

January 17, 2020

2020_ITB_001

Annex A: Technical Specification

**Ration Cards UNHCR & WFP Logos
and Ration Cards UNHCR Logo**

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Technical Specifications Requirements

1.1 *Ration Card UNHCR & WFP logos (Item ID 00004918)*

a. Material & Size

- i. Card made of durable 0.30 mm plastic (PVC), matt finishing, which does not tear when affected by sporadic bending or abrasion of cards due to heat/humidity. Card must retain flexibility.
- ii. Card can be perforated with standard hole puncher (hole diameter: max. 3mm (1/8")).
- iii. Card size 86 x 54 mm with rounded corners – CR8 format.
- iv. The surface of all signature panels on front and back sides must be of a material quality which allows easy and durable inscription with a standard ballpoint pen (smudge-proof and eraser-proof for up to 24 months).

b. Print Colors

- i. Front: Pantone Blue 300 C/U. CMYK 99 50 0 0. RGB 0 114 188. HEX #0072BC.
- ii. Serial number and corresponding linear barcode in Pantone Black 6 C/U. CMYK 78 68 67 90. RGB 0 0 0. HEX #000000.
- iii. Print quality of serial number and barcode must be smudge-proof for up to 24 months.
- iv. Back: light blue and red guilloche pattern, as per visual representation below.

c. Front Design Layout

- i. Printed around the four edges of the card, starting from the bottom left corner: Thirty-four squares, approx. 5 x 5 mm, numbered 1 to 34, referring to distribution cycle.
- ii. Printed directly above the numbers 2 to 11 mentioned above: Ten squares, approx. 5 x 5 mm marked A through J, each corresponding to a package of non-food items.
- iii. Printed at 2mm distance below square numbers 21 to 27, between the two logos: sixteen squares, approx. 5 x 5 mm, in two rows of 8 squares numbered 1 to 16, indicating family size.
- iv. Below squares 1 to 16: one white signature panel (approx. 8 x 45 mm) with very light blue pattern. Pattern should be continuous text "UNHCR UNHCR", font approx. 1mm high, arranged diagonally across the signature panel.
- v. Below white signature panel, at min. 3mm from left vertical line: unique serial number consisting of series ('A' letter) and sequential numbers (seven digits) and corresponding barcode on one line (as shown in visual representation below). Serial number should contain "space" as separator per thousand. (i.e. A 1 234 567)
- vi. Barcode must be min. 5 mm high and include prefix letter "A".
- vii. EAN 128 is the preferred barcode. If a different version is quoted, type must be specified in the technical offer documentation.
- viii. In all cases, the barcode must be readable with standard linear barcode scanner.
- ix. Printed on the left side of the card: UNHCR blue vertical logo with text "UNHCR The UN Refugee Agency".
- x. Printed on the right-hand side of the card: WFP logo with text "World Food Programme".
- xi. Logos mentioned on section ix. and x. above must correspond to those provided on Annex H of the present ITB documentation.

d. Back Design Layout

- i. Forge-proof guilloche pattern in two colors (blue and red) as per visual representation below. Proposals for alternative pattern are accepted but must be clearly represented in the 'High Resolution Digital Pictures and digital Proof' sent as per point g) of the present Technical Specifications Requirements.

- ii. Two white signature panels (8 x 50 mm approx.) pattern in very light blue, same as on front side.
- iii. The two white signature panels must be placed in such a way that the panes will not be punched through when the numbers and the letters on the front of the card are punched

e. Packing Instructions

- i. Each box must contain 200 cards, suitable for easy distribution.
- ii. The box must be of the correct size to match the quantity of distribution, 200 cards. Boxes with empty space left will not be accepted.
- iii. The box is strong and robust, preventing goods deterioration and stacking if taken out of the carton.
- iv. Each box must be affixed with label detailing as follows:
 - Ration Card UNHCR-WFP Blue (00004918)
 - Serial No. from no. A to no. A
 - "Box ..." <number of box, starting from box with lowest serial number of this Purchase Order> e.g. "Box0001"
- v. Boxes are to be packed inside the carton in serial sequence, with the highest serial numbers at the bottom of the carton and the lowest serial numbers at the top.
- vi. Each carton must contain 10 boxes, total 2,000 cards, suitable for easy distribution.
- vii. The carton (corrugated cardboard box) is strong and robust, preventing goods deterioration and allowing stacking.
- viii. Each carton to be affixed with label detailing the following:
 - Ration Card UNHCR-WFP Blue (00004918)
 - < number of Purchase Order>
 - Barcodes from no. A ... to no. A ...
- ix. Cartons must be packed in the Euro-standard pallets 120x80 due to warehouse constraints, each securely wrapped in shrinkable plastic foil.
- x. Each pallet to be affixed with label detailing the following:
 - UNHCR logo & Purchase Order Reference
 - UNHCR consignee address
 - Content: Ration Card UNHCR-WFP Blue (00004918)
 - Serial No. from no. A to no. A

f. Serial Numbers

- i. Ration Cards UNHCR/WFP are entitlement documentation and must carry unique serialization.
- ii. The supplier must retain complete and accurate records of all printed serialization and should be ready to produce this information upon request from UNHCR.
- iii. Serial numbers will be communicated at the time of order
- iv. It is the responsibility of UNHCR to ensure the correct serialization for the quantity ordered is clearly specified on HQSMS PO document, under line details and upon dispatch.
- v. The supplier should refuse to process/initiate production against HQSMS Procurement Orders received without correct or no serialization.
- vi. The suppliers must seek clarification in the event of any discrepancy arisen in relation to the serial number records.

