



Joint United Nations Programme on HIV/AIDS (UNAIDS)

Request for Proposals  
for Printing of the publication

*“Living in a World With HIV –  
Information for UN system personnel and their families”*

and Insert card

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# 1. UNAIDS

1.1. Launched in January 1996, the Joint United Nations Programme on HIV/AIDS (UNAIDS) supports and coordinates the efforts of ten cosponsoring United Nations system organizations and works with a wide range of other partners in the global response to AIDS.

1.2 UNAIDS is guided by a Programme Coordinating Board with representatives of 22 governments from all geographic regions, ten cosponsors, and five nongovernmental organizations including associations of people living with HIV. UNAIDS Secretariat headquarters is in Geneva, Switzerland, with staff on the ground in more than 80 countries.

1.3 For further information on UNAIDS please refer to the UNAIDS website at [www.unaids.org](http://www.unaids.org)

## 2. Proposals

### 2.1 Contacts and Procedures

2.1.1 Paper submission : Four (4) copies of the Proposal and four (4) duplicates in English must be clearly marked UNAIDS: LIVING IN A WORLD WITH HIV PRINT/INSERTION and sent by registered mail or by special courier service in a sealed envelope to:

Dr Joel Rehnstrom  
Chief, Budget, Administration and Finance  
The Joint United Nations Programme on HIV/AIDS  
20 Avenue Appia,  
CH-1211 Geneva 27  
Switzerland

Proposals should contain a sealed technical proposal clearly marked “**Technical proposal**”, and a separately sealed financial proposal, clearly marked “**Financial proposal**”.

Proposals must be received by 5.00 pm local time Geneva, Switzerland, Friday, 2 October 2009.

2.1.2 Electronic submission : Proposals should contain a technical proposal sent to [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org) and a financial proposal, **sent separately** to [FinancialBids@unaids.org](mailto:FinancialBids@unaids.org)

Proposals must be received by 5.00 pm local time Geneva, Switzerland, Friday, 2 October 2009.

2.1.3 Proposals submitted by any other method and/or in any other way will be rejected. In addition, if the envelope is not sealed and marked as indicated, UNAIDS cannot assume any responsibility for the Proposal's misplacement or unauthorized opening.

2.1.4 The copies of the Proposal shall be clearly marked either 'Option A' or 'Option B' (see § 3 following) and "Original Proposal" and "Copy of Proposal", as appropriate. In the event of any discrepancy between them, the copy marked "Original Proposal" shall govern. Proposals shall be signed by a duly authorized officer representing the Vendor. Any erasures or overwriting of any text in the Proposal must also be appropriately signed.

2.1.5 There should be no contact with UNAIDS officials concerning the RFP process, from the Date of Issue of this RFP to the final selection, other than with Dr Rehnstrom and/or officials designated by him.

2.1.6 At any time prior to the Closing Date for receipt of Proposals, UNAIDS may, for any reason, modify the RFP and associated documents by amendment.

## 2.2 Vendor information

2.2.1 A Vendor Profile must be supplied and should include the following:

- a) A statement of the length of time the Vendor has been in business supplying the services
- b) Overall financial situation of the Vendor together with the most recent audited financial statement
- c) Names and titles of managers and staff who would become directly responsible for the various aspects of the Contract, if awarded
- d) List of Board of Directors
- e) List of affiliates, partners and sub-contractors who would be involved in execution of the Contract (if any)
- f) Description of any litigation or dispute concerning any regulatory body or process currently in progress
- g) Names and contact details of three relevant clients who would be prepared to give a reference to UNAIDS concerning their experience with the Vendor
- h) Description of at least one similar project carried out by the Vendor
- i) Relevant features that would differentiate the Vendor from its competition

2.2.2 Vendors are then requested to provide the operational and technical information requested in § 3, including the completion and inclusion of the tables. The Tables should be expanded if necessary.

