



Joint United Nations Programme on HIV/AIDS (UNAIDS)

Request for Proposals  
for Printing the  
2008 UNAIDS Global Report and Poster Insert

## Contents

1. The Joint United Nations Programme on HIV/AIDS (UNAIDS).	2
2. Proposals	2
3. Specification and costs	6
Annex A: Country and quantity distribution list	12
Annex B : General conditions	15

## 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, six 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 Four (4) copies of the Proposal and four (4) duplicates in English must be clearly marked UNAIDS: GLOBAL REPORT AND POSTER 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 19<sup>th</sup> September 2008.

2.1.2 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.

2.1.3 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.

2.1.4 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.

2.1.5 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 may quote for either:  
print, and bulk delivery to one address in Geneva by airfreight or similar quick method (Option A);  
or quote for print and distribution as specified in Annex A (Option B).

## **Global Report (Book)**

**Format:** 200 x 260 mm trimmed (Portrait)

**Number of pages of text:** 358 pages of text in all four languages

**Text printing:** four 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).

**Cover printing:** 4 page plus spine, 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:** 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.

### **Print runs**

English edition: 5000 (five thousand) copies. Please quote also for run on +1000 copies)

French edition: 2000 copies (two thousand). Please quote also for run on +500 copies)

Spanish edition: 2000 copies (two thousand). Please quote also for run on +500 copies)

Russian edition: 1000 copies (one thousand). Please quote also for run on +500 copies)

### **Poster**

**Format:** open: trimmed 660 x 920 mm, folded: 165 x 230 mm in four languages, English, French, Spanish and Russian (print runs as indicated in tables).

**Paper:** 115 gsm (UNAIDS seeks to be environment friendly and we will welcome suggestions for environmentally certified paper, e.g. FSC certified paper.)

**Print:** recto in four colours, varnish on recto only

**Finish:** cutting, 2 folds parallels (eco) + 3 folds zig-zag travers. Printed text on inside of folded poster.

**Insertion:** of the poster at the back of the Global Report (between last inside page and page 3 of the cover of the publication).

**Packaging and Labelling:** the books 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
- the number of copies per carton
- the name of the printer.

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

- pink 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.

**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 poster, most probably in InDesign, in all four languages at the same time.

**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 358, 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 delivery to one address Geneva, Switzerland  
Option B despatch to country offices as listed in Annex A.

**English edition 358 pages + 4 pages cover**

	5000 copies	5000 posters		+1000 copies
Text printing Cost				
Text paper Cost				
Cover printing and Matt lamination Cost				
Cover board Cost				
Binding, Poster Insertion, Packing  Delivery/distribution: - Option A: one address in Geneva cost  - Option B: as per list in annex A cost				

**French edition 358 pages + 4 pages cover**

	2000 copies	2000 posters		+500 copies
Text printing Cost				
Text paper Cost				
Cover printing and Matt lamination Cost				
Cover board Cost				
Binding, Poster Insertion, Packing  Delivery/distribution: - Option A: one address				

in Geneva cost				
- Option B: as per list in annex A cost				

**Spanish edition 358 pages + 4 pages cover**

	2000 copies	2000 posters		+500 copies
Text printing Cost				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Binding, Poster Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost  - Option B: as per list in annex A cost				

**Russian edition 358 pages + 4pages cover**

	1000 copies	1000 posters		+500 copies
Text printing Cost				
Text paper Cost				
Cover printing and Matt lamination cost				
Cover board cost				
Binding, Poster Insertion, Packing				
Delivery/distribution: - Option A: one address in Geneva cost				

- Option B: as per list in annex A cost				
---	--	--	--	--

**Summary totals**

Below please provide summary totals for all print work of the Global Report, and map, and insertion of the map, and delivery according to one or both options.

Option A: Total costs for printing of all languages (10 000 copies) plus posters inserted – delivery to one address in Geneva  
 Total US\$

Option B: Total costs for printing of all languages (10 000 copies) plus posters inserted – delivery as specified in Annex A.  
 Total US\$

**Schedule**

Please complete the schedule you will meet.

Confirmation of technical specifications and order number will be made by UNAIDS with award of contract: Friday, 26 September 2008

Confirmation of award of contract by UNAIDS: Friday, 26 September 2008

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 to one address Geneva Switzerland by Friday, 31 October 2008 for all copies in English, French, Spanish and Russian with posters inserted and books packed as specified above.

Option B: Distribution of reports with posters inserted according to mailing list specified in Annex A completed by Friday 7 November 2008.

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

## Annex A

Distribution of printed copies to UNAIDS' Regional and Country offices by language edition. (Addresses, which are confidential, will be supplied to the vendor who is awarded the contract).

### English edition

Angola	25
Armenia	5
Bangladesh	30
Barbados	25
Belize	10
Bosnia and Herzegovina	5
Botswana	30
Brazil	100
Bulgaria	5
Cambodia	30
China	120
Croatia	5
Cyprus	5
Czech Republic	5
Egypt	20
Eritrea	5
Estonia	5
Fiji	30
Gambia	15
Georgia	5
Ghana	80
Guyana	35
Hungary	5
India	350
Indonesia	80
Iran	20
Jamaica	20
Jordan	5
Kenya	80
Laos	20
Latvia	5
Lesotho	20
Liberia	15
Lithuania	5
Malawi	25
Malta	5
Moldova	5
Myanmar	30
Namibia	30

Nepal	10
Nigeria	250
Pakistan	30
Papua New Guinea	30
Phillipinnes	80
Poland	5
Romania	5
Serbia and Montenegro	5
Sierra leone	25
Slovakia	5
Slovenia	5
Somalia	20
South Africa	300
Sri Lanka	20
Sudan	30
Suriname	5
Swaziland	30
Tanzania	80
Thailand	30
Trinidad	100
Turkey	5
Uganda	80
Viet Nam	30
Zambia	50
Zimbabwe	80

#### French edition

Benin	25
Burkina Faso	25
Burundi	25
Cambodia	15
Cameroon	40
Central African Republic	25
Chad	25
Congo, Republic of the	25
Congo, Democratic Republic of	60
Cote d'Ivoire	30
Egypt	5
Equitorial guinea	15
Gabon	15
Guinea	25
Haiti	35
Laos	5
Madagascar	25
Mali	25

Mauritania	15
Morocco	35
Niger	25
Rwanda	25
Senegal	150
Togo	20

Régional team West Africa 50

#### Spanish Edition

Angola	35
Argentina	150
Brazil	150
Cape verde	5
Chile	40
Costa rica	15
Cuba	40
Dominican republic	40
El salvador	20
Equatorial Guinea	5
Guatemala	50
Guinee-Bissau	5
Honduras	50
Nicaragua	30
Panama	100
Peru	60
Sao Tome	5
Venezuela	60

#### Russian edition

Kazakhstan	50
Kyrgyzstan	30
Russian federation	250
Tajikistan	5
Uzbekistan	30

Balance of stock remaining in all languages to be delivered by airfreight or similar quick method to one address in Geneva, Switzerland.

## **ANNEX B**

### **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.