

REQUEST FOR QUOTATION FOR SERVICES – RFQ/S

Ref.: MGIEP/2026/RFQ/009/Request for quotations- Agency for Printing Services (Open only to Delhi-NCR firms)
 (Please, quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for the provision of services described below:

Request for quotation for hiring of an agency for Printing Services of publications, reports, policy briefs as well as communication collaterals such as vinyl boards, flyers, banners etc. Refer to the Terms of Reference (Annex) for full details.

Your quotation must consist of two separate files: (i) Technical Proposal and (ii) Financial Proposal no later than **28 May 2026 11:59 PM Indian Standard Time and *physical portfolio samples no later than 1 June 2026, 11:59 PM Indian Standard Time:***

The vendor shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.”

1. Technical proposal:

Instruction to vendors: Please use the template, supplementing your statements with evidence (e.g. links to portfolios or CVs) when suitable.

Nº	Item	Vendor’s input
1	Experience and qualifications	<i>Describe, confirm and provide the proofs of compliance with the requirements/expertise required in the Terms of Reference (TOR).</i>
2	Approach, methodology and implementation plan	<i>Describe your approach to the provision of the requested service, specific methodologies or equipment used (if applicable) and outline the implementation plan with the proposed timeline.</i>
3	Key personnel to implement the services	<i>List all key personnel involved in the production and printing process with their roles and years of experience.</i>

2. Financial Proposal:

Please ensure that the quotation must be submitted in the attached template named, Annex-2_Financial Proposal with specifications as a separate pdf document.

Item
I. Professional services
Printing services of publications, reports, policy briefs, communication collaterals etc. Please refer to the given link for full estimated document specifications. Annex-2_Financial Proposal with specifications_

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION comprising of a technical proposal and a financial proposal, in two separates files and emails

AT
procurement.mgiep@unesco.org

Subject: Ref.: MGIEP/2026/RFQ/009/ Request for quotations- Agency Printing Services (Open only to Indian Firms)
(To be noted that all files together not to exceed 10 MB)
Quotes shall be in written English)

FOR UNESCO	
NAME	
FUNCTIONAL TITLE	
SIGNATURE	
DATE	

ANNEX I – General Terms and Conditions for Professional Services

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage

8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this

Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of the performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

UNESCO may disclose information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitration proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

28. PERSONAL DATA PROTECTION AND PRIVACY

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental or unlawful Initials destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation. The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

Terms of reference

<p><i>Scope of work for TOR</i></p>	<p>UNESCO MGIEP develops knowledge products such as publications and requires banners, physical collaterals for its outreach events to raise awareness and contribute to the global movement of education for peace. To maintain a visual identity of the organization, the Institute is seeking a vendor to print high quality material of the items mentioned below.</p> <p>Please refer to the link to view the list of items, number of copies, along with specifications of the materials to be used for printing. Annex-2 Financial Proposal with specifications</p>
<p><i>Background information on the project</i></p>	<p>UNESCO MGIEP (Mahatma Gandhi Institute of Education for Peace and Sustainable Development) is a Category 1 UNESCO Institute headquartered in New Delhi, India. The Institute is mandated to advance transformative education for peace and sustainable development, with a focus on Social and Emotional Learning (SEL), Digital Citizenship, and youth leadership.</p> <p>UNESCO MGIEP regularly produces a diverse range of knowledge products - research reports, policy briefs, teacher and trainer guidebooks, compendiums, and flagship publications such as Blue Dot; that are often disseminated as physical copies to key stakeholders.</p> <p>To support these needs, UNESCO MGIEP invites qualified vendors to submit proposals for printing of such communication collaterals along with costs associated for the same.</p>
<p><i>Objectives of the assignment</i></p>	<p>The primary objectives of this engagement are:</p> <ol style="list-style-type: none"> 1. To produce high-quality physical copies of the items mentioned in the TOR within the agreed timelines, after approval from the communications officer on the sample provided by the vendor. 2. To ensure all printed copies are durable, high quality and colour sensitive to different gradients. 3. To deliver all final copies within agreed timelines, with quality control and potential reprints in cases of dissatisfaction of services.
<p><i>Scope of work, consistent with the budget</i></p>	<p>The Service Provider will be compensated with payments linked to the satisfactory completion and submission of deliverables. Deliverables with timeline (i.e., output) that must be submitted for approval. Payment will be made as per the delivery timelines, submission of invoice and approval from the responsible UNESCO MGIEP Communications Officer as per below conditions:</p> <ul style="list-style-type: none"> • Payment shall be made per actuals according to the specifications of the document - UNESCO MGIEP will pay only for deliverables that have been fully received and reviewed in writing by the Communications Officer and the concerned Programme Officer. No advance or partial payments will be made. • The payment will be made to the vendor after receiving copies of each deliverable with all copies matching the quality of printing as mentioned by UNESCO MGIEP. • The list of items and number of copies mentioned for printing represents a tentative annual publication plan for 2026. The actual number of deliverables commissioned may vary depending on UNESCO MGIEP's programmatic priorities, funding, and timelines. • UNESCO MGIEP does not guarantee the commissioning of all items and number of copies as listed. The vendor acknowledges that this contract does not constitute a committed order for the full scope of work. • The vendor must acknowledge each print-ready file within 24 hours post the delivery of the print ready file that will be sent via email by UNESCO MGIEP and the vendor must deliver the sample of publication / collateral within 7 working days Or mutually agreed. • The timeline for the final submission of each publication / collateral after the approval of sample will be mutually agreed between the vendor and the UNESCO MGIEP over email at the time of assigning the printing task during the contract period. • The physical deliverables should be delivered at the UNESCO MGIEP New Delhi Office