2.2.3 Use of, or reference to standard marketing material is not acceptable in the body of the Proposal, but may be provided by Vendors as an attachment.

## 2.3 Documents Provided and Confidentiality

2.3.1 The following documents are provided to Vendors as part of this RFP process:

1. Request for Proposals and Appendices
2. General Conditions of Contract

2.3.2 The information contained in this RFP and any other information furnished by UNAIDS as part of the RFP process, must be treated as confidential and no use, other than for the purpose of responding to this RFP, is authorized.

2.3.3 All documents provided by Vendors to UNAIDS in respect of this RFP will be treated as confidential.

## 2.4 Closing Date and Public Opening

2.4.1 Any Proposals received after the Closing Date and Time as specified will in principle be rejected and returned unopened to the Vendor.

2.4.2 A public opening of Proposals will take place at UNAIDS' Headquarters in Geneva (see Cover Letter for date and time). The Vendor name and charges for printing and delivery of the publication will be read out at that time.

## 2.5 Evaluation of Proposals and Vendor Qualifications

2.5.1 All Proposals received as per § 2.1/2.2 and by the specified Closing Date and Time, will be evaluated by an Evaluation Panel composed of UNAIDS Officials from Headquarters Geneva. Evaluation criteria will include the following:

- a) Completeness of Proposal
- b) Demonstrated ability to execute and manage similar projects
- c) Pricing
- d) Financial strength and stability of Vendor
- e) Vendor track record and client references

2.5.2 Only those Vendors with sufficient manufacturing capacity, appropriate experience, satisfactory client references for performance of work relevant to this RFP, depth and quality of staff, financial strength and stability, will qualify for further consideration and short-listing.

2.5.5 To assist in the evaluation and comparison of Proposals, UNAIDS may, at its discretion, ask a Vendor for clarification of its Proposal. The request for clarification and the response shall be in writing.

2.5.6 UNAIDS reserves the right to:

- a) Award the Contract on the basis of the Programme's particular objectives

- b) Award the Contract to a Vendor of its choice, even if its bid is not the lowest
- c) Award separate Contracts for parts of the work to one or more Vendors of its choice, even if their bids are not the lowest
- d) Not award any Contract at all.

UNAIDS also reserves the right to negotiate the terms of the Proposal(s) made by one or more Vendors of its choice, including but not limited to negotiation of the price quoted in such Proposal(s) and/or change in print run(s) or specification called for under this RFP.

2.5.7 There is no obligation by UNAIDS to reveal, or discuss with any Vendor, how a Proposal was assessed, or to provide any other information relative to the evaluation process.

2.5.8 Vendors whose Proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation.

2.5.9 Proposals shall remain valid for a minimum period of 120 calendar days from the Closing Date.

## 2.6 Terms and Conditions

2.6.1 Any order resulting from this RFP shall be subject to UNAIDS *General Conditions of Contract* (included in the documents provided as part of this RFP process). This RFP, together with the selected Vendor's Proposal, shall form an integral part of the Contract, it being understood that any and all of the Vendor's (including Vendor's partners) general and other contractual terms and conditions, regardless of whether they are included or referred to in the Proposal, invoices or other documents accepted by UNAIDS, will by this reference automatically be excluded from the Contract and shall have no force and effect whatsoever between the parties (unless, but only unless and only to the extent any such terms or conditions have explicitly been agreed to by UNAIDS in writing).

2.6.2 Any expenses incurred in formulating a Proposal to this RFP will be borne by, and are the sole responsibility of, the Vendor.

2.6.3 All prices and charges must be quoted in United States Dollars (US\$).

2.6.4 Vendors are expected to examine all instructions and specifications associated with this RFP. Failure to furnish all information required by the RFP and associated documents, or submission of a Proposal which does not comply with these documents will be at the Vendor's risk and may affect the evaluation of the Proposal.

