



United Nations Population Fund  
70A, ElNahda street, Intersection with street #22,  
Maadi Sarayat  
Cairo, Egypt  
Tel: +202 25223908  
E-mail: [asrovacancies@unfpa.org](mailto:asrovacancies@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Date: [September 6, 2020]

## REQUEST FOR QUOTATION RFQ N° UNFPA/ASRO/RFQ/2020/6

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following services:

PRINTING, GRAPHIC DESIGN AND VISIBILITY MATERIAL to ARAB STATES REGIONAL OFFICE BASED IN CAIRO, EGYPT AS PER ANNEX I (SCOPE OF WORK AND DESCRIPTION OF GOODS REQUIRED)

This Request for Quotation is open to all legally-constituted companies that can provide the requested product and have legal capacity to deliver in the country, or through an authorized representative.

### I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

### Objective:

The objective of the RFQ is to establish a long-term agreement that will last for five years with suppliers who can deliver to UNFPA the below mentioned list of product(s) with high quality. The selected vendor is expected to provide such product(s), based on specific Purchase Orders submitted to the vendor.

### II. Technical Specifications: AS PER ANNEX I

### III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>RFQ Focal Point</i>
Tel N°:	<i>+201018358749</i>
Fax N°:	<i>+20 2 23783240 - 25223959</i>
Email address of contact person:	<i>asrovacancies@unfpa.org</i>

The deadline for submission of questions is [Thursday, 10 September 2020 at 17:00 Cairo, Egypt local time]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



#### IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical quotation, in response to the essential requirements outlined in the technical specifications.
- b) Other specifications, in case you want to elaborate on your vehicle specifications in excess of our essential specifications.
- c) Comments if any, this is for the vendor if you want to add any comments.
- d) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

#### V. Instructions for submission

Quotations should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: [Sunday, 27 September 2020 at 17:00 Cairo, Egypt local time]<sup>1</sup>.

Name of contact person at UNFPA:	<i>RFQ Focal Point</i>
Email address of contact person:	<i>asrovacancies@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/ASRO/RFQ/2020/6 – [PRINTING, GRAPHIC DESIGN AND VISIBILITY MATERIAL to ARAB STATES REGIONAL OFFICE BASED IN CAIRO, EGYPT AS PER ANNEX I (SCOPE OF WORK AND DESCRIPTION OF GOODS REQUIRED)]**. Quotations that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



#### **VII. Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a [Purchase Order] to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### **VIII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### **IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

#### **X. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### **XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit [Mr. Hicham Nahro, International Operations Manager at [nahro@unfpa.org](mailto:nahro@unfpa.org)]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).



United Nations Population Fund  
70A, ElNahda street, Intersection with street #22,  
Maadi Sarayat  
Cairo, Egypt  
Tel: +202 25223908  
E-mail: [asrovacancies@unfpa.org](mailto:asrovacancies@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

**XIII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



### DESIGN PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation №:</b>	UNFPA/ASRO/RFQ/2020/6
<b>Currency of quotation:</b>	EGP
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Design Price Quotation Form		
Item	Product/Service Name & Description	Price
1		
2		
3		
4		
5	Delivery Charges based on the following 2010 Incoterm, to: <b>70A, ElNahda street, Intersection with street #22, Maadi Sarayat Cairo, Egypt</b>	Choose an item.

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ASRO/RFQ/2020/2 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



### PRINTING PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/ASRO/RFQ/2020/6
<b>Currency of quotation:</b>	EGP
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Printing Price Quotation Form					
Item	Product/Service Name & Description	UOM	Unit Price	Number of units	Total (EGP)
1					
2					
3					
4					
5	Delivery Charges based on the following 2010 Incoterm, to: Choose an item. <b>70A, ElNahda street, Intersection with street #22, Maadi Sarayat Cairo, Egypt</b>	Each			
<b>GRAND TOTAL</b>					

**UNFPA Remarks:**

*Under number of units' column, please provide your quantities based on the following matrix:*

- 0 - 50
- 51 - 100
- 101 - 500
- 501 and more

**Vendor's Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ASRO/RFQ/2020/2 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further,



the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

## ANNEX I

### Scope of Work and Description of Goods

#### Scope of Work:

The contractor shall provide design and printing materials services as listed and negotiated by UNFPA and according to the description of goods.

