RFP reference no: **PSP/IT/2025/001 Request for Expression of Interest for the provision of Printing services for DM materials in Italy**

Name of the company: [to be inserted by the company]

Date: [to be inserted by company]

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| **Have you taken note of the following?** | **YES/NO** | **Comments and/or details** |
| Nature of services, ie printing services for DM materials for no-profit organisations in Italy | YES  NO |  |
| Are you interested in providing printing services for DM materials for UNHCR and the refugee cause in Italy | YES  NO |  |
| Would you be willing to participate in an upcoming tender process | YES  NO |  |
| **Have you taken note of the email address to send your queries (**[**celi@unhcr.org**](mailto:celi@unhcr.org) **)?** | YES  NO |  |
| **Have you taken note of the submission deadline for the documentation (Monday 24 February 2025 h 23:59 CET)?** | YES  NO |  |
| **Have you taken note of the submission deadline for the samples (Monday 24 February 2025 h 17:00 CET)?** | YES  NO |  |
| **Have you taken note of the platform where to submit your EoI (**[**http://etenderbox.unhcr.org**](http://etenderbox.unhcr.org)**)?** | YES  NO |  |
| **Have you taken note of the address where to submit the DM samples** | YES  NO |  |
| **Have you taken note of the modalities to register and submit the documentation on the etenderbox platform** | YES  NO |  |
| **Have you taken notice of the language of submission (ie English or Italian)?** | YES  NO |  |

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| **Have you submitted the following documents?** | **YES/NO** | **Comments and/or details** |
| Duly filled in and signed UNHCR Vendor Registration Form (Annex A) | YES  NO |  |
| UNHCR General Terms and Conditions (Annex B) | YES  NO |  |
| **Do you acknowledge UNHCR General Terms and Conditions?** | YES  NO |  |
| UNHCR Supplementary Agreement on Data Protection (Annex C) | YES  NO |  |
| **Do you acknowledge UNHCR Supplementary Agreement on Data Protection?** | YES  NO |  |
| Company registration certificate or Visura Camerale, with evidence of your company being based in Italy and VAT number | YES  NO |  |
| Brief description of the services provided by your company, evidencing experience in printing DM materials and indicating you capacity in printing volumes you can manage daily | YES  NO | Please provide in this space or in a separate document:   * Brief description of the services your company can provide * Experience in printing DM materials * Daily printing volumes |
| Evidence of min 3 (three) years’ experience in printing services for DM materials in the no-profit sector. | YES  NO |  |
| List of main no-profit clients in Italy for which you have rendered DM services in the last 3 years. Please indicate per each client the DM services you have provided and in which year | YES  NO | Please provide in this space or in a separate document the list of clients with details on the provided services |
| Valid FSC certificate | YES  NO |  |
| At least 2 DM packs falling within the DM materials listed in section 2 of the REoI that you have printed in the last 2 years for no-profit organisations in Italy. | YES  NO |  |