



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 27-May -2016

INVITATION TO BID: No. SC/ITB/016/001

**FOR THE PROCUREMENT OF PRINTING SERVICES OF
AFGHAN REFUGEES TEXT BOOKS (GRADE 01-08)**

CLOSING DATE AND TIME: 04-July-2016 – 17:00 hrs. PST

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Quetta, invites qualified and registered printing/publishing companies to make a firm offer for the printing of Afghan Refugees text books.

IMPORTANT:

Exact specification and requirement are provided in Annex C of this document.

UNHCR may issue a purchase order for the printing and delivery of the required books from the successful vendor who qualifies technically and financially. The offers from the successful bidders would form the basis for an award of a contract. The successful bidder will be requested to maintain their quoted price model for ninety (90) days.

Quantities will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a purchase order is awarded, either party can terminate the agreement only upon 30 days (1 month) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: This document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

Annex A:	Calendar of activities
Annex B:	Baseline Criteria
Annex C:	Technical Offer Sheet with detailed specification
Annex D:	Financial Offer Form
Annex E:	Vendor Registration Form
Annex F:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to PAKQUSC@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to PAKQUSC@unhcr.org. **The deadline for receipt of questions is 17:00 hrs *PST* on 24 June 2016.**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy and reply to questions to all other invited bidders at once.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the “Submission of Bid” section 2.6) of this ITB.

Your offer shall comprise in two different envelopes following two sets of documents:

- Technical offer
- Financial offer

2.4.1 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The following details shall also be provided in the Technical Offer.

Incoterms: The International Chamber of Commerce Incoterms 2010 (**DAP – delivered at place**) shall apply for this ITB and for any resulting purchase orders(s).

Registration Documents: The bidder shall provide copies of the registration documents with government authorities like NTN Certificate, Company Registration Certificate, Certificate of Incorporation, GST Certificates etc.

Similar Work list of 2014-15: The bidders will provide a list of similar works done in 2014-15, it will be a simple list containing information about the work done in 2014-15, brief description of work, organization name, total amount of contract. UNHCR may go for a reference check with any/all of the organizations with whom the bidders worked with.

Bid Security: Your proposal must accompany with a **2% call deposit** in shape of DD/Pay order issued by a scheduled bank of Pakistan in favor of UNHCR, Quetta. Your offer submitted without bid security shall be deemed as unsuccessful not meeting the initial criteria. Unsuccessful vendors' call deposit will be returned after the completion of the bidding process. Whereas the bid security of the successful vendor will remain with UNHCR for the period till the successful delivery of the goods and services and will be returned after completion of all formalities.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**).

Production Capacity: The bidder shall state weekly/monthly production capacity.

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

Place of Inspection: The bidder shall state the place of inspection.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

Delivery / Working Time: All the items required under this ITB should be delivered as per the specifications/ instructions on the specified locations (delivery point) within **75 days** or AS SOON AS POSSIBLE after placement of the confirmed order.

Delivery Point: **Pakistan Red Crescent Society (PRCS) Building, Airport Road, Alamo Chowk behind SAHAR BAKERS, Quetta**

UNHCR General Conditions for Provision of Goods and Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and services by signing (**Annex F**).

Sample: Those potential vendors who qualify technically will be required to provide the samples of the books free of cost which will be an integral part of the selection process of the potential vendors.

Technical Offer Sheet: Your technical offer should contain the specification or details of the books being offered for the printing services to UNHCR with its alternate specification. The technical offer sheet should be in your technical offer with the other documents as mentioned below for the comparison with other offers for a final decision. (**Annex C**)

Also provide the following documents along with the details mentioned above.

- Company Profile
- Year founded;
- If multi location company, specify headquarters location;
- Registration Certificate
- NTN/STN certificates
- Client list details Private / Govt / UN-Agencies
- Past working experience related to similar work (P.Os, work orders)
- Number of similar projects currently underway;
- Annual Turn-over for the period (2013-2014 and 2015)
- Bank Statement (June 2015 to April 2016)
- Signed UNHCR General Conditions for provision of goods and services (**Annex F**)
- 2% Call Deposit

2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial offer** (Annex-D) must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

UNHCR is exempted from all direct taxes and customs duties. With this regards, price has to be given excluding all taxes.