UNFPA will pay the contractor in EGP and within a maximum duration of 30 days from receipt of the final invoice.

UNFPA is exempted from VAT and will present the 2020 VAT letter upon the contractor request.

UNFPA shall share its Identity Style Guide, including all information about the use of the UNFPA name, logo, typography, colour palette, brand extensions and photography...etc. The contractor shall use the Identity Style Guide and any other branding guidance shared by UNFPA as a reference when developing designs.

The contractor shall provide UNFPA with clear inclusive quotation, per each order, including price (excluding VAT), technical specs (i.e. type of printing paper ...etc.) time frame and any other relevant information.

The contractor shall provide three design proposals per each job order upon the receipt of UNFPA approval/confirmation of the submitted quotation. Upon the receipt of the three proposals, UNFPA shall choose one of the proposals to proceed with. In case, UNFPA is not satisfied with the proposed sample designs, the contractor shall provide other proposals, or amend the proposed designs in consultation with UNFPA. In case the contractor fails to meet the UNFPA requirements, UNFPA shall have the right to end the process without any liability on it.

Technical specs, photos, content and specific requirements will be relayed by UNFPA in writing prior to any printing order and specific delivery time frame will be agreed upon in advance.

#### Description of Goods:

The supplier shall provide the goods as described in the following table of printings, visibility items and giveaways.

- All prices are based on the incoterm DAP The Greater Cairo; i.e. all prices include the cost of transportation and insurance to any destination inside The Greater Cairo. The cost of any location outside The greater Cairo, however, will be decided on a case-by-case basis against a quotation from the supplier. This quotation shall be aligned with the market prices at the time of the request. UNFPA will, internally, revise such quotations and will revert to the supplier with negotiation, if needed, or/and acceptance/rejection.



Item NUMBER	ITEM NAME	ITEM DESCRIPTION
1	<p><b>Notebook A5</b>            (50 papers, with separators)</p>	<p><b><u>Notebooks Size A5 Closed A4 Opened</u></b></p> <p><b><u>With Separators</u></b></p> <p><b><u>Cover</u></b>            Paper Weight: 300 gr.            Material: Couche            Paper Coating: laminated matt/glossy            Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>            Paper Weight: 80 gr.            Number of Pages: 100            Number of Papers: 50            Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Separators</u></b>            Number of separators: 4            Weight of each: 150 gr.            Paper Coating: Couche            Printing: 4-colors printing, recto verso</p> <p><b><u>Binding</u></b>            Double-wired metal, top or side binding</p>
2	<p><b>Notebook A5</b>            (50 papers, without separators)</p>	<p><b><u>Notebooks Size A5 Closed A4 Opened</u></b></p> <p><b><u>Without Separators</u></b></p> <p><b><u>Cover</u></b>            Paper Weight: 300 gr.            Material: Couche            Paper Coating: laminated matt/glossy            Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>            Paper Weight: 80 gr.            Number of Pages: 100            Number of Papers: 50            Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Binding</u></b>            Double-wired metal, top or side binding</p>



3	<p><b>Notebook A5</b>          (100 papers, with separators)</p>	<p><b><u>Notebooks Size A5 Closed A4 Opened</u></b></p> <p><b><u>With Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>          Paper Weight: 80 gr.          Number of Pages: 200          Number of Papers: 100          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Separators</u></b>          Number of separators: 4          Weight of each: 150 gr.          Paper Coating: Couche          Printing: 4-colors printing, recto verso</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
4	<p><b>Notebook A5</b>          (100 papers, without separators)</p>	<p><b><u>Notebooks Size A5 Closed A4 Opened</u></b></p> <p><b><u>Without Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>          Paper Weight: 80 gr.          Number of Pages: 200          Number of Papers: 100          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
5	<p><b>Notebook A4</b>          (50 papers, with separators)</p>	<p><b><u>Notebooks Size A4 Closed A3 Opened</u></b></p> <p><b><u>With Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.</p>



