

# Request for Proposal

**Reference No.:** Long Term Agreement 2017-04-02

Printing, Design and Video Production Services for UN Agencies in  
Albania

27 April 2017

Dear Sir/Madam,

**Subject: Request for Proposal (RFP) for Printing, Design and Video Production Services for UN Agencies in Albania**

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) on behalf of UN Agencies in Albania plans to procure:  
**LOT 1: Printing Services**  
**LOT 2: Design Services**  
**LOT 3: Video- Production Services**  
as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.
2. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
  - i. This letter and Proposal Instruction Sheet (PIS)
  - ii. Instructions to Proposers (Annex I) available from this link
  - iii. Terms of Reference (TOR) (Annex II)
  - iv. Evaluation Methodology and Criteria (Annex III)
  - iv. Format of Technical Proposal (Annex IV)
  - v. Format of Financial Proposal (Annex V)
  - vi. Proposal Submission Form (Annex VI)
  - vii. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex VII)
  - ix. Proposed Model Form of Contract (Annex VIII)
  - x. General Conditions of Contract (Annex IX)
  - xi. Submission Checklist (Annex XIII)
3. The Proposal Instruction Sheet (PIS) below provides the requisite information for the Instructions to Proposers.

**PROPOSAL INSTRUCTION SHEET (PIS)**

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

<http://www.unwomen.org/~media/commoncontent/procurement/rfp-instructions-en.pdf>


Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	<b>Deadline for Submission of Proposals</b>	Date and Time: <b>Thursday 18 May 2017 12:00 AM (EDT)</b> City and Country: <b>Tirana, Albania</b> This is an absolute deadline. Any proposal received after this date and time will be disqualified.

4.1	<b>Manner of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input type="checkbox"/> Electronic submission of Proposal
4.1	<b>Address for Proposals and Samples Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail: <b>UN Women Country Office in Albania</b> <b>Address: "Skënderbej" Street, Bld. 8, Ap. 29, 30 and 31</b> <b>Tirana, Albania.</b> <b>(2<sup>nd</sup> floor above "Fondi Besa" at Blloku I Ambasadave</b> <b>Tel: +355 4 4502555 / 4507575</b>  <b>Proposals:</b> <b>Proposals</b> should be submitted to the designated address by the date and time of the deadline given, indicating the number of RFP-2017-04-02 <b>Samples:</b> Samples should be placed in an envelope and labeled with your company name and the word "Samples," and received by the deadline. Please indicate the number of RFP-2017-04-02 on the envelope. Financial proposals should be sent in the separate package.
3.1	<b>Language of the Proposal:</b>	<input checked="" type="checkbox"/> English
3.4.2	<b>Proposal Currencies</b>	Preferred Currency: ALL <i>All prices shall be quoted in ALBANIAN LEKE, with a separate line for VAT charges (if applicable).</i> <i>If prices are quoted in other currencies, UNROE will be used to convert the prices in Albanian Leke.</i>
3.5	<b>Proposal Validity Period</b> commencing after the deadline for submission of proposals (see 4.2 above)	<i>Choose an item.</i> If other, please indicate: <input type="text" value="120"/> days.
2.4	<b>Clarifications of solicitation documents</b>	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal.

	<b>Contact address for requesting clarifications on the solicitation documents</b>	<p>Requests for clarification should be addressed to the e-mail address: <a href="mailto:unwomen.albania@unwomen.org">unwomen.albania@unwomen.org</a> not later than 11 May 2017</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“UNW RFP Reference #, Request for Clarification, Company/Contractor Name”</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><b><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.</u></b></p>
2.5	<b>Pre-Proposal/Bid Meeting</b>	<input checked="" type="checkbox"/> Not applicable
3.9	<a href="#">Proposal Security</a>	<input checked="" type="checkbox"/> Not Required  <p>Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.</p>
7.4	<a href="#">Performance Security</a>	<input checked="" type="checkbox"/> Not Required  <p>Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.</p>
3.2	<b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b>	<input checked="" type="checkbox"/> Not Required  <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p>

The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.

4. This letter is not to be construed in any way as an offer to contract with your organization.



Yours sincerely,  
**David Saunders**  
**UN Women Representative**

## Annex II

### TERMS OF REFERENCE

#### **Printing, Design and Video Production Services for UN Agencies - Long Term agreement**

##### **1. Background**

United Nations Agencies operating in Albania will outsource the commercial printing, design and video producing services required during the implementation of their programme and are exploring the possibility of utilising the services of printing, design and video producing services companies on a recurrent basis as needs arise.