IMPORTANT:

The financial offer will only be accepted in the attached Annex-D. Failure to do so may result in disqualification.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.5 **BID EVALUATION:**

2.5.1 **Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical and Financial evaluation:

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications (Laboratory results),
- Unit cost EXW, (non-palletized/palletized),
- Unit cost FCA/FOB, (non-palletized, palletized),
- Delivery capacity.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted through Courier to the following address.

Bid for Printing of Afghan Refugees textbooks

ITB No: SC/ITB/016/001

The Head of Sub-office,
United Nations High Commissioner for Refugees (UNHCR)
Chaman Housing Scheme, Airport Road, Quetta
Phone #: 081-2829368-9
Fax #: 081-2829370

IMPORTANT:

The technical offer and financial offer are to be sent in separate and sealed documents/envelops as illustrated below. Failure to do so may result in disqualification.

Deadline: 04 July 2016, 17:00 HRS PST

IMPORTANT:

Any bids received after this date or sent in another format or address other than the described above may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the baseline Criteria.

2.7 **BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid. UNHCR reserves the right to award all packages to a single bidder or split up the order and award multiple contracts to multiple bidders or to increase or decrease the number of textbooks with the same quoted unit prices to offer the final work to the qualified bidder(s).

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex G**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Signature



Syed Shabbir Hussain
Associate Supply Officer
UNHCR Sub-office, Quetta



ANNEX A
CALENDER OF ACTIVITES

ACTIVITY	DATE
Bid Closing date and time	04 July 2016 at 1700 HRS
Bid Opening	05 July 2016
Technical Evaluation	06 – 07 July 2016
Sample provision & Evaluation	14 July 2016
Financial Bid Opening	15 July 2016
Final Evaluation	15 July 2016
Recommendation for approval	18 July 2016
Award Notification	28 July 2016
Contract Signing	28 July 2016

ANNEX – B

BASELINE CRITERIA FOR TECHNICAL EVALUATION

Sr.	Criteria
1.	Technical specification for offered items provided, and are as per UNHCR requirement
2.	Core business /experience of the vendor (minimum three years)
3.	Past Experience of Works related to Printing of books (P.Os or Work orders)
4.	Printing capacity and/or production capacity with plan for weekly or monthly production for each lot/grade
5.	Lead time requirement
6.	Compliance with pricing conditions set in the ITB (Annex –D)
7.	Annual Turn-over (2013, 2014 & 2015)
8.	Bank Statement (June 2015 to April 2016)
9.	Demonstrate the competency to provide composing and graphics related services
10.	Compliance with warranty and delivery period set in the ITB
11.	Declaration that the company has not been and is not subject to judgment for fraud, corruption or any other illegal activity

Note: The bidder/company will be evaluated as **Pass/Fail** on the basis of the above criteria, therefore, bidders are requested to provide necessary and supporting documents in the technical proposal that could facilitate the evaluation process.

ANNEX C

TECHNICAL OFFER SHEET

All items offered must be described in the 4th column of the below table and have to respond to each of the line specifications described in the 3rd column. For each item, bidders must state in the 4th column either **“No deviation”** or a clear description of the deviation(s). Having the technical offer sheet received blank “column 4” would lead to assume that there is no deviation.

