



REQUEST FOR TENDERS

File: AP_4/12/18
Date: 4 December, 2020
To: Interested suppliers
From: Paul Anderson, Inform Project Manager

Subject: Request for tenders: Printing Services for the Environmental Monitoring and Governance (EMG) Programme.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:
 - We value the **Environment**
 - We value our **People**
 - We value high quality and targeted **Service Delivery**
 - We value **Integrity**
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced printing companies who can offer their services to provide high quality printing of publications and marketing materials in line with the SPREP communication policies and guidelines for the SPREP Environmental Monitoring and Governance Programme including the Inform and ACPMEA projects. These will include reports, flyers/factsheets, brochures, posters and various exhibition and promotional material.
- 2.2. The provision of printing services will be on a “on call” basis for the duration of this consultancy, with the agreement that this work will be of priority.
The consultancy agreement will end on the 31st December 2022.
- 2.3. Delivery costs are NOT to be included within the cost of printing and will be paid separately based on a separate transport quote per service request.
- 2.4. Services requested:
 - i. Printing of brochures, reports, posters, banners, and leaflets in single or multiple colours. Examples of existing SPREP publications can be found at: <https://www.sprep.org/publications>
 - ii. Producing printed, sorted and bound documents according to requirements.



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- iii. Delivery of finished items will usually be to the SPREP office based in Samoa but may be required to be sent directly to other locations within the Pacific region.
 - iv. Packaging of the printed material in sturdy boxes which clearly indicate the
 - v. contents, including the title of the publication or other product code, as specified,
 - vi. and number of copies.
- 2.5 Full specifications are provided in the attached Terms of Reference and Input for Technical and Financial evaluation.

3. Conditions: information for applicants

- 3.1. To be considered for this activity, interested suppliers must meet the following conditions:
- i. Provide examples of previous work/Portfolio including website, brochures of services and available materials
 - ii. Complete the Financial Offer form provided. Attach also a rate card with prices indicated in USD if necessary
 - iii. Provide a detailed Curriculum Vitae to demonstrate the consultant/provider has the relevant experience, skills and qualifications to carry out this contract successfully.
 - iv. Provide three references relevant to this tender submission, including the most recent work completed, noting these references must also indicate the responsiveness of your services.
 - v. Complete the tender application form – *(Please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application **NOT** being considered);*
 - vi. Sign the conflict of interest form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: services offered, personnel (and their skill sets/curricula vitae), turnaround time and costs.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 21 December 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 23 December 2020.



6. Evaluation criteria

- 6.1. SPREP will select suppliers based on the extent to which their tender documentation demonstrates that they satisfy the following criteria.
- (i) **Quality of Work and Technical Component (35%)**
The successful suppliers will have shown examples of previous work for a professional printing approach that can meet the specifications and timeframes. Include technical equipment and materials available to deliver services.
 - (ii) **Technical Expertise and Range (15%)**
The successful suppliers will have demonstrated that they are fully conversant with printing standards and have the capacity to print a wide range of materials with their price list and brochure/website of available services.
 - (iii) **Experience (15%)**
The successful suppliers will have provided evidence of excellent work ethics, experience in producing high quality printing work for international or regional organisations like SPREP.
 - (iv) **Value for Money (35%)**
The successful supplier will have completed the Financial offer form and provided a comprehensive and competitive rate card in USD.

7. Deadline

- 7.1. **The due date for submission of the tender is 08 January 2021 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Request for tenders: Printing Services for the Environmental Monitoring and Governance (EMG) Programme**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>



TERMS OF REFERENCE FOR PRINTING SERVICES

1. Objectives of the contract

This tender procedure is for the provision of printing services to SPREP. The services to be provided include printing and binding of reports, brochures as well as posters and banners, in one or more colours, to meet SPREP's need to communicate with a range of audiences.

2. Scope of work and description of key activities

Services requested:

- (1) Printing and binding of reports, brochures, posters, and banners) in single or multiple colours. Examples of existing SPREP publications can be found at: <https://www.sprep.org/publications>
- (2) Producing printed, sorted and stapled or bound documents according to individual order requirements. Documents will typically be A4 and required in black and white and/or full colour.
- (3) Delivery of finished items will usually be to the SPREP office based in Samoa, but printed items may be required to be sent directly to other locations within the Pacific region. Delivery and shipping should be costed as a separate budget line from the printing costs.
- (4) Packaging of the printed material in sturdy boxes which clearly indicate the contents, including the title of the publication or other product code, as specified, tracking code and number of copies.

Files for printing will usually, but not exclusively, be supplied via email in publishing formats, such as QuarkXPress or InDesign, or as PDFs or MS Word documents.

Prices should include any costs for converting files and any pre-press work, such as producing film and printing plates. Costs should also include providing SPREP with color proofs or digital files for approval prior to printing based on order size.

These unit prices must include all relevant costs (e.g. paper, print, binding, quality control, etc.) and all expenditure (management of the firm, secretarial services, social security, salaries, etc.) incurred directly and indirectly by the contractor in performance of the tasks which may be entrusted to him/her. It should be clarified if prices quoted are for digital or offset printing of all items. Please specify as necessary.

