streamline the incident management and resolution process;
- 6.6.1.9. Organise supply schedules and oversee maintenance and repairs; and
- 6.6.1.10. Be accountable for periodic reading reporting.

6.6.2. Key Account Manager

The Contractor is required to appoint a dedicated Key Account Manager who shall oversee the IAEA's contractual relationship. This individual shall have at least three (3) years of experience working as an account manager for enterprise-level clients.

## 7. LOTS 1–3 General Requirements

### 7.1. Environmental and Sustainable Requirements

- 7.1.1. The Contractor shall offer and provide goods (e.g., printing and bookbinding equipment and systems, supplies, consumables and spare parts) which are environmentally friendly considering the following:

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- Use of materials that are biodegradable or recyclable;
- Low emissions during manufacturing; and
- Energy-efficient processes.

7.1.2. The Contractor shall offer and provide printing and bookbinding equipment and systems which comply with the sustainable manufacturing standards, involving the following:

- Sourcing raw materials from sustainable or renewable sources;
- Minimising waste during production; and
- Implementing water-saving technologies.

7.1.3. The Contractor's manufacturing processes shall hold a certification in compliance with ISO 14001 environmental management standards or its subsequent versions.

## 7.2. Implementation

### 7.2.1. Delivery and Installation

- 7.2.1.1. The Contractor is solely responsible for delivering, off-loading, and installing the goods (e.g., equipment and software) at the Location of Implementation and Usage.
- 7.2.1.2. The premises used by the PU is accessible to deliver and install printing equipment.
- 7.2.1.3. The Contractor shall remove the packaging material upon the installation.

### 7.2.2. Commissioning

- 7.2.2.1. The IAEA will accept the commissioning of the equipment on the date of signing the acceptance protocol.
- 7.2.2.2. If different Contractors will provide goods and services under LOTS 1–3, the IAEA reserves the right to synchronise the agreements to ensure they start and end on the same date.

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### 7.2.3. Documentation

- 7.2.3.1. The Contractor shall provide two (2) complete sets of operation and servicing manuals and technical drawings (e.g., Computer-Aided Design (CAD) drawings or schematics) in the English language.
- 7.2.3.2. As an option, the Contractor should provide the information mentioned in 7.2.3.1. in electronic format.

### 7.2.4. Training

- 7.2.4.1. The Contractor shall provide on-site training to six (6) IAEA staff in the English language involved in the operation and maintenance of the equipment, including minor repair work *(for the training proposal by the IAEA, please see [Annex 2 – Training Proposal](#))*.
- 7.2.4.2. The Contractor shall provide on-site training on the first day of the equipment installation at IAEA premises.