		<p>Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>          Paper Weight: 80 gr.          Number of Pages: 100          Number of Papers: 50          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Separators</u></b>          Number of separators: 4          Weight of each: 150 gr.          Paper Coating: Couche          Printing: 4-colors printing, recto verso</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
6	<p><b>Notebook A4</b>          (50 papers, without separators)</p>	<p><b><u>Notebooks Size A4 Closed A3 Opened</u></b></p> <p><b><u>Without Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>          Paper Weight: 80 gr.          Number of Pages: 100          Number of Papers: 50          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
7	<p><b>Notebook A4</b>          (100 papers, with separators)</p>	<p><b><u>Notebooks Size A4 Closed A3 Opened</u></b></p> <p><b><u>With Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b></p>

		<p>Paper Weight: 80 gr.          Number of Pages: 200          Number of Papers: 100          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Separators</u></b>          Number of separators: 4          Weight of each: 150 gr.          Paper Coating: Couche          Printing: 4-colors printing, recto verso</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
8	<p><b>Notebook A4</b>          (100 papers, without separators)</p>	<p><b><u>Notebooks Size A4 Closed A3 Opened</u></b></p> <p><b><u>Without Separators</u></b></p> <p><b><u>Cover</u></b>          Paper Weight: 300 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Printing: 4 colors two-sided printing, recto outside printing</p> <p><b><u>Inside</u></b>          Paper Weight: 80 gr.          Number of Pages: 200          Number of Papers: 100          Printing: one-color printing, recto verso, Portrait</p> <p><b><u>Binding</u></b>          Double-wired metal, top or side binding</p>
9	<p><b>Folders</b>          (with two paper pockets)</p>	<p><b><u>Folders Size 22 X 32 cm closed</u></b></p> <p><b><u>Paper</u></b>          Paper Weight: 350 gr.          Material: Couche          Paper Coating: laminated matt/glossy          Cover Printing: four-color printing, back and front          Inside: One-color printing</p> <p><b><u>Spine</u></b>          Thickness: 0.5 cm</p> <p><b><u>Pockets</u></b>          Paper pockets</p>

		<p>Number of Pockets: 2 for light papers use, each glued to inner sides</p> <p>Pocket Height: 11 cm</p>
10	<p><b>Folders</b>  (with one box pocket and one paper pocket)</p>	<p><b><u>Folders Size 22 X 32 cm closed</u></b></p> <p><b><u>Paper</u></b>  Paper Weight: 350 gr. Material: Couche Paper Coating: laminated matt/glossy Cover Printing: four-color printing, back and front Inside: One-color printing</p> <p><b><u>Spine</u></b> Thickness: 0.5 cm</p> <p><b><u>Pockets</u></b> Number of Pockets: 2 each glued to inner sides Left pocket: is a box open top pocket with base of 0.5 cm Pocket Height: 11 cm</p>
11	<p><b>Leaflets (A5 folded)</b></p>	<p><b>Size:</b> A5 closed (A4 Opened), folded <b>Number of pages:</b> 4 <b>Number of papers:</b> 2 <b>Paper weight:</b> 200 gr. <b>Material:</b> Laminated matte/glossy <b>Printing:</b> 4-color printing back and front, recto verso</p>
12	<p><b>Leaflets A5</b></p>	<p><b>Size:</b> A5 closed <b>Number of pages:</b> 2 (1 paper A5) <b>Number of papers:</b> 1 <b>Paper weight:</b> 200 gr. <b>Material:</b> Laminated matte/glossy <b>Printing:</b> 4-color printing recto verso</p>
13	<p><b>Booklets (A5, papers 5-6)</b></p>	<p><b><u>Size: A5 Closed (A4 Opened)</u></b></p> <p><b><u>Cover</u></b> Paper weight: 250 gr. Material: Couche Laminated matt/glossy Printing: 4-color, back and front, recto verso</p> <p><b><u>Inner papers</u></b> Number of pages: 10-12 Number of Papers: 5-6 Paper weight: 100 gr.</p>