Costing should be provided for various types of documents and numbers of print quantities using the **Financial Offer form**.

The following four (4) items are represented in the Financial Offer form. The details shown below will assist you in accurately costing the items, based on the level of quality expected:

A. General report- type document A4 size (approx.):

Previous example of a State of Environment report can be found at the following link to the SPREP website:

<https://www.sprep.org/publications/tonga-state-of-environment-report-2018-0>

Cover: CMYK both sides on 250 gsm Cocoon 100% Recycled Silk Matt

Printing: 4 colour process (CMYK Colour Chart) recto and verso

Body pages:



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Pages: 130gsm Cocoon 100% Recycled Silk Matt (or similar, – please specify)

Printing: 4 colour process, CMYK recto and verso

Binding: include costs for stapled and glued options

Number of pages: 100 pages (50 leaves) plus cover (front and back)

Print quantity: 1,000 and 5,000 copies (using the Financial Offer form)

Print quantity: Please offer prices for 500 and 1,000 copies (using the Financial Offer form).

If alternative paper stock to the above is proposed, it must be fully specified in the offer. All paper stock used should be environmentally friendly, using recycled material or coming from sustainable sources.

B. SOE Brief/Summary: (6pp foldout to A4)

Previous example can be found at the following link to the SPREP website:

<https://www.sprep.org/publications/tonga-state-of-environment-report-2019-summary>

Paper: 170 gsm gloss art

Print: four colour process (CMYK) printed front and back

Print quantity: Please offer prices for 2,000 copies and 5,000 copies. (using Financial Offer form)

C. Fact sheets:

Previous example can be found at the following link to the SPREP website:

<https://www.pacificnatureconference.com/sites/default/files/pnc/Pacific%20Islands%20Environment%20Leadership%20Awards%202020.pdf>

Paper: 160 gsm gloss art, A4 finished size

Print: four colour process (CMYK) printed front and back

Print quantity: Please offer prices for 500 and 1,000 copies (using the Financial Offer form)

D. Brochure (6 printed pages, A4 foldout to A5 size) –

Paper: 90-160gsm gloss art, A4 finished size

Print: four colour process (CMYK) printed front and back

Print quantity: Please offer prices for 500 and 1,000 copies (using the Financial Offer form)

You are also welcome to provide prices for other common printing service items (using similar high-quality printed materials). Prices for the following items can be additionally provided:

- banners
- posters
- leaflets

Please indicate together with your prices the volume (print run), dimensions and materials used. Delivery costs are NOT to be included and will be paid separately based on a separate transport quote per service request.

While these prices for extra items will not be taken into account in the formula used to assess the quality/price ratio, if your tender is selected as the successful offer, the extra prices provided will form part of the ensuing contract.



3. Timeframe

The contract will end 31st December 2022.

4. Working arrangements

4.1. Quality control

The Contractor will provide constant quality monitoring to ensure that:

- there are no errors in ordered printing products, and /or quality of the delivered product meets requirements related to the technical specifications
- final product is compliant with the current SPREP guidelines or additional donor requirements and/or other guidelines provided by SPREP

SPREP reserves the right to reject the product and apply contractual measures in case of repeated mistakes, omissions or poor quality on the Contractor's side.

4.2. Project management

The execution of this contract requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved. The contractor shall ensure the necessary management systems to ensure the quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre-production, production and post-production stages.

The printing company is expected to interact with the supervisor and other relevant colleagues via teleconference. Costs related to communication should be included in the price.

5. Bidding

Interested consultants are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical and Financial components**.

The Technical component should present the following information:

- List of main clients and services provided during the last three years indicating the value, date, and recipient of the services/products.
- CVs (Curriculum Vita) of the staff designated to perform the work
- Examples of work done during the last three years
- List of the technical equipment and material available to meet the requirements.
- If subcontracting of certain services/products is envisaged:
 - Description of the services to be provided by the tenderer directly and those which may be subcontracted
 - Description of the measures to ensure quality control of the services/products provided by the subcontractor
 - Description of subcontractors already selected by the tenderer which may be used for certain types of work
- A Financial component

All tenders must contain a financial proposal, to be submitted using the form attached.

The tenderer's attention is drawn to the following points:

- Prices must be quoted in USD. Tenderers from countries that are not USD based, are advised they cannot change the amount of the bid because of changing exchange rates over



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- the contract period. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices must be fixed amounts.
- Prices must be quoted free of all duties, taxes and other charges, including VAT. The amount of VAT may be shown separately.
- Prices shall be fixed and not subject to revision during the performance of the contract.



6. FORM for financial offer (word version also attached)

		TOTAL COST * (please provide a price offer only in the un-shaded boxes)				Delivery time in calendar days from date of receipt of material from SPREP	
Services to be provided:		1	200	250	300	350	
A	General Report - type document (A4)			USD As1k		USD As5k	
	stapled						
	glued			USD Ag1k		USD Ag5k	
B	SOE Brief / Summary				USD B2k	USD B5k	
C	Fact sheets		USD C5	USD C1k			
D	Brochure						
OPTIONAL							
E	Banner						
F	Posters						
G	Leaflets						

* All prices offered do NOT include delivery costs.