



Union Interparlementaire

Pour la démocratie. Pour tous.

+41 22 919 41 50
+41 22 919 41 60
postbox@ipu.org

Chemin du Pommier 5
Case postale 330
1218 Le Grand-Saconnex
Genève – Suisse
www.ipu.org

Call for proposals for the conclusion of a long-term agreement (LTA) with the IPU for the printing of certain categories of publication and other print jobs for a renewable three-year period

May 2019

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Annex I: Instructions to tenderers

A.

Introduction

General information

You are invited to submit a proposal for the conclusion of a long-term agreement (LTA) for the production of certain publications and print jobs for the IPU. The LTA will be valid for a renewable three-year period.

Based on the offers received, the IPU will retain the services of a printer under an LTA for the production of such publications and print jobs for a renewable three-year period starting July 2019.

Cost of the proposal

All of the costs entailed in the preparation and submission of the proposal will be at the expense of the tenderer; the IPU may in no case be held responsible or liable for such outlays, regardless of the status or outcome of the offer.

B.

Solicitation documents

IPU tender offer documents

Tenderers will review all the instructions, forms, specifications and general conditions set out in the solicitation documents published by the IPU. Failure to comply with these documents will be prejudicial to the tenderer and may adversely affect how the proposal is evaluated.

Clarification of the solicitation document

Any potential tenderer requiring clarifications about the solicitation documents may request them by contacting the IPU at postbox@ipu.org no later than Friday, 24 May 2019 at 4:00 pm (Geneva time). The IPU will respond in writing to all requests for clarification and send its response (explaining the clarification requested but without identifying the source of the request) to all potential tenderers having received the solicitation documents.

Modification of the solicitation documents

At any time prior to the deadline for submitting proposals, the IPU may modify the solicitation documents for any reason, on its own initiative or upon a request for clarification from a potential tenderer.

All potential tenderers having received solicitation documents will be informed in writing of any amendments to them. In order to allow tenderers sufficient time to take the amendments into account in preparing their proposals, the IPU may, at its own discretion, extend the deadline for proposals.

C.
Tender preparation

Language

The offer prepared by the tenderer, as well as all correspondence and tender offer documents, will be drafted in English or in French.

Documents to be submitted with the proposal

In order for the IPU to accept the offer, the tenderer must furnish the following documents:

a.

A duly completed proposal submission form (Annex V)

b.

Technical proposal: the technical and operational part of the proposal, and particularly documentation demonstrating that the tenderer meets all the specifications stipulated (Annex VI)

c.

Financial proposal: the cost table duly completed (Annex VII).

Failure to furnish the documents as requested by the IPU will be prejudicial to the tenderer and may result in rejection of the offer.

Foreign exchange and costs specified in the offer

All prices will be indicated in Swiss francs (CHF). The tenderer will indicate the costs of the services required under the contract.

Tenderers will include the costs of transport (air, sea, road, other) by reliable carriers, which will include delivery to the IPU, chemin du Pommier 5, 1218 Le Grand-Saconnex/Geneva.

Effectiveness of the offer

The prices indicated in the proposal will remain in effect for three years, as specified by the IPU. Proposals stipulating a shorter effective period will be rejected by the IPU on grounds of non-conformity to specifications.

D.
Tender submission

Partial offers

Partial offers will not be accepted under this call for proposals. The IPU reserves the right to select or accept one or several parts of any offer.

Technical and financial proposals

All offers will consist of two parts: the technical proposal and the financial proposal.

The technical proposal – including information on the company and its qualifications, paper samples and technical specifications for the printed products – and the

financial proposal, including price information, will be submitted separately in two different envelopes.

The technical proposal will be prepared in accordance with Annex VI: Technical specifications of the proposal. Paper samples will be included in the envelope for this proposal.

The financial proposal will be prepared in accordance with Annex VII: Table of Costs.

