



For printing services, the following conditions are applicable:

1) – COMPUTERS (as applicable)

- Computer system must be compatible with our requirements. No 'conversion' charges will be taken into consideration by UNHCR.
- The file transfer to Postscript and/or PDF format –or other– for the CTF or the CTP, will be the supplier's responsibility. No technical protocol will be taken into consideration by UNHCR. Requesting at any point in time such a transfer will disqualify the candidate from the bidding process.
- If the printer is not in charge of the design :

Upon receipt of the diskette containing the design work, the printer must inform both UNHCR and the graphic artist – WITHIN TWO WORKING DAYS – of any problem or defects detected therein, with respect to the quality of the electronic files. Past that deadline, nor the graphic artist nor UNHCR will be liable for any problem that may arise thereafter.

2) - PRODUCTION

- In case of a sub-contract with another printer, the printer/seller remains the Project Manager and shall assume all responsibilities.
- UNHCR has not adopted the practice of "additional/fewer copies". Only the quantity ordered and delivered may be invoiced.

3) - DELIVERY

- Delivery notes are to be part of the documentation for the payment of invoice.
- Publications must be delivered to UNHCR Office in Greece, located 12, Tagiapiera street, Athens, first basement. The Security Staff must be requested to inform the following:
 - Ms. R. Eppich : tel extension (# 116), who will take action to receive the vendor.
- The delivery notes must be signed by the UNHCR officer responsible for publications quoted in the contract. If she/he is not available, by Ms. Lampropoulou K.

4) - RIGHTS

- All © to this publication belong to UNHCR.
- All work in progress relating to the document to be printed, including Ozalid copy, CD, films, etc. produced by or in the possession of the printer is the property of UNHCR. Whenever requested, the material must be returned at any time to UNHCR. No material may be destroyed without UNHCR written agreement.
- UNHCR reserves the right to control the printing process.
- UNHCR reserves the right to reduce or increase the quantity of printing.