### 3. Specification and costs

3.1 Vendors should quote for both options:

**Option A:**

Printing of English language first and separately (100.000 copies) and then of six other languages together (70.000 copies) and two bulk deliveries to one address in Geneva by airfreight or similar quick method.

**Option B:**

Printing of all languages together.

and one bulk delivery to one address in Geneva by airfreight or similar quick method.

#### Living in a World With HIV (Book)

**Format:** 229 x 153 mm trimmed (à l'italienne)

**Number of pages of text:** 88 pages of text in all seven languages

**Text printing inside pages:** two colour process plus an overall aqueous-based silk-finish varnish on both sides.

**Text paper\*:** white semi-matt two-sided coated 115 gsm paper to be supplied by you. (UNAIDS seeks to be environmentally friendly and we will welcome suggestions for environmentally certified paper, e.g. FSC certified paper, FSC mixed, such as Satimat Green, or FSC recycled paper).

**Cover printing:** 4 pages

printed in four colour process on both sides, inner and outer covers.

**Cover board\*:** white semi-matt two-sided coated 300 gsm board to be supplied by you.

**Finishing:** Matt lamination on outside covers only

**Binding:**

Option 1: plus spine. Texts to be thread sewn in 16 page sections, covers to be scored four scores and the covers glued on to texts. PUR binding will not be accepted.

Option 2: saddle stitched

## **Print runs**

English edition: 100.000 (hundred thousand) copies. Please quote also for run on +1000 copies)

French edition: 30.000 copies (thirty thousand). Please quote also for run on +1000 copies)

Spanish edition: 15.000 copies (fifteen thousand). Please quote also for run on +1000 copies)

Arabic edition: 10.000 copies (ten thousand). Please quote also for run on +1000 copies)

Russian edition: 8.000 copies (eight thousand). Please quote also for run on +1000 copies)

Portuguese edition: 5.000 copies (five thousand). Please quote also for run on +1000 copies)

Chinese edition: 2.000 copies (two thousand). Please quote also for run on +1000 copies)

## **Insert card:**

**Format:** 210 x 150 mm in seven languages, English, French, Spanish, Russian, Chinese, Arabic and Portuguese (print runs as indicated in tables). Printed according to Option A and Option B.

Printed in four colours on both sides. Insert card paper to be perforated and creased twice flat in the middle of the publication. Pricked in the fold with the card in the centre.

## **Finishing:**

Matt lamination on both sides, outside and inside

**Paper:** 300 gsm (UNAIDS seeks to be environment friendly and we will welcome suggestions for environmentally certified paper, e.g. FSC certified paper, FSC mixed, such as Satimat Green, or FSC recycled paper).

**Print:** recto/verso in four colours, varnish on recto/verso

**Finish:** Flat with two parallel creases and with perforation at the middle of publication. (Insert card to be folded later. After user has pulled out the insert card of the publication at the perforation, he will fold the card himself.)

**Insertion:** stapled in the middle of the publication or inserted into the perfect binding of the book (option 1 or option 2).

**Packaging and Labelling:** the publications are to be packed into cartons of weight no more than 12 kilos per carton. Each carton must be clearly labelled:

- the title of the book and the languages of the book
- the number of copies per carton
- the name of the printer.

You are to supply the labels and you must use colour coding:

- rouge label for the English edition,
- blue label for the French edition
- green label for the Spanish edition
- mono black/white label for the Russian edition.
- yellow label for the Chinese edition.
- brown for the Arabic edition.
- pink the Portuguese edition.

**Paper and board samples:** you are to provide four samples of each paper stock you propose using with your bid clearly identifying weight and trade name.

**Printing files:** we will provide printer-ready application files for both the book and the insert card, most probably in InDesign, in English language version first or all seven languages at the same time.

Option A:

Option B.

**Proofs:** we will require a plotter proof of the text and cover of each language, plus a digital cromalin proof of the cover and sample 8 pages of text to be specified by us.