Proposals must be signed by the tenderer or persons duly authorized to represent the tenderer in matters connected with the contract. Proposals must not include interlining, deletions or erasures, with the exception of those deemed necessary to correct errors made by the tenderer, in which case such corrections must be initialled by the person(s) signing the proposal. Each page of a proposal, including samples, models, documentation, etc., will bear a stamp or mark or other means of identification indicating the company name.

Sealing and marking the offers (hard copy version)

The tenderer will prepare a set of documents for the technical proposal and a set for the financial proposal and will send them by registered mail or through the intermediary of a special courier service by no later than 29 May 2019, in a sealed envelope addressed to:

Mrs Andrée Lorber-Willis
Director of administrative services
Inter-Parliamentary Union
Chemin du Pommier 5
CH-1218 Le Grand-Saconnex/Geneva
Switzerland

The outer envelope will be clearly marked as follows:

IPU
CALL FOR PROPOSALS
TO BE OPENED ONLY BY DULY AUTHORIZED IPU STAFF

The two inner envelopes will be clearly marked as follows:

IPU
CALL FOR PROPOSALS
Submission 1 of 2: "IPU, Company name, Technical proposal"

IPU
CALL FOR PROPOSALS
Submission 2 of 2: "IPU, Company name, Financial proposal"

The financial proposal may be included as a digital file with a hard copy. If the outer envelope is not sealed and/or marked in accordance with the instructions, the IPU may not be held responsible if the offer should be misplaced or opened prematurely.

Deadline for submission of proposals and proposals submitted late

Proposals must be submitted to the IPU no later than the day and hour stipulated in the cover letter for the solicitation documents.

In particular and exceptional cases, the IPU may extend the deadline for tender submission; all tenderers will be notified of such changes in advance of the original deadline.

Proposals received by the IPU after the deadline for their submission will be rejected. The IPU shall not be held legally responsible for proposals received after the deadline owing to problems encountered by the tenderer in sending their proposals by postal mail and/or through the intermediary of a courier company.

Modification and withdrawal of offers

A tenderer may withdraw its proposal after submitting it on the condition that written notification be received by the IPU prior to the submission deadline. No proposal may be modified after the submission deadline. No proposal may be withdrawn during the period between the submission deadline and expiration of the proposal's effective period.

Storage of the offers

Proposals received before the submission deadline will be kept under seal until the date specified for the opening of proposals in the solicitation document. The IPU will not be held responsible for the premature opening of a proposal incorrectly addressed and identified.

E.

Opening and evaluation of proposals

Opening of proposals

The IPU will open all proposals in the presence of two witnesses.

There will be two separate openings: the first for technical proposals and the second for financial proposals. The names of each tenderer and their technical proposals will be announced as the technical proposals are opened. The names of each tenderer and the costs stipulated in their financial proposals will be announced as the financial proposals are opened.

No proposal will be rejected during the opening of technical proposals, except for those received late or in unsealed envelopes.

Proposals not opened and read aloud during the opening of proposals will not be considered or evaluated, regardless of the circumstances.

Clarification of proposals

To facilitate the review, evaluation and comparison of offers, the IPU may ask tenderers to clarify their proposals. Requests for clarification and responses must be put in writing by the IPU and no changes to the prices or content of the proposal will be requested, proposed or permitted.

Preliminary review of proposals

The IPU will review the proposals to ensure that they are complete, free of calculation errors, duly signed and in general conformity with applicable conditions.

Arithmetical errors will be corrected on the following basis: if the amounts indicated in figures and words differ, the amounts indicated in words will prevail.

Prior to the detailed review, the IPU will evaluate the responsiveness of each proposal to the call for proposals. For the purpose of these clauses, a responsive proposal is one that conforms with every specification and condition in the call for proposals without major deviation. The IPU's determination as to the responsiveness of a proposal will be based on the proposal's content, without any extrinsic consideration whatsoever.

A proposal deemed by the IPU to be insufficiently responsive will be rejected without allowing the tenderer to make corrections that would enhance its responsiveness.