UN Women envisages entering long-term agreement (LTA) on behalf of UN Agencies in Albania with the successful Proposer(s) for the provision of an indefinite quantity of the specified services in support of UN Agencies operations. In the event of UN Women signing long term agreements on behalf of UN Agencies in Albania, the following shall apply:

- a) The agreements shall be valid for 3 years from the date where both parties have signed the LTA with an option for a further extension of 24 months at the discretion of UN Agencies. The successful proposer(s) shall have the right to review their prices every 24 months from commencement of the LTA, and shall notify UN Women in writing 90 days prior to the 24-month period of a proposed price decrease or increase. The successful proposer(s) shall provide proper justification for any price increase. UN Women, on behalf of UN Agencies shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the successful proposer(s) in writing of its decision.
- b) The long-term agreement template as specified in Annex VIII shall be used for the establishment of the final agreement.
- c) UN Agencies will not be committed to purchase any minimum quantity of the Services, and purchases will be made only if and when there is an actual requirement. UN Agencies shall not be liable for any cost in the event that no purchases are made under any resulting LTA.
- d) UN Women, on behalf of UN Agencies in Albania, intends to award more than one LTA to the responsive Proposers. During the validity of the LTAs, the LTA holders will be invited to quote for each specific requirement based on secondary bidding in order to ensure best value for money through effective competition based on those specific requirements.
- e) The LTA holders must be able to provide quality and on-time services.
- f) The confirmation of orders for specific requirements will be placed by issuing Purchase Orders. The General Conditions of LTA will be in force.

<b>Deliverables</b>	<p><b><u>LOT 1: Printing Services</u></b></p> <ul style="list-style-type: none"> <li>▪ Layout/design of the publications</li> <li>▪ Pre-press activities</li> <li>▪ Printing processing</li> <li>▪ Delivery of the printed materials to the requesting UN Agencies operating in Albania</li> <li>▪ ISBN for the publication</li> </ul> <p><b><u>LOT 2: Design Services</u></b></p> <ul style="list-style-type: none"> <li>▪ Publication</li> <li>▪ Poster of roll up banner</li> <li>▪ Conference banner</li> <li>▪ Postcard</li> <li>▪ Leaflet (three folded)</li> <li>▪ Infographics; Facto graphs</li> <li>▪ Cover photos for FB; Twitter, Instagram, etc.</li> <li>▪ Photo (high quality)</li> <li>▪ Fliers</li> <li>▪ Design 2D and 3D</li> <li>▪ City light</li> <li>▪ Calendar</li> <li>▪ Agenda</li> <li>▪ ISBN when applicable</li> </ul> <p><b><u>LOT 3: Video Production Services</u></b></p> <ul style="list-style-type: none"> <li>▪ Pre-Production: <ul style="list-style-type: none"> <li>- Concept and script</li> <li>- Video shooting</li> <li>- Sound recorder</li> <li>- Crew/actors/animation</li> <li>- Lighting</li> </ul> </li> <li>▪ Post Production <ul style="list-style-type: none"> <li>- Video Editing</li> <li>- Color corrections</li> <li>- Sound design</li> <li>- Final product to be delivered to respective UN Agency</li> <li>- ISBN when applicable</li> </ul> </li> </ul>
<b>Activities/ Tasks</b>	<p><b><u>LOT 1: Printing Services</u></b></p> <ul style="list-style-type: none"> <li>▪ Submit at least 2 (two) preliminary layout for discussion with UN Agencies</li> <li>▪ Revise the selected layout as per the feedback/discussions</li> <li>▪ Submit the designed product to UN agencies for proofreading</li> <li>▪ Perform 2 rounds of corrections – (1 major and 2 minor corrections) as required and ensure all corrections have been incorporated;</li> <li>▪ Coordinate with UN agencies staff to finalize the layout of publication;</li> <li>▪ Obtain a final sign off from UN agency contact before submitting electronic files to</li> </ul>