**OK to print:** immediately upon signature of the proofs as OK to print, you are to provide us with a CD-ROM containing an updated version of the application files, incorporating all of the corrections and changes made to the proofs. Also on the CD-ROM we require two PDF versions of the whole book. One for the web, in one piece and in the correct sequence, ie cover 1, cover 2, text 1 to 88, cover 3, and cover 4. The second in high resolution for a printer to be able to print from.

**Presentation of Prices:** please present your bid information using the following tables and schedules.

**Delivery/distribution:** Option A deliveries to one address to Geneva, Switzerland

Option B delivery to one address to Geneva, Switzerland

**English edition 88 pages + 4 pages cover**

	100.000 copies	100.000 insert cards		+1000 copies
Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination Cost				
Cover board Cost				
Option 1 Binding, Insert card Insertion, Packing				
Option 2 saddle stitched, Insert card Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost				

**French edition 88 pages + 4 pages cover**

	30.000 copies	30.000 insert cards		+1000 copies

Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination Cost				
Cover board Cost				
Option 1 Binding, Insert card Insertion, Packing				
Option 2 saddle stitched, Insert card Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost				

**Spanish edition 88 pages + 4 pages cover**

	15.000 copies	15.000 insert cards		+1000 copies
Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				

Option 1 Binding, Insert card Insertion, Packing				
Option 2 saddle stitched, Insert card Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost				

**Russian edition 88 pages + 4pages cover**

	8000 copies	8000 Insert card		+1000 copies
Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Option 1 Binding, Insert card Insertion, Packing				
Option 2 saddle stitched, Insert card Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address				

in Geneva cost				
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**Chinese edition 88 pages + 4 pages cover**

	2.000 copies	2.000 insert cards		+1000 copies
Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Option 1 Binding, Insert card Insertion, Packing				
Option 2 saddle stitched, Insert card Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost				

**Arabic edition 88 pages + 4 pages cover**

	10.000 copies	10.000 insert cards		+1000 copies
Text printing Cost				
Option A				
Option B				

Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Option 1 Binding, Insert card Insertion, Packing  Option 2 saddle stitched, Insert card Insertion, Packing  Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost				

**Portuguese edition 88 pages + 4 pages cover**

	5.000 copies	5.000 insert cards		+1000 copies
Text printing Cost				
Option A				
Option B				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Option 1 Binding, Insert card Insertion, Packing  Option 2 saddle stitched, Insert card Insertion, Packing				

Delivery/distribution: - Option A: one address in Geneva cost - Option B: one address in Geneva cost			
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### Summary totals

Below please provide summary totals for all print work of the publication, and insert card, and insertion of the insert card, and delivery to Geneva.

Option A: Total costs for printing of English language version first (100.000 copies) and all other six language versions separately (70.000 copies) plus insert card inserted – delivery to one address in Geneva  
Total US\$

Option B: Total costs for printing of all seven languages together (170.000 copies) plus insert card inserted, – delivery to one address in Geneva  
Total US\$

### Schedule

Please complete the schedule which you commit to meeting.

Confirmation of technical specifications and order number will be made by UNAIDS with award of contract: Friday, 16 October 2009

Confirmation of award of contract by UNAIDS: Friday, 16 October 2009

Receipt of printer-ready application files:

Proofs to UNAIDS:  
(We will approve proofs or identify corrections in three working days).

OK to print:

Delivery: Option A English to one address Geneva Switzerland by Monday, 16 November 2009. For all copies in French, Spanish, Russian, Chinese, Arabic, and Portuguese latest on 15 December 2009. with cards inserted and books packed as specified above.

Option B: Distribution of languages with cards inserted according to one address in Geneva, Switzerland, latest by Tuesday, 15 December 2009.

UNAIDS reserves the right to change the dates specified for award of contract and required delivery and distribution dates listed above.