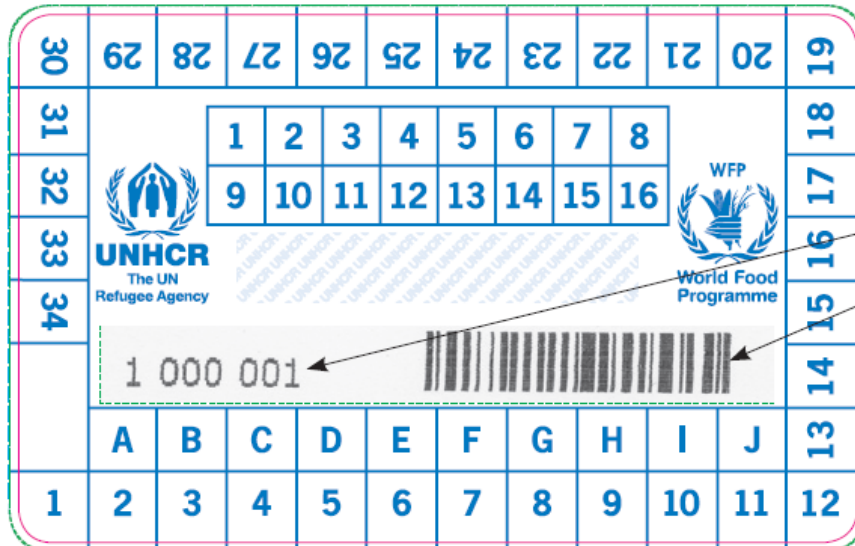
g. High Resolution Digital Pictures and Digital Proof

- i. The Supplier must submit with their response a high resolution digital picture(s) or proof as an image file ("the Electronic Proof") which details dimensions, layout (front and back), pantone/colors, logo, text, number, barcode and signature panel position and style.
- ii. The high resolution digital picture(s) or digital proof must be an exact match to the sample submitted for inspection.
- iii. The image file shall be a jpeg, bmp, pdf or other standard image file.
- iv. Image files that cannot be opened on standard office software may be disqualified.

- v. Bidders failing to submit the High Resolution Digital Pictures or Digital Proof will be disqualified.
- vi. Bidders failing to submit the High Resolution Digital Pictures or Digital Proof matching sample submitted for inspection will be disqualified.

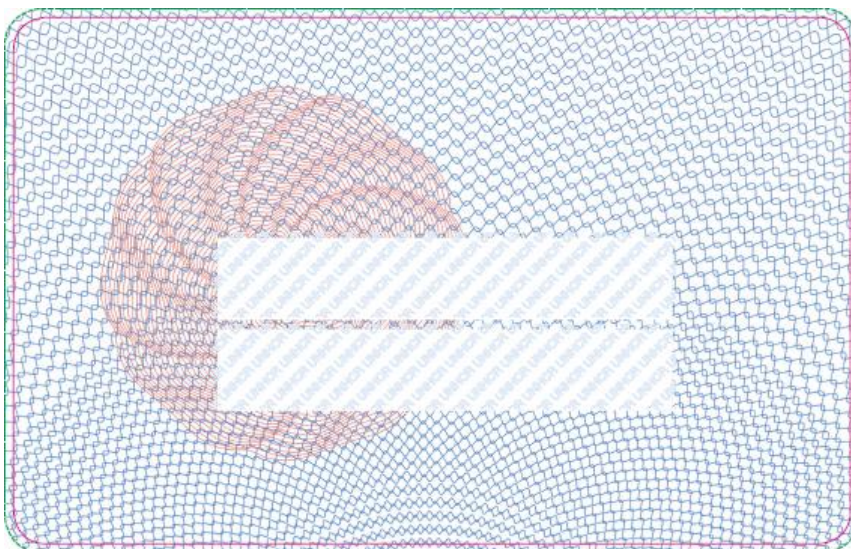
h. Visual Representation / Artwork

i. Front Side



- Unique Serial Number
- EAN 128 Barcode
- i.e. A 1 234 567

ii. Back Side



1.2 Ration Card UNHCR logo (item ID 00001326)

a. Material & Size

- i. Card made of durable 0.30 mm plastic (PVC), matt finishing, which does not tear when affected by sporadic bending or abrasion of cards due to heat/humidity. Card must retain flexibility.
- ii. Card can be perforated with standard hole puncher (hole diameter: max. 3mm (1/8")).
- iii. Card size 86 x 54 mm with rounded corners – CR8 format.
- iv. The surface of all signature panels on front and back sides must be of a material quality which allows easy and durable inscription with a standard ballpoint pen (smudge-proof and eraser-proof for up to 24 months).