	<p>the printer;</p> <ul style="list-style-type: none"> <li>▪ Send electronic files to printer and liaise with printer during printing; process, receive and mark up final blueprint with recent corrections from UN Agencies;</li> <li>▪ If required, submit the preliminary sample (blueprint copies) to UN agency contact for final approval</li> <li>▪ The contractor must create and submit to UN agencies, a CD or electronic file with final electronic version approved for printing: <ul style="list-style-type: none"> <li>- PDF printing size,</li> <li>- with the original design program that it has been prepared.</li> <li>- The CD must also contain a copy of the material in a PDF format with low- resolution, for UN Web posting.</li> </ul> </li> <li>▪ The contractor should be capable of receiving and sending electronic files from Designer (either via CD or FTP) and liaise with designers during printing process, receive and mark up final blueprint with final corrections from UN appointed staff.</li> <li>▪ The printing company must comply with the branding policy of UN Agencies, including the specific requirements for logo etc. Guidelines of UN Agencies to be shared with the winning company/ies.</li> <li>▪ The contractor must ensure full access of UN staff or any selected designer to ensure that printing is finalized as per requested specifications</li> <li>▪ The contractor must be in position to visit or send couriers to UN agencies premises when required (if required) to present proposals and discuss any details</li> </ul> <p><b><u>LOT 2: Design Services</u></b></p> <ul style="list-style-type: none"> <li>▪ Submit at least 3 (three) preliminary layout for discussion with UN Agencies;</li> <li>▪ Revise the selected design/layout as per the feedback/discussions;</li> <li>▪ Submit the designed product to UN agencies for proofreading;</li> <li>▪ Perform 2 rounds of corrections – (1 major and 2 minor corrections) as required and ensure all corrections have been incorporated;</li> <li>▪ Coordinate with UN agencies staff to finalize the design of publication;</li> <li>▪ Obtain a final sign off from UN agency contact before submitting electronic files to the printer;</li> <li>▪ Send electronic files to printer and liaise with printer during printing; process, receive and mark up final blueprint with recent corrections from UN Agencies;</li> <li>▪ If required, submit the preliminary sample (blueprint copies) to UN agency contact for final approval;</li> <li>▪ The contractor must create and submit to UN agencies, a CD with final electronic version approved for printing: <ul style="list-style-type: none"> <li>- PDF printing size;</li> <li>- With the original design program that it has been prepared;</li> <li>- The CD must also contain a copy of the material in a PDF format with low-resolution, for UN Web posting.</li> </ul> </li> <li>▪ The contractor should be capable of receiving and sending electronic files;</li> <li>▪ The contractor must be in position to visit or send curriers to UN agencies premises when required (if required) in order to present proposals and discuss any details;</li> <li>▪ The design company must comply with the branding policy of UN Agencies,</li> </ul>
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	<p>including the specific requirements for logo etc. Guidelines of UN Agencies to be shared with winning company/ies.</p> <ul style="list-style-type: none"> <li>▪ The design should be shared with printing company to ensure quality of the design in printing is fully reached.</li> <li>▪ The design must fit web based and social media request;</li> <li>▪ Copyrights of all products remain with respective UN Agencies;</li> </ul> <p><b>LOT 3: Video Production Services</b></p> <ul style="list-style-type: none"> <li>▪ Provide at least 2 concept proposals;</li> <li>▪ Present to UN Agencies;</li> <li>▪ Based on the agreed proposal provide script;</li> <li>▪ Collaborate closely and consult UN Agencies on the finalization of the script;</li> <li>▪ Shoot new scenes if needed;</li> <li>▪ Identify and contract actors for the shootings (if foreseen in the script);</li> <li>▪ Use innovative and creative visual effects;</li> <li>▪ Prepare a pre-final draft to be presented for approval to UN Agencies;</li> <li>▪ Edit the draft as per UN Agencies final comments and suggestions;</li> <li>▪ Provision of voice over services in English and Albanian as required;</li> <li>▪ Provision of Subtitles services in English and Albanian as required;</li> <li>▪ Finalize the production of the spot within the agreed deadline limits;</li> <li>▪ The video production company must comply with the branding policy of UN Agencies.</li> <li>▪ Guidelines of UN Agencies to be shared with the winning company/ies.</li> <li>▪ Produce the spot in DVD format and in the format requested by UN Agencies;</li> <li>▪ Deliver to UN Agencies the final spot films and full set of duplications; the Master copy should be labelled with information: Complete title, total running time, date produced, producer's contact information</li> </ul>
<b>Company profile</b>	<ul style="list-style-type: none"> <li>▪ Stated experience of the company at least 7 years in the sector of design, printing and video production;</li> <li>▪ Have the required staff as per personnel profile in each area;</li> <li>▪ Any other information which demonstrates the companies' capability and qualifications to provide the required services/products;</li> <li>▪ ECO friendly service-providing companies preferred;</li> <li>▪ Have a certified relevant experience of working with national and international organizations/institutions, by providing Reference Letters and a list of main companies you cooperated during the last 5 years;</li> <li>▪ Provide copy of important contracts for large volumes with national and international organizations/institutions, during the last 5 years;</li> <li>▪ Provide copies of relevant certifications/approvals (e.g. Trade Licenses, Registration in the National Registration Centre (QKR), copy of NIPT, Certificates from Chamber of Commerce and Industry or national manufacturing associations, ISO Certificates, etc. if available), as part of the submission.</li> <li>▪ All companies must attach a detailed itemized list of the products and services they offer and clarify the variety of technical processes and programmes they offer.</li> </ul>