## **ANNEX A**

### **GENERAL CONDITIONS**

#### **I. TERMS AND CONDITIONS**

The contract between the parties is subject only to these general conditions. Any contractual terms and conditions of the contractor, whether included in the offer, invoices or any other document, are hereby excluded.

#### **II. RELATIONSHIP OF THE PARTIES**

It is understood that the execution of the work does not create any employer/employee relationship. In this respect, the contractor shall be solely responsible for the manner in which the work is carried out. Thus, UNAIDS shall not be responsible for any loss, accident, damages or injury suffered by any person whatsoever arising in or out of the execution of this work, including travel.

#### **III. OWNERSHIP**

The parties agree that UNAIDS owns all rights in the work performed by the contractor under this contract, including ownership and copyright of all original work, such as the master design, the master typesetting disk or application file, printing films, any work resulting therefrom, and/or any other material produced by the contractor hereunder. UNIDS may at any time require that the master design, the master typesetting disk or application file, printing films and/or any other material produced under the contract be made available to it. UNAIDS reserves the right (a) to revise the work, (b) to use the work in a different way from that originally envisaged, or (c) not to use the work at all.

#### **IV. TAX EXEMPTION**

The price shall reflect any tax exemption to which UNAIDS is entitled by reason of the immunity it enjoys. UNAIDS is exempt from all direct taxes, customs duties and the like, except as hereinafter provided, and the contractor shall consult UNAIDS so as to avoid the imposition of such charges with respect to all goods supplied and services rendered hereunder. As regards excise duties and other indirect taxes imposed on the sales of goods, the parties agree, however, that the contractor shall list such charges on invoices as a separate item and, to the extent required, cooperate with UNAIDS to enable reimbursement thereof.

## **V. INSPECTION**

UNAIDS reserves the right to inspect the goods and/or the work called for under this contract at any time and the contractor shall afford every facility for such inspection.

## **VI. PACKING**

The contractor shall pack the goods with the best materials and with every care in accordance with the normal commercial standards of export packing for this type of merchandise. Such packing materials used must be adequate to safeguard the goods while being transported. The contractor shall be responsible for any damage and/or loss which can be shown to have resulted from faulty or inadequate packing.

## **VII. EXPORT LICENCE**

The contract is subject to the obtaining of any export licence and other governmental authorization which may be necessary. It shall be the responsibility of the contractor to obtain such licences and authorizations, but UNAIDS may, at the contractor's request, provide reasonable assistance. In the event of refusal of any required licence or other authorization, the contract shall be cancelled and all claims between the parties automatically waived.

## **VIII. FORCE MAJEURE**

Neither party to the contract shall be responsible for delay in the fulfilment thereof in the event of circumstances outside its control (force majeure), provided, however, that such party shall immediately so notify the other party in writing. In the event the fulfilment of this contract shall be delayed by any such circumstance for an aggregate of 15 (fifteen) days, UNAIDS shall be entitled terminate this contract, either in its entirety or with respect to certain parts thereof, in writing with immediate effect (subject to an equitable arrangement being made in respect of payment of the contractor and subject to the terms of general condition III in respect of any work product or other material so far produced).

## **IX. DEFAULT**

In the case of default of the contractor, including, but not limited to, failure to provide the goods and/or the work in accordance with the agreed specifications or to perform within the time specified, UNAIDS may by written notice (in addition to other remedies) cancel or terminate this contract, either in its entirety, or with respect to those deliverables and/or performances as to which the contractor is in default.

## **X. USE OF THE UNAIDS NAME**

The contractor shall not advertise, or seek promotion of, the fact that he/she is a contractor to UNAIDS. Also, the contractor shall in no other manner whatsoever use the name, emblem, or official seal of the UNAIDS in connection with his/her business or otherwise.

## **XI. SETTLEMENT OF DISPUTES**

Any dispute relating to the interpretation or application of this Agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with the rules of arbitration of the International Chamber of Commerce. The parties accept the arbitral award as final.