		<p>Material: Laminated matt/glossy          Printing: 4-color, back and front, recto verso  <u><b>Binding</b></u>          Saddle stitching, 2 staples</p>
14	<p><b>Booklets</b>          (A4 closed)</p>	<p><u><b>Size: A4 closed (A3 Opened)</b></u>  <u><b>Cover</b></u>          Paper weight: 250 gr.          Material: Couche Laminated matt/glossy          Printing: 4-color, back and front, recto verso  <u><b>Inner papers</b></u>          Number of pages: 10-12          Number of Papers: 5-6          Paper weight: 100 gr.          Material: Laminated matt/glossy          Printing: 4-color, back and front, recto verso  <u><b>Binding</b></u>          saddle stitching, 2 staples</p>
15	<p><b>Booklets</b>          (A5, papers 2-4)</p>	<p><u><b>Size: A5 Closed (A4 Opened)</b></u>  <u><b>Cover</b></u>          Paper weight: 250 gr.          Material: Couche Laminated matt/glossy          Printing: 4-color, back and front, recto verso  <u><b>Inner papers</b></u>          Number of pages: 4-8          Number of Papers: 2-4          Paper weight: 100 gr.          Material: Laminated matt/glossy          Printing: 4-color, back and front, recto verso  <u><b>Binding</b></u>          saddle stitching, 2 staples</p>

16	<b>Booklets</b> (A5, papers 2-4)	<p><b><u>Size: A4 closed (A3 Opened)</u></b></p> <p><b><u>Cover</u></b> Paper weight: 250 gr. Material: Couche Laminated matt/glossy Printing: 4-color, back and front, recto verso</p> <p><b><u>Inner papers</u></b> Number of pages: 4-8 Number of Papers: 2-4 Paper weight: 100 gr. Material: Laminated matt/glossy Printing: 4-color, back and front, recto verso</p> <p><b><u>Binding</u></b> saddle stitching, 2 staples</p>
17	<b>Posters</b> (50 cm X 70 cm)	<p><b>Size:</b> 50 cm X 70 cm</p> <p><b>Material:</b> Couche laminated matte/glossy</p> <p><b>Paper Weight:</b> 300 gr.</p> <p><b>Printing:</b> 4-color, One-side printing on Double-face adhesive</p>
18	<b>Posters</b> (20 cm X 30 cm)	<p><b>Size:</b> 20 cm X 30 cm</p> <p><b>Material:</b> Couche laminated matte/glossy</p> <p><b>Paper Weight:</b> 300 gr.</p> <p><b>Printing:</b> 4-color, One-side printing on Double-face adhesive</p>
19	<b>Brochures</b> <b>A5</b>	<p><b><u>brochures A5 closed (A4 opened)</u></b></p> <p><b>Paper size:</b> A5 closed, A4 opened, one-fold</p> <p><b>Material:</b> Couche</p> <p><b>Paper weight:</b> 300 gr.</p> <p><b>Printing:</b> 4-color laminated matt printing, back and front, recto verso</p>
20	<b>Brochures</b> <b>A4</b>	<p><b><u>brochures A4 closed, A3 opened</u></b></p> <p><b>Paper size:</b> A4 closed, A3 opened, one-fold</p> <p><b>Material:</b> Couche</p> <p><b>Paper weight:</b> 300 gr.</p> <p><b>Printing:</b> 4-color laminated matt printing, back and front, recto verso</p>
21	<b>Pop-up</b> (5 m X 3 m)	<p><b>Size:</b> 5m X 3m</p> <p>Magnetic PVC sheets</p> <p>4-color printing</p>
22	<b>Feather flag</b> (4 m X 80 cm)	<p><b><u>feather flags</u></b></p> <p><b>Metal base and stand</b></p> <p><b>Flag</b></p> <p><b>Material:</b> Transparent-fabric (mirror)</p>