Column1	Column 2	Column 3	Column 4
Grades	Textbook Title	Specifications	Description of items offered, and bidders' statement on deviations
1	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 160 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
1	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
1	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 62 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
1	LIFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 86 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
2	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 146 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
2	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
2	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 68 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
2	LFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 86 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
3	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 151 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	

3	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 74 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
3	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
3	LIFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 93 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 119 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 112 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 121 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 150 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 120 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
4	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 103 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good	

		quality paper. Contents 172 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 72 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 115 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 126 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 134 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
5	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 94 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 101 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 149 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 88 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 126 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 80 pages of page size	

		(6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
6	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 105 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	
7	Islamyat / Islamic Studies	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 172 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Pashto	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 152 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Math	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 225 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Chemistry	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 81 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Biology	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 87 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Dari	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 160 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Physics	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 98 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Profession (Harfa)	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 95 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	CIVIC (Madani Zda kra)	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 55 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	English	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 168 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	

7	Geography	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 128 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	History	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 91 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Arabic	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 152 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	Art	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 59 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
7	QURAAN and Tajweed	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 76 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Islamyat / Islamic Studies	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 143 pages of page size (9.6 x 6.7 inch)in four color using computer to plate technology (CTP) with gum binding	
8	Pashto	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 168 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Math	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 248 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Chemistry	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 116 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Biology	Title page four color two side 200g Art card, offset printing on 70 gr imported & good quality paper. Contents 117 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Dari	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 155 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Physics	Title page four color two side 200g Art card, offset printing on 70g imported, good quality	

		paper. Contents 97 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Profession (Harfa)	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 89 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	CIVIC (Madani Zda kra)	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 56 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	English	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 175 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Geography	Title page four color two side 200g Art card, offset printing on 70 gr imported, good quality paper. Contents 120 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	History	Title page four color two side 200g Art card, offset printing on 70 gr imported, good quality paper. Contents 100 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Arabic	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 160 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	Art	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 70 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	
8	QURAAAN and Tajweed	Title page four color two side 200g Art card, offset printing on 70 g imported, good quality paper. Contents 95 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	

Misprint/damaged books:

During the course of the printing process and transportation it is envisaged that there will be misprints and/or damaged books. No additional payment shall be made for misprints and/or damaged books and the company is responsible to provide the required number of books in good condition without any issues. In case of misprint or damaged books, it is the printer's responsibility to dispose of these books (including wastage) in a secure manner. Security of information – all disks and data provided by UNHCR are to be destroyed and to certify that no copies of the data or images remain. All plates used in the printing process must be destroyed or cleaned.

Sorting, packing, boxing, labelling:

Sorting: There are books of different grades starting from 1- 8. Each grade has several books as described above and should be packed gradewise in a complete set for distribution per set per student.

Packing, boxing, labelling:

Grade 1 – 8: In carton boxes containing a set of all books for each grade and each student. The carton boxes have to be exactly adapted to the volume of each set and sealed with tape.

Labelling: Each box is to be labelled with two white labels, one on the top, one on the side, showing clearly the box number and;

- P.O number
- Consignee Name: UNHCR Sub-office Quetta
- Title: Afghan Refugees Textbooks
- Grade (for each class separately)
- Number of books within each box

Deliver Period: The company agrees to provide in writing to deliver the required number of books within **75 days or less** after receipt of P.O.

Warranty period: The company is required to provide **06 months** warranty period in writing on their official letterhead after the delivery of the books for any printing quality, paper quality, book quantities, binding and packing issues.

Name of the Bidder: _____

Authorised Signature: _____

Company Name: _____

Company Stamp: _____

Note: The technical specifications and all annexes shall be considered as an integral part of this ITB.

FINANCIAL OFFER OF THE COMPANY

Annex E: Price Proposal Form Procurement of printing services of Afghan Refugees Textbooks

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

Grades	Textbook Title	Specifications	QTY	Unit rate	Total rate (DAP UNHCR Quetta)	Delivery Period (75 Days)
1	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 160 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	4957			
1	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	4957			
1	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 62 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	4957			
1	LIFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 86 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	4957			
2	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality	5044			

		paper. Contents 146 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding				
2	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	5044			
2	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 68 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	5044			
2	LIFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 86 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	5044			
3	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 151 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	6320			
3	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 74 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	6320			
3	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	6320			
3	LIFE SKILLS	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 93 pages of	6320			

		page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding				
4	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 119 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 112 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 121 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 150 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 120 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	3731			
4	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 104 pages of page size (6.7 * 9.8 inches) in	3731			