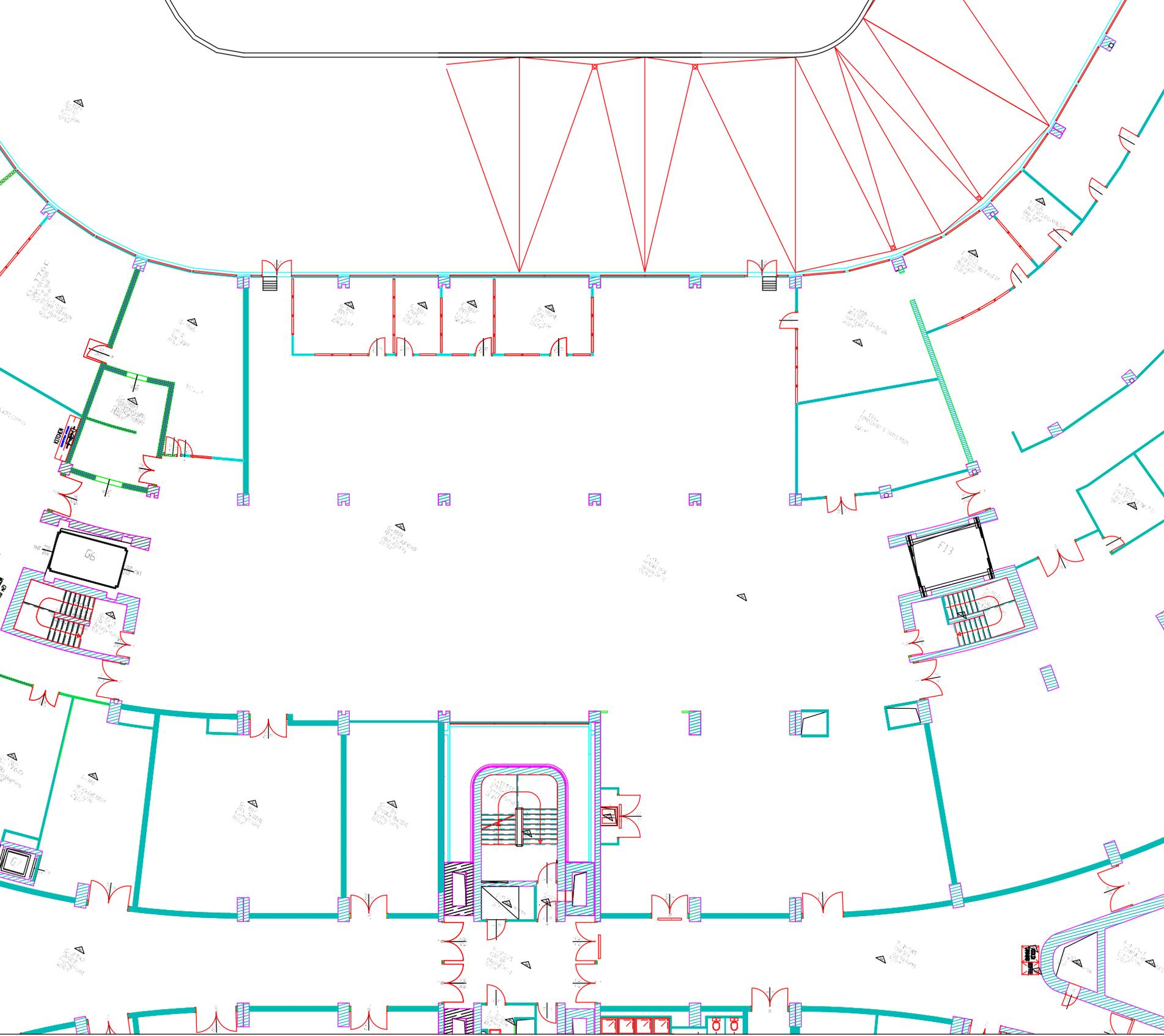
### 7.2.5. Equipment Decommissioning and Removal

- 7.2.5.1. The Contractor shall assume full responsibility for the proper decommissioning of all equipment that has been installed upon the expiration of the contract. This includes the safe and efficient removal of the equipment and any associated tasks required to restore the site to its original condition.
- 7.2.5.2. The Contractor is responsible for any associated environmental or safety protocols during the decommissioning process.



## Annex 1 – Floor Plan

*The floor plan is provided on the next page.*



**MTCD - PRINTING + DISTRIBUTION FLOOR PLAN**



## Annex 2 – Training Proposal

### Objective

To equip the IAEA staff with comprehensive knowledge and practical skills necessary to effectively operate, maintain, and troubleshoot the newly installed equipment.

### Training Duration

Minimum of two (2) days (*can be adjusted based on the complexity of the equipment and the prior knowledge level of the IAEA staff*).

### Training Format

Day 1: Theoretical sessions

Day 2: Hands-on practical sessions, hardware and software

### Training Modules

#### Theoretical Sessions:

- Introduction to the Equipment: Features, specifications, and benefits;
- Basic Principles of Operation: How the equipment functions, its key components, and their roles;
- Safety Protocols: Guidelines to ensure safe operation and handling of the equipment;
- Routine Maintenance: Overview of daily, weekly, and monthly maintenance tasks; and
- Troubleshooting: Common issues, their symptoms, causes, and solutions.

#### Practical Sessions:

- Equipment Start-up and Shutdown Procedures;
- Basic Operations: Guided hands-on practice for standard operations;
- Maintenance Demonstrations: Demonstrating cleaning, part replacements, and adjustments;
- Troubleshooting Scenarios: Real-world problem-solving exercises to identify and resolve common equipment issues; and
- Q&A Session: Addressing any questions or concerns the IAEA staff may have.

### **Training Materials**

- Printed manuals and guides for participants.
- Troubleshooting checklists.