	<ul style="list-style-type: none"> If the delivery of a printing material (physical item) is delayed beyond the assigned task timelines agreed over email within the contract period or cancelled by UNESCO MGIEP before production is started, it shall be deemed cancelled with no payment obligation on UNESCO MGIEP's part.
<p><i>Deliverables with timeline (i.e., output) that must be submitted for approval</i></p>	<p>During the contract duration, the Service Provider is required to deliver the physical copies of the printed material to the UNESCO MGIEP Office as per the specific timelines discussed at the time of assignment of work.</p> <p>The vendor must acknowledge each print-ready file within 24 hours post the delivery of the print ready file that will be sent via email by UNESCO MGIEP and the vendor must deliver the sample of publication / collateral within 7 working days Or mutually agreed.</p> <p>The timeline for the final submission of each publication / collateral after the approval of sample will be mutually agreed between the vendor and the UNESCO MGIEP over email at the time of assigning the printing task during the contract period.</p> <p>Please view the attachment to refer to the list of items. Annex-2_Financial Proposal with specifications</p>
<p><i>Period of performance and the review/approval time required.</i></p>	<p>The duration of the contract for services will be 12 months from the start date of the contract (expected to start from July 2026 to June 2027).</p> <p>Approval Terms:</p> <ul style="list-style-type: none"> Review/approval: Up to 2 rounds post-delivery of sample In case of unsatisfactory performance in print quality of the final deliverables, the vendor shall bear the cost of additional reprints of copies.
<p><i>Selection criteria, qualifications and performance or other standards the contractor must fulfil.</i></p>	<p>Qualification/experience requirements:</p> <ul style="list-style-type: none"> It is mandatory for the vendor to have minimum of 5 years of experience in running a printing press (production in building of briefs, flyers and other items) and working within adhered timelines. It is mandatory for a Firm/Entity to have worked in the past with the UNESCO/ UN agencies or international organisations. Please provide minimum 2 references. It is desirable for the focal point from the company to have minimum 3 years of experience of working in a similar industry. Please provide an up-to-date profile of the focal point reflecting years of experience. Excellent knowledge of accessibility standards and print production.
<p><i>Technical Proposal</i></p>	<p>The final proposals should include two files containing the Technical and Financial proposal:</p> <p>TECHNICAL PROPOSAL</p> <p>The Final proposal should comprise of the following information:</p> <ul style="list-style-type: none"> An up-to-date Company profile. Please highlight work experience with UN/international Organisation/s. Physical Samples: It is mandatory for the bidder to provide a physical sample of portfolio comprising of 1 publication sample (multi-page reports, guidebooks, or policy publications) and 2 samples of diverse communications collaterals (banners, flyers, vinyl boards, flex boards).

	<ul style="list-style-type: none"> • The portfolio samples must be delivered to the office within 4 days of closing date of applications. Any samples beyond this date will not be accepted. All samples must have been completed within the last 3 years for national/international organisations, NGOs, or UN system agencies, or private sector companies. • All costs associated with preparing and submitting the portfolio samples shall be borne by the bidders and will not be paid/reimbursed by UNESCO MGIEP, irrespective of whether the bidder is successful or unsuccessful in the RFQ process. <p>Note: All physical portfolio samples must be delivered in a sealed envelope/parcel at UNESCO MGIEP, 35 Ferozshah Road, ICSSR Building, 1st Floor, New Delhi 110001, India. The heading of the parcel should be “Samples of Printing - “MGIEP/2026/RFQ/009/ Request for quotations- Agency Printing Services”.</p> <p>Last date for submission of physical portfolio samples is 1 June 2026, 11:59 PM Indian Standard Time.</p> <p>Any proposal submitted after the due date or without the submission of physical portfolio will be considered as incomplete submission and therefore not be included for evaluation.</p>
Financial Proposal	<p>FINANCIAL PROPOSAL</p> <ul style="list-style-type: none"> • The bidder must submit a financial proposal in a separate PDF file and must be as per the attached template (Annex-2). • The financial proposal should include per unit cost of each item listed in the attachment along with cumulative cost as per the number of copies listed in the excel sheet provided. Please download the item list, fill the required details and share in the financial proposal. • The proposal should indicate quotations for bulk production as per the number of copies indicated in the link below. Financial Proposal with specifications Annex-2 <p>Note:</p> <ul style="list-style-type: none"> • UNESCO MGIEP may contact the bidders for clarification regarding the proposal submitted by them. UNESCO MGIEP has the right to contact the selected bidders after the process is completed and negotiate further for reducing the final financial amount before signing the contract. • Any proposal received by UNESCO MGIEP after the deadline for submission of proposals shall be rejected. • Only shortlisted proposals would be contacted • All documents must be submitted in English.
Evaluation Method	<p>The evaluation will be done on the basis of the following group of criteria: (i) Expertise of the Consultant or Agency; (ii) Quality of the Proposed Work Plan and Approach; and (iii) Qualifications and Experience of the key Personnel; as per the points mentioned in the Technical Proposal and Selection criteria, qualifications and performance section.</p> <p>The Financial Proposal will be evaluated for clarity, detailed cost breakdown and overall cost-effectiveness based on the criteria mentioned in the sections of Financial Proposal.</p> <p>The price/financial proposal will be opened only for offerors, who have attained a minimum 70% score in the technical evaluation, will be compared for financial evaluation. The total score will be calculated by adding the points attained out of 700 in the technical evaluation and points attained out of 300 in the financial evaluation. The contract will be awarded to the offeror that receives the</p>