	<p><b>Organization Architecture/key staff</b> The participating companies must have at least the following key staff: And must attach the respective CV. The CV must demonstrate their educational qualification in this specific field.</p> <p><b><u>LOT 1: Printing Services</u></b> One designer as company staff; One production specialist One pre-press person One head of production 5 staff for processing the products (binding/gluing/folding etc.)</p> <p><b><u>LOT 2: Design Services</u></b> Two full time designers Creative Director and/or Art Director Account manager (managing relationships and work with UN Agencies)</p> <p><b><u>LOT 3: Video/– Production Services</u></b> Director Producer Copyrighter Camera operator Motion graphic/ video editor (Postproduction)</p>
<b>Personnel profile:</b>	The key personnel of the companies must have at least 5 years of experience in printing/design/video production. The CV of the key personnel should demonstrate their educational background and professional qualification, to be attached to the proposal.
<b>Samples:</b>	<p>The companies should provide a Portfolio compiled of <u>5 (five) samples</u> of printing and design (each) and <u>3 (three) samples</u> of video production from previous works completed or on-going projects. The samples must have the logo of the company; in case of missing logo the company must provide evidence of authorship by attaching a copy of the contract or respective bills:</p> <p><b><u>LOT 1: Printing Services</u></b> One 4/color <b>Leaflet</b> One 4/color <b>Report</b>, less than 100 pages One 4/color <b>Postcard</b> One 4/color <b>Brochure</b>, not more than 10 pages One 4/color <b>Poster</b></p> <p><b><u>LOT 2: Design Services</u></b> One 4/color <b>Infographic</b> with data and visuals One 4/color <b>Infographic</b> with integrated facts and visuals One 4/color <b>Brochure</b> One 4/color <b>Postcard</b></p>

	<p>One 4/color <b>Poster</b></p> <p><b><u>LOT 3: Video- Production Services</u></b></p> <p><b>Video</b> (40s-3min)</p> <p><b>Animated Video</b> (40s-3min)</p> <p><b>Radio spots</b> (30s-40s)</p>
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## ANNEX 3

### EVALUATION METHODOLOGY AND CRITERIA

**Cumulative Analysis Methodology:** Proposals will be evaluated on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes. The evaluation will be conducted in three stages as described below:

#### Stage I

##### Printed Samples for Evaluation

The maximum score for the printed samples is **50** points and the samples must produce at least **40** points (or **80%** of the maximum) in order to move to the next phase of the evaluation which would be scoring for the Technical Proposal.

The proposing companies for the three LOTs must demonstrate technical competence in various aspects of printing by submitting previously printed samples as described in the TOR. The printed samples will be evaluated before the Technical and Financial Proposals will be opened.

##### LOT 1 - Printing Services

The printed samples with be evaluated based on the following criteria		Max Point obtainable
1	Color variation- Full color printing free of slurs; register, trapping and fit must be precise.	10
2	Solids and screens must be free of hickies, streaks, ghosting and mottling.	10
3	Demonstrate via samples color brilliance on coated and uncoated recycled stocks.	10
4	Halftones must be of high resolution with full tonal quality and detail	10
5	Quality of bindings (accurate, collated correctly, proper alignment of pages, durable, spines square)	10
Scoring for the printed samples will be as follows: 10=Excellent 8=Very good 6=Good 4=Fair 2=Poor 0=Did not submit		50

##### LOT 2 - Design Services

The printed samples with be evaluated based on the following criteria		Max Point obtainable
1	Clear concept and message that are attractive and easily understood by the target audience	10
2	Combination of graphics, text, images and fonts in publication layout. Easy to-follow flow of information	10
3	Innovative approach	10
4	Use of creative graphics	10
5	Use of colors, space, clearness	10
Scoring for the printed samples will be as follows: 10=Excellent 8=Very good 6=Good 4=Fair 2=Poor 0=Did not submit		50

##### LOT 3- Video Production Services

The printed samples with be evaluated based on the following criteria		Max Point obtainable
1	Content: Script using clear language to convey messages, tell a story, call for action, influence or inform the target audience. Viewers' attention is caught and held, viewers could easily follow.	10
2	Filming technology of the Video/Audio in High Definition (HD) format.	10

3	Quality: Use and mix of music and words; focus of images, appropriate lighting, steady camera, Excellent photography	10
4	Creativity: Use of camera angel, sound effect, music close up and distance shots	10
5	Transition between “scenes” is logical and effective	10
<b>Scoring for the printed samples will be as follows:</b> <b>10=Excellent 8=Very good 6=Good 4=Fair 2=Poor 0=Did not submit</b>		<b>50</b>

*Note: Each sample must be labeled with company name, production process and the paper stock and weight. The samples must have the logo of the company; in case of missing logo the company must provide evidence of authorship by attaching a copy of the contract or respective bills;*

Samples should be placed in an envelope and labeled with your company name and the word “Samples,” and received by the deadline.

## Stage II

### Technical Evaluation

Technical proposals will be evaluated only for those companies whose samples have been evaluated and scored 80% of the maximum obtainable score. The technical proposals will be evaluated with a minimum pass requirement of **70%** of the obtainable **160** points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **112** points of the obtainable score of **160** points prior to any price proposal being opened and compared. The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting:

#### LOT 1 - Printing Services

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	15
1.2	Adverse judgement or awards	5
1.3	General Organizational Capability: Stated experience of the company at least 7 years in the sector of printing services	20
1.4	Specialized Knowledge/Experience on Similar Programme / Projects Work for other national and international organizations/institutions, during the last 5 years.	20
1.5	Production plant	10
1.6	Warehouse	10
		<b>80</b>
2.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
2.1	Relevant qualification of key personnel and expertise	20
2.2	Management: General qualifications, suitability for the project, International experience, professional experience, etc.	6

2.3	Workforce: General suitability and qualifications.	6
		32
3.0 Equipment		Points obtainable
3.1	Offset Printing equipment – Minimum requirement 4 color	10
3.2	Plate production equipment in the plant	10
3.3	Press room equipment including size, type and manufacture	10
3.4	Binding and finishing equipment and capabilities	8
3.5	Digital printing equipment	10
		48
	70% of 160 pts = 112 pts needed to pass technical phase	160

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **160** points for the technical proposal.