### **Post-Training Support**

- Provision of a direct contact number for technical assistance.
- Availability of online resources, tutorials, and FAQ sections for continued learning.

### **Certification (optional)**

Issuance of a certificate of completion to participants who successfully finish the training, ensuring they are competent in the equipment's operation and maintenance.



## Appendix I – IAEA HQ Official Holidays

### Year 2024

No.	Date	Holiday
1.	Monday, 1 January	New Year's Day
2.	Friday, 29 March	Good Friday
3.	Monday, 1 April	Easter Monday
4.	Wednesday, 10 April	Eid al-Fitr
5.	Wednesday, 1 May	May Day
6.	Monday, 17 June	Eid al-Adha (in lieu of 16 June)
7.	Monday, 28 October	Austrian National Day (in lieu of 26 October)
8.	Wednesday, 25 December	Christmas Day
9.	Thursday, 26 December	St. Stephen's Day

Source: United Nations Information Service,

<https://unis.unvienna.org/unis/en/events/calendar/un-holidays/holidays.html>



## **SoW LOT 1 – Digital Printing Production Equipment and Systems**

## Background

The Print Shop is staffed by six (6) personnel primarily dedicated to the printing and binding of official documents, publications, annual reports, and various advocacy and outreach materials; two (2) members specialize in pre-press tasks. Most printed publications are rendered in full colour and are typically perfect bound or saddle stitched. These come in standard A4 and non-standard format sizes 160 x 240 mm.

The IAEA requires the Contractor to fulfil the below-listed requirements.

### 1. Printing Production System Requirements

#### 1.1. Functional

1.1.1. The printing production system shall be digital and of professional grade. It should be capable of handling all printing jobs specified in the SoW and operate efficiently throughout the system's duty-life cycle.

1.1.2. The printing production system shall offer the following functionalities:

1.1.2.1. Colour printing (4C) and Black & White (B&W) printing (1C);  
and

1.1.2.2. Integrated printing production application workflow with Ethernet TCP/IP interface and power supply.

#### 1.2. Quantity

The printing production system should comprise two (2) digital machines. One (1) should be a backup, with both machines being interchangeable.

#### 1.3. Production Speed

The required production speed of each colour machine shall be at least 100 pages A4 per minute. Colour machines should have a special (1C) click for B&W prints A4.

#### 1.4. Print Production Workflow

1.4.1. The software shall manage the printing workflow for all production machines and be installed on the IAEA’s computers in cooperation with the Division of Information Technology (MTIT).

1.4.2. The accepted input file format shall be standard Portable Document Format (PDF) by Adobe.

1.4.3. The workflow application shall facilitate the management of the following production steps:

1.5.3.1. Coordinated production workflow across all production machines; colour splitting and job merging functions.

1.5.3.2. Management of bleed, format marks, and imposition, including page "N-up" positioning and

1.5.3.3. Job nesting for efficient handling of smaller formats.

1.5.3.4. **Job management for perfect bound books:**

- Right-side binding;
- Left-side binding (considering Arabic language publications);
- Adjusting pages for milling or bleeding; and
- Proper positioning of bleed and format marks.

1.5.3.5. **Job management for saddle-stitched brochures:**

- Right-side stapling and left-side stapling (considering Arabic language publications);
- Adjustments and shifting for booklet folding to address “paper creep”; and
- Proper positioning of bleed and format marks.



## 1.5. Print Resolution

- 1.5.1. The print resolution shall be a minimum of 600 x 600 dpi.
- 1.5.2. The halftone screen resolution shall feature 256 gradations, 150 lpi halftone resolution. Full calibration to Euroscale 1c standard.

## 1.6. Paper Input/Output Capacity

- 1.6.1. The system shall have the capacity to handle approximately 6,000 sheets of paper to ensure professional printing production.
- 1.6.2. It should be possible to load and empty the stackers without stopping the machine.
- 1.6.3. Insertion of Pages Functionality: Insertion of pages pre-printed in different equipment shall be possible. The inserted pre-printed pages shall not be counted as printed clicks.