		four color using computer to plate technology (CTP) with gum binding				
5	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 103 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 172 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 72 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 115 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 126 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 134 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2779			
5	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 94 pages of page size (6.7 * 9.8 inches) in four color using computer to	2779			

		plate technology (CTP) with gum binding				
6	PASHTO	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 101 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	MATH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 149 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	ISLAMIC STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 64 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	DARI	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 88 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	SCIENCE	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 126 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	SOCIAL STUDY	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 80 pages of page size (6.7 * 9.8 inches) in four color using computer to plate technology (CTP) with gum binding	2440			
6	ENGLISH	Title page four color two side 260g Art card, offset printing on 70g imported & good quality paper. Contents 105 pages of page size (6.7 * 9.8 inches) in four color using computer to	2440			

		plate technology (CTP) with gum binding				
7	Islamiyat / Islamic Studies	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 172 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Pashto	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 152 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Math	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 225 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Chemistry	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 81 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Biology	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 87 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Dari	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 160 pages of page size (6.69 x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Physics	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 98 pages of page size (6.69x 9.45 inch) in four color using computer to	1804			

		plate technology (CTP) with gum binding				
7	Profession (Harfa)	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 95 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	CIVIC (Madani Zda kra)	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 55 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	English	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 168 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Geography	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 128 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	History	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 91 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Arabic	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 152 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
7	Art	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 59 pages of page size (6.69x 9.45 inch) in four color using computer to	1804			

		plate technology (CTP) with gum binding				
7	QURAAN and Tajweed	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 76 pages of page size (6.69x 9.45 inch) in four color using computer to plate technology (CTP) with gum binding	1804			
8	Islamyat / Islamic Studies	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 143 pages of page size (9.6 x 6.7 inch)in four color using computer to plate technology (CTP) with gum binding	1306			
8	Pashto	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 168 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Math	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 248 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Chemistry	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 116 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Biology	Title page four color two side 200g Art card, offset printing on 70 gr imported & good quality paper. Contents 117 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Dari	Title page four color two side 200g Art card, offset printing on 70g imported & good quality paper. Contents 155 pages of page size (9.6 x 6.7 inch) in four color using computer to	1306			

		plate technology (CTP) with gum binding				
8	Physics	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 97 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Profession (Harfa)	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 89 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	CIVIC (Madani Zda kra)	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 56 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	English	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 175 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Geography	Title page four color two side 200g Art card, offset printing on 70 gr imported, good quality paper. Contents 120 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	History	Title page four color two side 200g Art card, offset printing on 70 gr imported, good quality paper. Contents 100 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	Arabic	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 160 pages of page size (9.6 x 6.7 inch) in four color using computer to plate	1306			

		technology (CTP) with gum binding				
8	Art	Title page four color two side 200g Art card, offset printing on 70g imported, good quality paper. Contents 70 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
8	QURAAN and Tajweed	Title page four color two side 200g Art card, offset printing on 70 g imported, good quality paper. Contents 95 pages of page size (9.6 x 6.7 inch) in four color using computer to plate technology (CTP) with gum binding	1306			
Grand Total:			174,584			

I undertake, if our Bid is accepted, to deliver the goods in accordance with INCOTERMS 2010 and the delivery terms and period specified in the Bidding Documents.

I agree to abide by this Bid for a period of 90 days from the date fixed for opening of the Bids in the Invitation to Bid document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for Goods and Services, including UNHCR payment terms as specified in this ITB.

Note: UNHCR reserves the right to accept the whole or part of your bid. UNHCR reserves the right to award all packages to a single bidder or split up the order and award multiple contracts to multiple bidders or to increase or decrease the number of textbooks with the same quoted unit prices to offer the final work to the qualified bidder(s).

BIDDER'S NAME: _____

IN THE CAPACITY OF: _____

SIGNATURE: _____

CONTACT NUMBER: _____

COMPANY ADDRESS: _____

SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: _____

DATE: _____