## LOT 2 - Design Services

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	25
1.2	Adverse judgement or awards	5
1.3	General Organizational Capability: Stated experience of the company at least 7 years in the sector of design	15
1.4	Specialized Knowledge Experience on Similar Programme / Projects Work for other national and international organizations/institutions, during the last 5 years.	25
1.5	Size of the Design Studio	10
		80
2.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
2.1	Required number of key personnel of employees with qualification suitability for the project, professional experience (at least 5)	10
2.2	Designer qualification/experience	30
2.3	Art Director qualification/experience	40
		80
	70% of 160 pts = 112 pts needed to pass technical phase	160

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **160** points for the technical proposal

### LOT 3 - Video- Production Services

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	15
1.2	Adverse judgement or awards	5
1.3	General Organizational Capability: Stated experience of the company at least 7 years in the sector of Video/Audio Production Services	20
1.4	Specialized Knowledge Experience on Similar Programme / Projects Work for other national and international organizations/institutions, during the last 5 years.	20
1.5	Size of Plant and Studio production	10
		<b>70</b>
2.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
2.1	Required number of key personnel of employees with qualification suitability for the project, professional experience (at least 5)	10
2.2	Video Producer qualification/experience	25
2.3	Video Editor/post production qualification/experience	25
		<b>60</b>
3.0 Equipment		Points obtainable
3.1	Video/Audio Camera, lenses, tripod	20
3.2	Lighting, microphone, audio recorder	10
		<b>30</b>
<b>70% of 160 pts = 112 pts needed to pass technical phase</b>		<b>160</b>

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **160** points for the technical proposal.

### Stage III

#### Financial Evaluation

The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of **70%** of the obtainable score of **160** points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

	Points Obtainable
Samples Technical Evaluation	210
Financial Evaluation	90
Total number of Points	300

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal + Samples

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the samples + technical proposal and the financial proposal.

## ANNEX 4

### FORMAT OF TECHNICAL PROPOSAL

**Technical Proposals not submitted in this format may be rejected.**

**Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.**

Proposer is requested to include a half page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

#### Section 1.0: Expertise and Capability of Proposer

##### 1.1 Organizational Architecture

- **Background:** Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- **Financial capacity:** The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

##### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

##### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).



- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.

#### 1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

#### 1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

#### 1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

### **Section 2.0: Proposed Work Plan and Approach**

#### 2.1 Analysis approach, methodology

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization's understanding of UN Agencies's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Agencies's coverage based on the information provided.
- Describe how your organization will adhere to UN Agencies's procurement principles in acquiring services on behalf of UN Agencies. UN Agencies's general procurement principles:
  - a) Best Value for money
  - b) Fairness, integrity and transparency
  - c) Effective competition

d) The best interests of UN Women
<u>2.2 Management - timeline, deliverables and reporting</u> <ul style="list-style-type: none"> <li>• Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR</li> </ul>
<u>2.3 Environment-related approach to the service/work required</u> <ul style="list-style-type: none"> <li>• Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.</li> </ul>
<b>Section 3.0: Resource Plan, Key Personnel</b>
<u>3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)</u> <p>Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.</p>
<u>3.2 Profile on Gender Equality</u> <ul style="list-style-type: none"> <li>• Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will <i>not</i> be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.</li> <li>• Proposers are also invited to: (1) become a signatory to the <u>Women Empowerment Principles</u> (if more than 10 employees) <a href="http://weprinciples.org/Site/PrincipleOverview">http://weprinciples.org/Site/PrincipleOverview</a> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found <u>here</u>: <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a></li> </ul> <p>Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. <b>Substitution</b> of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract. Please use the format below, with each CV no more than THREE pages in length.</p>

**Sample CV template:** *[Adjust according to needs]*

Name:		
Position for this Assignment:		
Nationality:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

## ANNEX 5

### FORMAT OF FINANCIAL PROPOSAL

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The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item. The Specifications to Annex 5 to be downloaded as per the **below link**.

(Please click the below link)

[www.un.org.al/editor-files/file/Lot1-3.zip](http://www.un.org.al/editor-files/file/Lot1-3.zip)

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women's core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

#### **Important:**

#### **Price over contract duration**

UN Women is interested in a 3-year contract with option to extend for additional 2 years. For all pricing proposals, vendors must indicate how prices will evolve over the period of the contract. With the evolving competitive market UN Women expects fixed or declining prices over the 5 years.