## 1.7. Printing Paper Size

- 1.7.1. The system shall support the following standard formats: A5, A4, A3, and Supplementary Raw Format (SRA) 3 (450 x 320 mm).
- 1.7.2. Additional supported formats include A4+ (225 x 330 mm) and any intermediate size in steps of one (1) mm, suitable for imposed pages in book printing production.
- 1.7.3. The capability to print on wide format paper of 330 x 480 mm and utilizing the long sheet function (640 x 330 mm) would be advantageous.

## 1.8. Printing Paper Weight and Type

- 1.8.1. The system shall accommodate paper weights ranging from 80 gsm to 350 gsm.
- 1.8.2. Supported paper types include Copy Paper and both Uncoated and Coated Printing Paper (options such as gloss, silk, and matt).



### 1.9. Printing Accuracy

The system shall ensure a printing accuracy of 0.5 mm from the front print to the reverse print.

### 1.10. Finishing Functions (standard)

Capable of stapling up to 100 pages, equivalent to 50 sheets.

### 1.11. Finishing Functions (optional)

- 1.11.1. Inline saddle stitching for up to a minimum of 24 sheets (equivalent to 96 pages).
- 1.11.2. Supported folded sizes: A4 (from A3), A5 (from A4), 160 x 240 mm (from 320 x 240 mm).
- 1.11.3. The finishing process shall include a final front cut after folding.
- 1.11.4. Having a top and bottom cut feature would be advantageous.

### 1.12. Safety

All safety markings on the equipment shall be in English.

## 2. B&W Printing System

The Contractor shall provide one (1) B&W printing system for a lease with a speed of 70 pages of A4 print, including booklet maker saddle-stitch per minute to be installed and operated at the Print Shop. Paper Weight Range: 80 gsm to 200 gsm.

### 3. Yearly Printed Pages Estimated Volume

3.1. The IAEA provides the following estimated yearly page counts **for the printing production system and B&W printing system:**

3.1.1. **“Standard printing volume” – approximately 7,000,000 1C and 4C A4 single sided printed A4 pages per year;** and

3.1.2. **“High printing volume” – approximately 9,000,000 1C and 4C single-sided printed A4 pages per year.**

3.2. The estimated printing volume for the printing production system is estimated as follows:

**A. Standard printing volume:**

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C	100,000	1,200,000
4C	386,000	5,000,000 (rounded)

**B. High printing volume:**

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C	150,000	1,800,000
4C	500,000	6,000,000

3.3. The estimated printing volume for the B&W printing system for the Digital Print Exchange Simplex (SPX) and Duplex (DPX) is the follows:

**A. Standard printing volume:**

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C A4	66,000	800,000 (rounded)

**B. High printing volume:**

Printing Type	Monthly Printed Pages	Yearly Printed Pages
1C A4	80,000	1,000,000 (rounded)

*The figures mentioned in 3.2 and 3.3. are to define estimated printing volumes and do not constitute a purchasing commitment by the IAEA.*

## 4. Service and Maintenance Agreement

### 4.1. General Requirements

- 4.1.1. The Contractor shall establish and maintain an all-encompassing service centre at the Location of Implementation and Usage. This service centre is expected to provide comprehensive services covering maintenance, repair, and supply of consumables throughout the contract duration.
- 4.1.2. The Contractor shall provide goods and services during the Regular Print Shop Working Hours, ensuring uninterrupted service and immediate attention to any issues that might arise.

### 4.2. Mandatory Response Time

- 4.2.1. Upon receiving a notification of machine downtime, the Contractor guarantees that a technician will arrive at the Location of Implementation and Usage within a maximum of four (4) hours.
- 4.2.2. If a printing system remains non-functional for a continuous 24-hour period, the IAEA will not bear any rental charges for the duration of the machine's downtime.

### 4.3. All-Inclusive Consumables and Supplies

To ensure the seamless operation of the printing system, the Contractor commits to:

- 4.3.1. Have a readily available complete set of spare parts on demand;
- 4.3.2. Provide toner or ink, along with other essential consumables, ensuring the printer's consistent functionality; and
- 4.3.3. Supply staples as part of the comprehensive consumables package.

### 4.4. Comprehensive Maintenance Service

The Contractor shall schedule and provide maintenance services to meet the manufacturer's requirements considering the volume and the workload.