		<p><b>Height</b> 4 m  <b>Width:</b> 80 cm  <b>Printing:</b> Four-color recto verso</p>
23	<p><b>Feather flag</b>          (4.9 m X 85 cm)</p>	<p><u>feather flags</u>  <b>Metal base and stand</b>  <b>Flag</b>  <b>Material:</b> Transparent-fabric (mirror)  <b>Height</b> 4.9 m  <b>Width:</b> 85 cm  <b>Printing:</b> Four-color recto verso</p>
24	<p><b>Certificates</b></p>	<p><b>Size:</b> A4  <b>Material:</b> Fabriano  <b>Paper weight:</b> 240 gr  <b>Printing:</b> 4-color, one side</p>
25	<p><b>Tote Bags</b>          35 x 35 cm</p>	<p><b>Size:</b> 35 x 35 cm  <b>Number of straps:</b> 2  <b>Straps length:</b> 40 cm  <b>Material:</b> Tent Material  <b>Color:</b> Beige  <b>Printing:</b> 4-colors, one side</p>
26	<p><b>Tote Bags</b>          35 x 10 X 35 cm</p>	<p><b>Size:</b> 35 x 10 X 35 cm  <b>Number of straps:</b> 2  <b>Straps length:</b> 40 cm  <b>Material:</b> Tent Material  <b>Color:</b> Beige  <b>Printing:</b> 4-colors, one side</p>
27	<p><b>Shopping Bags</b>          (One-side printing)</p>	<p><u>Bag</u>  <b>Size:</b> 45x45x16 cm  <b>Material Type:</b> Matt Banner  <b>Finishing:</b> Fabric material to be stitched to all bag edges, the same material and color as the straps  <b>Color:</b> White, while straps color could be different  <b>Printing:</b> 4-colors, One-Side Printing  <u>Straps</u>  <b>Number of straps:</b> 2  <b>Straps length:</b> 50 cm</p>

		<p><b>Straps width:</b> 3 cm</p> <p><b>Straps &amp; finishing material type:</b> fabric</p> <p><b>Color:</b> one color</p>
28	<p><b>Shopping Bags</b> (Two-Sided Printing)</p>	<p><b>Bag</b></p> <p><b>Size:</b> 45x45x16 cm</p> <p><b>Material Type:</b> Matt Banner</p> <p><b>Finishing:</b> Fabric material to be stitched to all bag edges, the same material and color as the straps</p> <p><b>Color:</b> White, while straps color could be different</p> <p><b>Printing:</b> 4-colors, two-Side Printing</p> <p><b>Straps</b></p> <p><b>Number of straps:</b> 2</p> <p><b>Straps length:</b> 50 cm</p> <p><b>Straps width:</b> 5 cm</p> <p><b>Straps &amp; finishing material type:</b> fabric</p> <p><b>Color:</b> one color</p>
29	<p><b>Branded USB</b></p>	<p><b>8 GB</b> Capacity</p> <p><u>ID Card type</u></p> <p>4-color printing both side</p>
30	<p><b>Branded USB</b></p>	<p><b>16 GB</b> Capacity</p> <p><u>ID Card type</u></p> <p>4-color printing both side</p>
31	<p><b>Branded USB</b></p>	<p><b>8 GB</b> Capacity</p> <p><u>White stick plastic</u></p> <p>One-color printing both sides</p>
32	<p><b>Branded USB</b></p>	<p><b>16 GB</b> Capacity</p> <p><u>White stick plastic</u></p> <p>One-color printing both sides</p>
33	<p><b>Roll-up</b></p>	<p>Size: 80 cm x 200 cm</p> <p>Design and Printing: 4 color</p> <p>Including mechanism (stand)</p>
34	<p><b>Backdrop banner</b></p>	<p>Setup on wooden base</p> <p>Size 3 X 4 m</p> <p>(Pricing shall be per square meter)</p> <p>Indoor banner</p> <p>4-color, one side</p>
35	<p><b>Sticker A4</b></p>	<p>Size A4</p> <p>Paper material: laminated glossy/matt</p> <p>Paper weight: 300 gr.</p> <p>4-color</p> <p>Self-adhesive</p>