## ANNEX 6

### PROPOSAL SUBMISSION FORM

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

**To: UN Women Country Office in Albania**

**Date: [insert date of Proposal Submission]**

**Address: "Skëndërbej" Street, Bld. 8, Ap. 29, 30 and 31**

**Tirana, Albania**

**(2nd floor above "Fondi Besa" at Blloku I Ambasadave)**

**Tel: +355 4 4502555 / 4507575**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following *[Title of goods/services/works]* and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of **120** days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the proposer, including that of all parties that comprise the proposer]*
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing this form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Proposal Submission Form]*

Duly authorized to sign the proposal for and on behalf of: \_\_\_\_\_ *[insert complete name of proposer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## ANNEX 7

### VOLUNTARY AGREEMENT

#### Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

**(Name of the Contractor)**

And

#### The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages **(Name of the Contractor)** (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : \_\_\_\_\_, Title : \_\_\_\_\_

Address : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 8

### PROPOSED MODEL FORM OF CONTRACT

#### LONG TERM AGREEMENT

LTA – No: YEAR/No.

Date: DD/MM/YY

**UNITED NATIONS ENTITY FOR GENDER EQUALITY  
AND THE EMPOWERMENT OF WOMEN (UN Women)**

220 East 42<sup>nd</sup> Street

New York, NY 10017, USA

Ph: (212) 682-5905

Wishes to enter into a Long Term Agreement

With

**SUPPLIER**

(Supplier)

**SUPPLIER'S ADDRESS**

**PHONE – FAX NUMBER**

**E-mail ADDRESS**

for the direct ordering of

**DETAILS OF THE PRODUCT AND OR SERVICES TO BE DELIVERED UNDER THE LTA**

As stipulated in the attached document

UN WOMEN GENERAL CONDITIONS OF CONTRACT: CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES (ANNEX 1) & TERMS OF REFERENCE (ANNEX 2) ATTACHED APPLY.  Supplier (Vendor) Number: No.  QUERIES TO: NAME FOCAL POINT UN Women EMAIL ADDRESS	Signature ..... NAME, POSITION, UN Women
	Signature ..... NAME, POSITION, SUPPLIER

#### FOR CONSULTANT SERVICES

Long Term Agreement No. YY/NO. – SUPPLIER'S NAME			
Validity : DD/MM/YYYY Payment Currency : CURRENCY Payment Terms : Net 30 days			
Consultant Profile	On-Site Daily Cost (Currency)	Off-Site Daily Cost (Currency)	Lead Time (Weeks)


#### FOR PRODUCTS

Long Term Agreement No. YY/NO. – SUPPLIER'S NAME									
Validity : DD/MM/YYYY									
Delivery Terms : CPT CITY, COUNTRY									
Payment Currency : CURRENCY									
Payment Terms : Net 30 days									
Item ID	Description	Sales UoM	Primary UoM	Unit Price (currency )	Min./Mult Quantity Per Prim UoM	Volume Discount (per order/ per Prim. UoM)	Lead Time FCA (wks )	Shelf Life (months )	Origin Country

## 1. OBJECTIVE

1.1 This non-exclusive Long Term Agreement (hereinafter called the “Agreement”) is established to allow UN Women to purchase [DESCRIBE THE PRODUCT OR SERVICE] as and when required for all its regular programmes as well as for programmes that may be funded by other institutions.

1.2 The Supplier is NOT authorized to deliver any services other than those specified under this Agreement. Requests for different services shall come either through another Long Term Agreement or through formal methods of solicitation.

## 2. GENERAL PROVISIONS

2.1 This Agreement represents an offer on the part of the Supplier to provide UN Women with the services, prices and delivery time agreed and under the terms and conditions detailed herein for the duration of the Agreement. It does not represent a contract in itself, nor obliges UN Women to any financial commitment whatsoever. Only Purchase Orders made pursuant to this Agreement and only for the services stipulated herein will constitute a commitment on UN Women's part.

2.2 The Supplier shall accord the same terms and conditions to any other organization within the United Nations system that wishes to avail of such terms, after written consent from the Chief of Procurement, UN Women.

2.2 UN Women's liability shall be limited to the Purchase Order only for the services stipulated therein and no increase in the total liability of UN Women or in the price of the products will be authorized or paid to the Supplier unless such increases have been approved by UN Women prior to the delivery of the products or services.



2.3 Purchase Orders will incorporate by reference all of the terms and conditions of this Agreement including UN Women's General Conditions of Contract hereto attached and forming a part of this Agreement.

2.4 UN Women is not obligated to purchase any minimum service quantity under this Agreement.

2.5 Any change to the terms and conditions detailed herein or any increase in the estimated value of this Agreement shall receive prior authorization from UN Women and changes shall be documented in a written amendment to this Agreement.