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**4.5. All-Inclusive Repair and Support Services**

The Contractor shall provide the following repair and support services:

- 4.5.1. On-site technical assistance will be provided promptly upon request from the IAEA;
- 4.5.2. Repair services; and
- 4.5.3. If the machine is deemed irreparable, remedial actions shall include the provision of a replacement machine to ensure continuous service.

**5. Printer Production System Operator (optional)**

**5.1. Peak Time**

The IAEA will notify the Contractor of forecasted peak time, defined as period when the demand for printing significantly increases, at least two (2) weeks in advance.

**5.2. On-demand Printer Production System Operator**

Upon receiving a notification of impending peak time, the Contractor shall:

- i) Deploy a Printer Production System Operator on-site during the identified peak time to ensure prompt response to any technical issues and to maintain seamless operation; and
- ii) Ensure Printer Production System Operator is available outside of Regular Print Shop Working Hours.

**5.3. Extended Response Time at Peak Time**

During identified peak time, the Contractor shall reduce the guaranteed Printer Production System Operator arrival time to a maximum of two (2) hours upon receiving a notification of machine downtime.



## **SoW LOT 2 – Large Format Printing Equipment and System**

## Background

The IAEA employs two (2) pre-press staff members who primarily use a large format printer to produce various products. These include but are not limited to posters ranging from A0 to A2 sizes, wall banners, planners, and roll-up stands. The IAEA necessitates the Contractor to meet the requirements listed below.

### 1. Large Format Printing System Requirements

#### 1.1. Functional

The IAEA Print Shop requires a professional-grade digital large format colour printing system capable of handling all its large format printing tasks throughout the contract term and within the system's operational lifecycle.

#### 1.2. Quantity

The IAEA Print Shop requires a single machine for its large format printing system. No backup machine is necessary.

#### 1.3. System

1.3.1. The large format printing system shall cater to average production requirements of 1,800 m<sup>2</sup> annually. It should also handle peak production demands of up to 20 m<sup>2</sup> daily, which are anticipated approximately four (4) times a year.

1.3.2. The system's workflow application shall facilitate the following production processes:

1.3.2.1. Imposition, including functionalities like "N-up" page positioning and step or repeat; and

1.3.2.2. Job nesting to ensure optimal paper format utilisation.

1.3.2.3. The interface/software system shall be compatible with Ethernet 10/11/1000 Mega bits Transmission Control Protocol/Internet Protocol (TCP/IP) Dynamic Host Configuration Protocol (DHCP). Electrical power needs to be displayed in the technical specs.

### 1.3.3. Paper Formats

The large format printing system shall support the following formats:

- 1.3.3.1. A0 – 841 x 1,188 mm;
- 1.3.3.2. A1 – 594 x 840 mm;
- 1.3.3.3. A2 – 420 x 594 mm;
- 1.3.3.4. Poster large-size – 900 x 1,200 mm;
- 1.3.3.5. Banners for roll-up stands – 850 x 2,250 mm; and
- 1.3.3.6. Large banners – 900 mm x 4,000 mm.

1.3.4. Print production speed shall be a minimum of 20 m<sup>2</sup> per hour.

### 1.3.5. Print Resolution

- 1.3.5.1. Print resolution shall be at least 600 x 600 dpi.
- 1.3.5.2. Halftone screen resolution shall have 256 colour levels per colour.

### 1.3.6. Paper Handling (input)

- 1.3.6.1. Type – Web fed or sheet-fed;
- 1.3.6.2. Width – 36 inches (914 mm);
- 1.3.6.3. Length – Ranges from 300 mm to four (4) meters; and

1.3.7. Paper handling for output shall produce sheets. These sheets should be cut to length and stacked up to approximately 30 pieces, primed for subsequent processes (e.g., size cutting, laminating, board mounting, etc.).

1.3.8. Printing Media Types

- 1.3.8.1. Regular printing paper – 150 and 190 gsm (e.g., uncoated, coated matte, coated silk, coated glossy), satin photo paper, matte and glossy banner material for posters and roll-up stands, etc.; and
- 1.3.8.2. Other materials: Self-adhesive paper, backlit materials, and structured paper.