36	<b>Sticker A5</b>	Size A5 Paper material: laminated glossy/matt Paper weight: 300 gr. 4-color Self-adhesive
37	<b>Metal rectangular pin</b>	Metal rectangular Dimensions: 2 X 3 cm Material: 100% colored copper with magnet in the back Engraved
38	<b>Metal circular button pin</b>	Metal circular Dimensions: 4 X 5.8 cm Material: 100% colored copper with magnet in the back 4-color printing, one side
39	<b>Name tag</b>	Lanyard: Standard One-color printing Plastic card: PVC ID Size: 5 X 9 cm 4-color printing two sides Plastic holder: Transparent Size is adequate to accommodate card with dimensions 5 X 9 cm
40	<b>Name tag</b>	Lanyard: Standard 4-color printing Plastic card: PVC ID Size: 5 X 9 cm 4-color printing two sides Plastic holder: Transparent Size is adequate to accommodate card with dimensions 5 X 9 cm
41	<b>Desk sign</b>	Holder Size 15 x 35 cm Material: <u>Transparent Acrylic holder</u> Paper Paper weight: 300 gr, laminated matte/glossy Material: <u>Couche</u> <u>One-color printing, recto</u>
42	<b>Branded smart pens</b>	<u>4-color printing</u>
43	<b>Branded normal pens</b>	<u>4-color printing</u>
44	<b>Branded caps (Adult size)</b>	Materials: 95% - 100% cotton twill <u>Buckram lining to front panel</u> <u>Matching short fabric covered vector straps</u> <u>Matching cotton padded sweatband</u>

		<u>Color: white</u> <u>4-color printing</u>
45	<b>Mugs</b>	<u>Color: white</u> <u>Material: Ceramic, microwave-safe</u> <u>4-color printing, on both sides</u>
46	<b>Mugs</b>	<u>Color: orange</u> <u>Material: Ceramic, microwave-safe</u> <u>One-color printing, on both sides</u>
47	<b>Stainless Steel Travel Mug</b>	<u>Transfer colorful inkjet sublimation mug, Eco-friendly</u> <u>Capacity: 450 ml</u> <u>Color: metal or white</u> <u>4-color UV printing</u>
48	<b>Stainless Steel water bottle</b>	<u>Transfer colorful inkjet sublimation mug, Eco-friendly</u> <u>Capacity: 750 ml</u> <u>Color: metal or white</u> <u>4-color UV printing</u>
49	<b>Rubber bracelets</b>	<u>Bracelet color: to be determined per request</u> <u>One-color printing</u>
50	<b>Rubber bracelets</b>	<u>Bracelet color: to be determined per request</u> <u>4-color printing</u>
51	<b>Rubber Key chain</b>	<u>Rubber color: to be determined per request</u> <u>Size: 4.5 X 4.5 cm</u> <u>Eco-friendly</u> <u>4-color UV printing on both sides</u>
52	<b>Power bank</b>	<u>Power bank color: to be determined per request</u> <u>Capacity: 6000mAh</u> <u>4-color UV printing on one side</u>
53	<b>Power bank</b>	<u>Power bank color: to be determined per request</u> <u>Capacity: 10000mAh</u> <u>4-color UV printing on one side</u>
54	<b>Agendas</b>	<u>Size: A5</u> <u>a) Cover:</u> <u>Orange color, 1 side UVprinting on broqueen + gumming on hard cardboard paper.</u> <u>b) Inside (160 pages):</u> <u>4 colors, 2 side printing on creamy paper 70 gm.</u>  <u>c) Cover + Back Cover:</u> <u>4 colors, 2 sides printing on couche paper 300 gm + riga + cellophane matt on 2 sides.</u> <u>d) Inside: (200 pages)</u> <u>4 colors, 2 sides printing on white paper 80 gm + metal spiral wire on the side.</u>
55	<b>Desk Planner</b>	<u>Size A3</u> <u>4 colors, 1 side printing on white paper 120 gm +farfera + stapling.</u>
56	<b>Business Cards</b>	<u>Design:</u>



		<u>4 colors, 2 sides printing on couche paper 300 gm + cellophane both sides</u> <u>5x9cm</u>
57	<b>Desk Calendar</b>	<u>Size: A5</u> <u>a) Cover:</u> <u>4 colors, 1 side printing on couche paper 300 gm + Cellophane + spiral wire + cartoon base + shrink.</u> <u>b) Inside (13pages):</u> <u>4 colors, 1 side printing on couche paper 300 gm.</u> <u>c) Base:</u> <u>Cartoon base + couche paper 150 gm + cellophane.</u>
58	<b>Wall Calendar</b>	<u>Size: A3</u> <u>a) Cover:</u> <u>4 colors, 1 side printing on couche paper 200 gm + spiral wire.</u> <u>b) Inside (13 pages):</u> <u>4 colors, 1 side printing on couche glossy paper 200 gm.</u>

**ANNEX II:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)