### 3. VALIDITY OF THE AGREEMENT

3.1 This Agreement shall be valid for a period of [NUMBER OF YEARS] effective from [DD/MM/YYYY], and may be extended for up to one additional year subject to the Supplier's satisfactory performance and competitiveness of prices. This shall be agreed upon both parties in writing at least 30 days before the expiration of the Agreement. [PLEASE SELECT AS APPROPRIATE]

UN Women reserves the right to discontinue this Agreement if the Supplier's performance is not satisfactory to UN Women.

### 4. DELIVERABLES OF THIS CONTRACT

[PLEASE DESCRIBE THE PRODUCT/SERVICES OF THIS CONTRACT]

### 5. REPORTING

The supplier will report semi-annually summarizing each contract they have been issued by any UN Women division (HQ, regional, multi-country, country offices) and any other UN agency that have issued purchase orders under the LTA.

### 6. CONTRACT DOCUMENTS

6.1 This Agreement is subject to the UN Women General Conditions of Contract, attached hereto as Annex One (1). The provisions of such Annex shall control the interpretation of this Agreement and in no way shall be deemed to have been derogated by the contents of this Agreement and any other Annexes.

6.2 The Supplier and UN Women also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

6.2.1 This Agreement.

6.2.2 The UN Women solicitation documents including the Terms of Reference [ref. INDICATE BIDDING DOCUMENT NUMBER], incorporated herein by this reference.

6.2.3 The Supplier's bid dated [DD/MM/YYYY], incorporated herein by this reference.

6.3 All the above shall form the Agreement between the Supplier and UN Women, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

## **7. PRICES AND DISCOUNTS**

7.1 All prices shall be in [CURRENCY] only. The Supplier shall hold the prices fixed and not subject to change throughout the validity of this Agreement. The Supplier shall be responsible to apply to the Purchase Orders raised under this Agreement any special offer or discounts (if applicable) which may become effective [at the time of delivery of services/at the time of the shipment] [DELETE AS APPROPRIATE]. Such discounts will be reflected in the corresponding invoices. Failure to do so may result in the termination of the Agreement.

7.2 The Supplier undertakes not to provide the same [products/services] [DELETE AS APPROPRIATE] under the same market conditions to other customers at a price lower than that offered to UN Women and stated in this Agreement. Should the Supplier do so then UN Women will be offered the new lower price.

## **QUALITY OF SERVICES AND WARRANTY**

8.1 The Supplier is restricted to providing [DESCRIBE THE PRODUCT/SERVICES] as contained in this Agreement and to the highest international quality standards.

8.2 The Supplier shall ensure that the products supplied are recently produced with a minimum of 80% shelf life at time of receipt by consignee. [DELETE IF NOT RELEVANT].

8.3 Any product shipped to UN Women that does not meet the specifications outlined in this Agreement or Purchase Order shall be replaced promptly by the Supplier inclusive of all inland or air/sea freight and any destruction costs at no charge to UN Women. [DELETE IF NOT RELEVANT]

8.4 The Supplier shall notify UN Women of any change to its service provision lines or services at least six (6) months prior to the effective date of change. The Supplier shall also inform UN Women of all services to be discontinued at least 6 months prior effective date of discontinuation.

## **8. REGISTRATION [DELETE IF NOT RELEVANT]**

9.1 The goods to be supplied under the Contract shall be registered with the relevant authority in the Consignee's country, unless this requirement is waived in the specific Purchase Order against which the shipment is delivered.

## **9. PACKING FOR INTERNATIONAL DELIVERY [DELETE IF NOT RELEVANT]**

10.1 The item(s) must be in the manufacturer's export packing and must be suitably over packed for shipment in strong triple-wall plain cardboard boxes with a reference to the company name or the product contained, and allowing adequate protection during transport and subsequent inland distribution with sufficient buffering of the equipment, including any special requirements for dangerous or hazardous goods, cold chain items. Export packing is included in the price.

10.2 All packing lists shall clearly indicate the Purchase Order number, the items(s) contained in each package with a brief description, goods value, quantity, gross weight, dimensions and markings

including the full consignee address. The markings on the boxes shall be as per solicitation documents / Purchase Order instructions.

#### **10. DELIVERY [DELETE IF NOT RELEVANT]**

11.1 The delivery time shall apply for this Agreement from receipt of Purchase Order as listed on page two.

11.2 Purchase Orders under this Agreement will be issued using Incoterms [CPT CITY, COUNTRY]. The Supplier shall nevertheless be responsible for selecting and arranging freight forwarding to final destination at competitive market prices and shall pay the freight costs to the freight forwarder directly.

Freight forwarding costs will be reflected in the corresponding Purchase Order, and only actual freight cost shall be invoiced to UN Women accordingly. A freight invoice from the freight forwarder shall be attached to the Supplier's invoice as proof of actual freight cost.

11.4 No partial deliveries shall take place unless expressly confirmed by UN Women. Individual delivery instructions shall be contained in the Purchase Orders.