1.3.9. Printing on denser media would be advantageous.

1.3.10. The printing ink should be eco-friendly (devoid of solvents) and water-resistant.

1.3.11. Printing mode and printer calibration: Greyscales and colours shall align with the “Euro Scale 4C” standard.

1.3.12. The input file format shall be PDF.

**2. Service and Maintenance Agreement**

The provisions detailed in the Service and Maintenance Agreement of SoW LOT 1 – Digital Printing Production Equipment and Systems shall also be applicable and extended to LOT 2 – Large Format Printing Equipment and System, except Printer Production System Operator.



## **SoW LOT 3 – Bookbinding System**

## Background

The IAEA employs two (2) bookbinding staff members who bind books printed on digital printing equipment. The IAEA expects the Contractor to fulfil the requirements listed below.

### 1. Bookbinding System Requirements

#### 1.1. Functional

1.1.1. The perfect bookbinding machine (hereinafter referred to as the “bookbinding machine”) shall be of professional grade, capable of processing all digital printed products from the IAEA Print Shop during the contract's duration and throughout the system's operational lifespan.

1.1.2. Similarly, the saddle-stitch binding machine shall be of professional grade and able to handle all digital printed products from the IAEA Print Shop for the entirety of the contract and its functional lifecycle.

#### 1.2. Quantity

The bookbinding system shall include one (1) bookbinding machine and one (1) saddle-stitch machine. No backup options are required.

### 2. Perfect Bookbinding Machine

#### 2.1. Specific Requirements

2.1.1. Materials eligible for binding include standard coated, uncoated printing paper and cardboard with matte, silk, or glossy coatings.

2.1.2. The adhesive technique shall be the ethylene-vinyl acetate (EVA) hot melt glue.

2.1.3. All safety markings on the equipment shall be in English.

## 2.2. Production and Speed

2.2.1. The bookbinding machine shall be capable of handling a standard operational workload of eight (8) hours per day, with an output of up to 1,000 bound books daily.

2.2.2. During peak periods, the bookbinding machine shall be able to operate for up to 12 hours, producing as many as 2,000 bound products per day. Peak periods are expected approximately four (4) times a year.

## 2.3. Production Job Setup

2.3.1. The bookbinding machine shall feature a user-friendly operational setup.

2.3.2. A touchscreen user interface is preferred to facilitate swift job setups.

2.3.3. The bookbinding machine shall provide the capability to swiftly and economically modify all job specifications as needed.

## 2.4. Job Setup Memory

2.4.1. The bookbinding machine shall be equipped to recall multiple pre-stored "job tickets" to efficiently accommodate recurring book-size formats.

2.4.2. The bookbinding machine shall feature a "job setup memory function" to store and remember specific job settings.

## 2.5. Book Cover Material Specifications

2.5.1. Cover cardboard shall range between 200 gsm and 300 gsm in material weight.

2.5.2. The bookbinding machine shall include an automatic cover feeder.

2.5.3. The bookbinding machine shall feature automatic in-line creasing with the capacity for four (4) creases before the binding process.

## 2.6. Book Block Specifications

- 2.6.1. The book block body paper shall range between 80 gsm and 250 gsm in material weight.
- 2.6.2. The spine size shall be from one (3) mm to (45) mm for +300 pages. Distinct glue tanks shall service the spine and side gluing mechanisms, each filled with the appropriate side and spine glue.
- 2.6.3. An automatic milling station, adjustable from zero (0) mm to three (3) mm, shall prepare the book blocks before gluing.
- 2.6.4. Ideally, the system should possess four (4) clamps for book block binding, especially to handle peak production periods. However, systems with fewer clamps will also be considered.

## 2.7. Book Trimming

- 2.7.1. The bookbinding machine shall feature near-line three-knife trimming capabilities to ensure precise final book formatting.
- 2.7.2. An online book-trimming feature is optional but would be advantageous.

## 2.8. Book Formats

- 2.8.1. The bookbinding machine shall support the following standard sizes:
  - A6: 105 x 148 mm;
  - A5: 148 x 210 mm; and
  - A4: 210 x 297 mm.
- 2.8.2. Additionally, the bookbinding machine shall cater to:
  - A4 oversize: 250 x 320 mm;
  - Book format: 160 x 240 mm;
  - Booklet format: 105 x 210 mm; and
  - US-letter size format: 216 x 279 mm.