b. Print Colors

- i. Front: Pantone Blue 300 C/U. CMYK 99 50 0 0. RGB 0 114 188. HEX #0072BC.
- ii. Serial number and corresponding linear barcode in Pantone Black 6 C/U. CMYK 78 68 67 90. RGB 0 0 0. HEX #000000.
- iii. Print quality of serial number and barcode must be smudge-proof for up to 24 months.
- iv. Back: light blue and red guilloche pattern, as per visual representation below.

c. Front Design Layout

- i. Printed around the four edges of the card, starting from the bottom left corner: Thirty-four squares, approx. 5 x 5 mm, numbered 1 to 34, referring to distribution cycle.
- ii. Printed directly above the numbers 2 to 11 mentioned above: Ten squares, approx. 5 x 5 mm marked A through J, each corresponding to a package of non-food items.
- iii. Printed at 2mm distance below square numbers 21 to 27, between the two logos: sixteen squares, approx. 5 x 5 mm, in two rows of 8 squares numbered 1 to 16, indicating family size.
- iv. Below squares 1 to 16: one white signature panel (approx. 8 x 45 mm) with very light blue pattern. Pattern should be continuous text "UNHCR UNHCR", font approx. 1mm high, arranged diagonally across the signature panel.
- v. Below white signature panel, at min. 3mm from left vertical line: unique serial number consisting of series ('B' letter) and sequential numbers (seven digits) and corresponding barcode on one line (as shown in visual representation below). Serial number should contain "space" as separator per thousand. (i.e. B 1 234 567)
- vi. Barcode must be min. 5 mm high and include prefix letter "B".
- vii. EAN 128 is the preferred barcode. If a different version is quoted, type must be specified in the technical offer documentation.
- viii. In all cases, the barcode must be readable with standard linear barcode scanner.
- ix. Printed on the left side of the card: UNHCR blue vertical logo with text "UNHCR The UN Refugee Agency".
- x. Logo mentioned on section ix. above must correspond to those provided on Annex H of the present ITB documentation.

d. Back Design Layout

- i. Forge-proof guilloche pattern in two colors (blue and red) as per visual representation below. Proposals for alternative pattern are accepted but must be clearly represented in the 'High Resolution Digital Pictures and digital Proof' sent as per point g) of the present Technical Specifications Requirements.
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e. Packing Instructions

- i. Each box must contain 200 cards, suitable for easy distribution.
- ii. The box must be of the correct size to match the quantity of distribution, 200 cards. Boxes with empty space left will not be accepted.
- iii. The box is strong and robust, preventing goods deterioration and stacking if taken out of the carton.
- iv. Each box must be affixed with label detailing as follows:
 - Ration Card UNHCR Blue (00001326)
 - Serial No. from no. B to no. B.....
 - "Box ..." <number of box, starting from box with lowest serial number of this Purchase Order> e.g. "Box0001"
- v. Boxes are to be packed inside the carton in serial sequence, with the highest serial numbers at the bottom of the carton and the lowest serial numbers at the top.
- vi. Each carton must contain 10 boxes, total 2,000 cards, suitable for easy distribution.
- vii. The carton (corrugated cardboard box) is strong and robust, preventing goods deterioration and allowing stacking.
- viii. Each carton to be affixed with label detailing the following:
 - Ration Card UNHCR Blue (00001326)
 - < number of Purchase Order>
 - Serial No. from no. B to no. B.....
- xi. Cartons must be packed in the Euro-standard palettes 120x80 due to warehouse constraints, each securely wrapped in shrinkable plastic foil.
- xii. Each palette to be affixed with label detailing the following:
 - UNHCR logo & Purchase Order Reference
 - UNHCR consignee address
 - Content: Ration Card UNHCR Blue (00001326)
 - Serial No. from no. B to no. B

f. Serial Numbers

- i. Ration Cards UNHCR are entitlement documentation and must carry unique serialization.
- ii. The supplier must retain complete and accurate records of all printed serialization and should be ready to produce this information upon request from UNHCR.
- iii. Serial numbers will be communicated at the time of order
- iv. It is the responsibility of UNHCR to ensure the correct serialization for the quantity ordered is clearly specified on HQSMS PO document, under line details and upon dispatch.
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g. High Resolution Digital Pictures and Digital Proof

- i. The Supplier must submit with their response a high resolution digital picture(s) or proof as an image file ("the Electronic Proof") which details dimensions, layout (front and back), pantone/colors, logo, text, number, barcode and signature panel position and style.
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- v. Bidders failing to submit the High Resolution Digital Pictures or Digital Proof will be disqualified.
- vi. Bidders failing to submit the High Resolution Digital Pictures or Digital Proof matching sample submitted for inspection will be disqualified.

h. Visual Representation / Artwork

i. Front Side



ii. Back Side