#### **11. NOTICE OF DELAY**

12.1 In the event of a delay in the delivery time of a Purchase Order, the Supplier shall immediately and not later than the lead time stipulated in page two of this Agreement from the acknowledgement of such delay, notify the UN Women buyer in writing, requesting an extension of the delivery time, clearly stating the nature of the delay (including supporting documentation) and the proposed new delivery time.

12.2 The corresponding UN Women buyer will ascertain the facts and extent of delay, and extend the time for performance when in its judgment the facts justify such an extension. The buyer findings thereon shall be final and conclusive subject only the Supplier's right of appeal under the arbitration clause of the contract.

#### **12. RECEIPT AND CONFIRMATION OF PURCHASE ORDERS**

13.1 The Supplier shall acknowledge receipt and acceptance of the UN Women Purchase Order within three business days from the receipt of the UN Women Purchase Order by acknowledgement of receipt of Purchase Order to the UN Women contact specified in Article 18 below (via email, fax or letter).

13.2 All UN Women Purchase Orders shall contain the Supplier's product description, consignee address, shipping instructions, as well as the name, phone, fax, e-mail of the country office contact person. If this information is not clearly stated in the Purchase Order, the Supplier is requested to contact the UN Women contact specified in Article 18 below to obtain the missing information.  
[DELETE IF NOT RELEVANT]

#### **13. SUPPLIER RESPONSIBILITY FOR REJECTED OR RETURNED PRODUCTS [DELETE IF NOT RELEVANT]**

14.1 Should any product fail to meet the workmanship and requirements of the specifications, the Supplier shall replace the items within the time specified for delivery, or extension granted.

#### **14. FULL RIGHT TO USE AND SELL [DELETE IF NOT RELEVANT]**

15.1 The Supplier warrants that it has not and shall not enter into any Agreement or arrangement that

restraints or restricts UN Women or the recipient country Government's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting Purchase Orders.

[DELETE

IF NOT RELEVANT]

15.2 The Supplier holds UN Women harmless and indemnifies UN Women for all costs that may arise as a result of any third party claim to the rights associated to the manufacturing, registration, sale or distribution of the products supplied under the aforementioned order. [DELETE IF NOT RELEVANT]

## 15. INVOICES

15.1 The invoices must clearly indicate the relevant Purchase Order Number, [CPT prices for each Purchase Order item number as well as the freight cost to final destination. UN Women will only pay the freight cost to the Supplier directly DELETE IF NOT RELEVANT].

## 17. PAYMENT

17.1 Payment for all Purchase Orders under this Agreement will be made by UN Women within thirty (30) days after presentation of relevant original documents mentioned below:

17.1.1 An invoice.

17.1.2 Bill of Lading/Airway Bill. [DELETE IF NOT RELEVANT]

17.1.3 A packing list. [DELETE IF NOT RELEVANT]

17.1.4 A copy of freight invoice. [DELETE IF NOT RELEVANT]

17.2 Soft copies of all documents should be emailed in advance to the UN Women contact specified in Article 18 below to enhance customs clearance and payment. [DELETE IF NOT RELEVANT]

17.3 In relation to international deliveries **ALL DOCUMENTS** have to be received at least **two weeks** prior to the arrival of goods at the destination port (with the exception of air freight, which should be received in advance of the goods). [DELETE IF NOT RELEVANT]

## 18. CONTACT DETAILS

18.1 All correspondence, invoices and the required shipping documentation shall be sent to following contacts as per above guidelines:

18.1.1 **Consignee:** corresponding address will be specified in each Purchase Order.

18.1.2 **UN Women:**

**COUNTRY OFFICE/SUB REGIONAL OFFICE/REGIONAL OFFICE/HQ**

**CONTACT PERSON, CONTACT DETAILS**

18.2 Please note the following must be mentioned in **ALL** correspondences and invoices sent to UN Women:

18.2.1 PO number; and

18.2.2 Name of Buyer.

## ANNEX 9

### GENERAL CONDITIONS OF CONTRACT

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The General Conditions of Contracts can be accessed by the proposer by clicking on the below link.

For Services, available from this link:

<http://www.unwomen.org/~media/CommonContent/Procurement/UNwomen-GeneralConditionsOfContract-Services-en.pdf>

## ANNEX 10

### JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
<b>Name of leading partner</b> (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
<b>Consortium/Association's names of each partner/authorized representative and contact information</b>	
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____

<p><b>Consortium/Association Agreement</b></p>	<p>Attached are copies of original documents of:  <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>).</p> <p><input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties</p>
------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 11

### SUBMISSION CHECKLIST

For submissions by courier mail/hand delivery:

<b>Outer envelope containing the following forms:</b>	
• Proposal Submission Form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
<b>First inner envelope containing:</b>	
• Samples	
<b>Second inner envelope containing:</b>	
• Technical Proposal	
<b>Third inner envelope containing:</b>	
• Financial Proposal	

<b>Please check-off to confirm the below:</b>	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	