### 3. Saddle-Stitch Machine

#### 3.1. Specific Requirements

- 3.1.1. The saddle-stitch machine shall accommodate various printed materials, including regular uncoated and coated printing papers and cardboard with matte, silk, or glossy finishes.
- 3.1.2. The binding methods shall primarily include saddle stitching. Additionally, the option for side stitching with two (2) stitch positions would be beneficial with 3-knife trimmer to produce booklets.
- 3.1.3. All safety indications and markings on the equipment shall be presented in English.

#### 3.2. Production and Speed

The saddle-stitch machine shall handle a standard workload of eight (8) hours daily, efficiently processing up to 6,000 stitched booklets (based on standard A4 booklet 40 pages) during Regular Print Shop Working Hours. During peak periods, which occur approximately four (4) times a year, the saddle-stitch machine shall be capable of operating for up to 8 hours daily, producing up to 8,000 stitched booklets.

#### 3.3. Production Job Setup

The saddle-stitch machine shall feature an intuitive operation setup, with a touchscreen user interface being the preferred choice. The saddle-stitch machine shall allow for quick job setups and facilitate easy and cost-effective changes to specifications as needed.

#### 3.4. Job Setup Memory

- 3.4.1. The saddle-stitch machine shall have the capability to recall multiple pre-saved "job tickets" for repeated booklet sizes and frequently recurring tasks.
- 3.4.2. The saddle-stitch machine shall possess a "job setup memory function" to quickly and efficiently recall stored settings.



### 3.5. Booklet Cover Material Specifications

- 3.5.1. Cover cardboard material ranging from 80 gsm to 300 gsm.
- 3.5.2. Features an automatic cover feeder.
- 3.5.3. Incorporates automatic inline creasing before stitching, ensuring a polished appearance and quality feel.

### 3.6. Booklet Block Specifications

- 3.6.1. Booklet block body paper ranging from 80 gsm to 250 gsm.
- 3.6.2. Features automatic inline creasing of the sheets before stitching to enhance the professional finish.

### 3.7. Booklet Formats

- 3.7.1. Sizes include A6 – 105 x 148 mm, A5 – 148 x 210 mm, and A4 – 210 x 297 mm.
- 3.7.2. Also supports A4 oversize – 250 x 320 mm, book format – 160 x 240 mm, booklet format – 105 x 210 mm, and US-letter – 216 x 279 mm.

### 3.8. Square Fold Finishing (optional)

- 3.8.1. Equipped with an inline square fold binding tool, ideal for booklets exceeding 60 pages (15 sheets).
- 3.8.2. Pressing station.
- 3.8.3. Output capabilities should include a final brochure stacker primed for distribution.

### 3.9. Safety

All provided safety markings should be displayed in the English language.

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## 4. Service and Maintenance Agreement

### 4.1. General Requirements

- 4.1.1. The Contractor commits to providing an all-encompassing service centre located at the designated Location of Implementation and Usage for the entire contract duration.
- 4.1.2. The Contractor shall ensure continuous availability of all essential goods and services within the Regular Print Shop Working Hours.

### 4.2. Mandatory Response Time

- 4.2.1. Upon receiving a notification of machine downtime, the Contractor guarantees that a technician will arrive at the Location of Implementation and Usage within a maximum of four (4) hours.
- 4.2.2. If a machine remains non-functional for a continuous 24-hour period, the IAEA will not bear any rental charges for the duration of the machine's downtime.

### 4.3. All-Inclusive Consumables and Supplies

The Contractor shall maintain a ready stock and ensure timely provision to the IAEA of the subsequent all-inclusive consumables and supplies:

- 4.3.1. A comprehensive set of spare parts, available on an immediate request basis;
- 4.3.2. Extra knives: A minimum of two (2) sets of knives shall always be at hand at the IAEA premises for immediate use or replacement.

### 4.4. Comprehensive Preventive Maintenance Services

The Contractor shall schedule and provide maintenance services to meet the manufacturer's requirements considering the volume and the workload.



#### 4.5. All-Inclusive Repair and Support Services

The Contractor guarantees holistic repair and support services:

- 4.5.1. Immediate on-site technical assistance whenever requested by the IAEA;
- 4.5.2. A dedicated hotline support for immediate resolutions;
- 4.5.3. Prompt repair services;
- 4.5.4. Swift remedial actions, inclusive of immediate replacements if deemed necessary.