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Printing of stamps, souvenir sheets, prestige booklets, first day covers and other products for the United Nations Postal Administration (UNPA).

- **Podmiot:** UNITED NATIONS
- **Kraj:** Stany Zjednoczone Ameryki - Federalny
- **Data zakończenia:** 2022-01-27

Printing of stamps, souvenir sheets, prestige booklets, first day covers and other products for the United Nations Postal Administration (UNPA).

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Podmiot	UNITED NATIONS
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Kraj	Stany Zjednoczone Ameryki - Federalny
Język	Angielski

UN Procurement Division

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UN Procurement Division. You are therefore requested to direct all queries regarding this EOI to UN Procurement Division using the fax number or e-mail address provided below.

Title of the EOI:

Printing of stamps, souvenir sheets, prestige booklets, first day covers and other products for the United Nations Postal Administration (UNPA).

Date of this EOI: 6 January 2022

Closing Date for Receipt of EOI: 27 January 2022

EOI Number: EOIUNPD19271

Beneficiary Country/Territory: United States of America

Commodity/Service category: Professional Services

Address EOI response by fax or e-mail to the Attention of: Okera Bullen

Fax Number:

E-mail Address: bulleno@un.org

UNSPSC Code: 82121509

DESCRIPTION OF REQUIREMENTS

The United Nations Procurement Division intends to establish a Long Term Agreement (LTA) for the subject services on behalf of the UNPA for a 3-year period with the option to extend the agreement for two (2) additional periods of 1-year each based on satisfactory performance and at the sole discretion of the UN.

The primary aim of this EOI is to solicit interest from certified Stamp Security Printers with the capability to provide the services as described in this EOI. In this regard, prospective contractors are hereby invited to respond to this EOI providing the relevant supporting information as necessary.

Please note the following pre-qualification criteria for response to this REOI:

- Vendor must provide proof of ISO 14298 certification (or equivalent)
- Vendor must provide a copy of valid subscription to the Intergraf Code of Ethics (or equivalent).

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SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The UNPA issues commemorative and definitive stamps approximately 6 -7 times per year on various themes and formats. UNPA issues stamps in three denominations - US dollar, Swiss franc and Euro. A variety of stamp sizes, printing formats, printing techniques and colors may be used.

I. Printing of Stamps, including souvenir sheets:

Stamp Sizes:

The standard size of UNPA stamps are as follows: 35mm x 50mm; 30mm x 40mm; 32mm x 32 mm; 43mm x 43mm. However other stamp sizes may be required.

Sheet formats:

UNPA may issue stamp sheets in any the following standard formats: Mini-sheets of 1; mini-sheet of 2; minisheets of 3; mini-sheets of 6; mini-sheets of 8; sheets of 10; sheets of 12; sheets of 16; sheets of 20.

However other formats may be required:

Paper:

UNPA requires the finest quality pre-gummed postage stamp paper, coated, approximately 102-105

grams/M2 (Including gum). Bright White paper is preferred for all stamp printing.

Colors:

UNPA may print in any of the following colors: Offset lithography CMYK; Offset lithography Hexachrome; Offset lithography +PMS; Offset lithography +Foil.

Stamp Security feature:

UNPA requires an ultra-violet (UV) Security feature positioned in the centre of all printed stamps.

II. Printing of First Day Covers with Artwork Supplied by UNPA:

UNPA requires the manufacturing and printing of artwork on first day covers. There are three different sizes of first day covers/cachet which may be used for a particular stamp issue:

Paper:

White, special envelope, 120gm2 (Stock to be submitted with quote)

Printing: Offset lithography CMYK or Offset lithography CMYK with PMS. Printing on flap of envelope

Manufacturing:

Folding and formatting after printing, non-adhesive flap, turned in

Format/Size:

Standard size cachet: 165 mm x 90 mm (NO EXCEPTIONS)

Medium size cachet: 162 mm x 114 mm (NO EXCEPTIONS)

Jumbo size: 262 mm x 180 mm (NO EXCEPTIONS)

III. Printing of Prestige Booklets

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UNPA prints three different versions of the booklets for New York, Geneva and Vienna which will accompany the stamp issues from time to time.

Colour:

Offset lithography (CMYK) with Security Feature. Sometimes Hexachrome or foils may be used.

Stock:

Cover - White silk finish board 250 gm2 (recycled) or equivalent.

Text page - White silk finished paper 115 gm2 (recycled) or equivalent

Text page - Total number of 12 leaves. Throughout the booklet, black plate changes. Colour work remains consistent and unchanged throughout each version.

Stamp page - 6 stamp pane leaves (each page contains a block of 4 stamps). Plate changes in the colour and black plates on stamp pages.

Sizing - Trim size - 172 mm x 92 mm includes gutter/spin allowance

Binding - Trim all leaves, gather to books. Thread, sew and tape spine with black adhesive tape or use other alternate binding method without staples.

Production Timeline:

A sample of UNPA's production timeline is as follows:

Receipt of proofs from the vendor: 1 week after receipt of artwork

Production: 6 - 8 weeks

Shipping Locations: UNPA offices are located in both New York and Vienna.

Shipping and Delivery: 2 weeks including any customs clearance required to both UNPA offices. *Advance deliveries may be required if production timelines are not met.

NOTE

Information on tendering for the UN Procurement System is available free of charge at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest.

Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.

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VENDOR RESPONSE

NOTICE

Companies can only participate in solicitations of the UN Secretariat after completing their registration

(free of charge) at the United Nations Global Marketplace (www.ungm.org).

As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.

While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNPD19271>

In case you have difficulties submitting your interest electronically, please contact bulleno@un.org directly for instructions.

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EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A.

Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:

I.

the

Compendium

of

United

Nations

Security

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

Council

Sanctions

Lists

II.

the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B.

Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C.

Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion,

obstruction, or any other unethical practice;

D.

Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;

E.

Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).

F.

Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UN Procurement Division (UNPD) by the closing date set forth in this EOI. Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

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