	highest score out of a pre-determined set of weighted technical and financial criteria as specified above. Only proposals meeting the mandatory qualifications and submitted in English will be considered.
<i>Provisions for monitoring and evaluation of performance</i>	<ul style="list-style-type: none"> UNESCO MGIEP Communications Team will review and approve each deliverable post the delivery of the sample and final printed publications / collaterals at the UNESCO MGIEP office in New Delhi. Payment for each deliverable processed only upon written approval by the Communications Officer and submission of invoice. UNESCO MGIEP reserves the right to withhold payment until 100% satisfaction of each deliverable is confirmed. Performance will be assessed based on timeline adherence, compliance with agreed printing specification, print quality, quality of paper, print production.
<i>If applicable, a detailed list of all inputs and services that UNESCO will provide the contractor, or, where applicable, that the government counterpart will provide to perform the contract</i>	<ol style="list-style-type: none"> UNESCO MGIEP Branding Guidelines (provided upon contract award): brand colours, typography, logo usage, margin/spacing standards. Print-ready files for each publication (text, data, references) shared via email Access to relevant UNESCO MGIEP publications for quality reference and consistency.
Personnel (List minimum Staff required with a short description of the profile)	Focal Point: Responsible for overall production, liaising with UNESCO MGIEP’s communications officer for review and approval and delivering the final product.
<i>Eligibility requirements Select the minimum required documents for the bidders eligibility</i>	<p>Eligibility Requirements:</p> <ul style="list-style-type: none"> Duly filled signed on page 1 and 2 of Request for Quotation (RFQ) form Duly filled vendor form along with the proposal. Kindly download the form to add the required details and share along with RFQ and proposals. To download the vendor form, please click on the given link: Vendor form for company Cancelled cheque or bank letter confirming the bank account details including SWIFT CODE. Copy of certificate of incorporation with the country of incorporation. This includes, Company Registration Certificate (CIN), Articles of Association, Memorandum of Association, Copy of PAN and Composition of Board of Directors, as applicable. For partnership or Sole Proprietorship firms, Copy of PAN, Partnership deed, proof of registration of the firm, Aadhaar card, and other relevant documents. <p>All documents listed in the technical and financial proposal sections.</p>
<i>How to Apply</i>	Interested organizations are invited to submit their (Technical and Financial proposal as two separate PDF attachments) via email (PDF password-protected for financials) with quotes and company profile to procurement.mgiep@unesco.org with the subject line as “ Ref MGIEP/2026/RFQ/009/Request for quotations- Agency for Printing Services (Open only to Delhi-NCR Firms) ” by 28 May 2026 11:59

	<p>PM Indian Standard Time. Please share the filled vendor form along with proposal. Any submission after the deadline will not be considered.</p> <p>Note: All physical portfolio samples must be delivered in a sealed envelope/parcel at UNESCO MGIEP, 35 Ferozshah Road, ICSSR Building, 1st Floor, New Delhi 110001, India. The heading of the parcel should be “Samples of Printing - “MGIEP/2026/RFQ/009/ Request for quotations- Agency Printing Services”.</p> <p><u>Last date for submission of physical portfolio samples is 1 June 2026 11:59 PM Indian Standard Time.</u></p> <p>Any proposal submitted after the due date or without the submission of physical portfolio will be considered as incomplete submission and therefore not be included for evaluation.</p>
Awarding Contracts	<p>Bidder will be recommended under the below conditions and methodology: The minimum required to be technically qualified is 70%. The final selection will be based on highest combined (technical and financial) scored bidders.</p>