F. Contract award

Contract award criteria

Proposals will be evaluated in two separate stages: one for technical and the other for financial proposals. Technical proposals will be evaluated first and given a technical score based on the evaluation criteria (Annex III).

Technical proposals will be evaluated according to their responsiveness to the terms of reference (Annex II), the accompanying paper samples and the completeness and accuracy of information entered in the technical proposal submission form (Annex VI). Each technical proposal will be given a technical score based on the evaluation criteria (Annex III).

At this stage, the IPU will reject any tenderer not obtaining a total technical score of at least 70 points out of a possible maximum of 100 points. The financial proposals of tenderers obtaining less than 70 points will not be opened for consideration.

The contract(s) will be awarded to the tenderer(s) obtaining the highest score(s) for its/their financial proposal(s). A total financial score will be given to each financial proposal based on the evaluation criteria (Annex III).

The IPU reserves the right to invite the tenderers selected to adjust the costs indicated in their financial proposals that do not appear to meet expectations. The IPU reserves the right to reject any proposal if the tenderer is unable, in the IPU's judgement, to meet or fulfil the conditions of a contract or to do so within the period specified.

The IPU reserves the right to cancel the call for proposals and to reject all proposals at any time prior to contract award, without thereby incurring any responsibility toward the tenderers concerned and without any obligation to inform tenderers of the reasons for such action.

A proposal that has been rejected by the IPU may not be brought into conformity through corrections by the tenderer. A proposal will be considered in conformity if it meets all general conditions, without major deviation, in the solicitation documents

for the IPU's call for proposals. The IPU will determine the conformity of each proposal on that basis.

Tenderers waive the right to appeal decisions so taken by the IPU.

Right to modify requirements at the time of contract award

The IPU reserves the right, at the time of contract award, to modify the quantity of products and services specified in the call for proposals, without modifying prices or other specifications or conditions.

Signature of the contract

The IPU will send a contract-letter to the tenderer selected, which will constitute notification of award. The tenderer selected must sign and date the contract and return it to the IPU within five days of receiving the contract. After receiving the contract-letter, the tenderer will furnish the services and/or products in accordance with the technical specifications and delivery deadlines stipulated in the proposal, and purchase orders will be sent for each printing job done under the contract.

ANNEX II: Terms of reference
Long-term agreement (LTA) for a period of three years
For the printing of publications and other print jobs for the IPU
Subject to the following criteria

Activities Report - 3 languages

Content:	44 pages + cover for each language ¹
Format:	A4, 210.0 x 297.0 mm, French format
Print run:	1,650 copies in English, 500 in French and 200 in Spanish, simultaneously ²
Texts:	inside pages and cover: 1/1 camera-ready originals with corresponding digital files
Print specif.:	inside pages: double-sided, four-colour; cover: double-sided, four-colour, adjustable by language
Paper:	inside pages: double-sided 115 g/m ² – modern semi-matte coating, recycled cover: modern semi-matte coating, recycled, 250 gm ²
Finish:	soft touch laminate – single-sided (if possible)
Processing:	creasing of cover, cutting, folding, saddle-stitch binding with two staples, in separate packages by language
Delivery:	to our address in Geneva
VAT:	exemption as per Article 81 (b) of the VAT Ordinance

¹The Inter-Parliamentary Union reserves the right to modify the number of pages.

² The Inter-Parliamentary Union reserves the right to modify the number of copies.

Handbook for Parliamentarians on freedom of expression - 2 languages

Content:	136 pages + cover in English, 148 pages + cover in French, subsequent print runs as necessary ³
Format:	148.5 x 210.0 mm, French format
Print run:	1,500 copies in English, 700 in French, simultaneously ⁴
Texts:	source files furnished
Print specif.:	inside pages: double-sided, four-colour cover: double-sided, four-colour with adjustable colours
Paper:	inside pages: 90 g/m ² – double-sided modern semi-matte coating; cover: 300 g/m ² – double-sided modern semi-matte coating
Processing:	cutting, folding, thermoplastic binding with soft touch laminate (if possible), cover with adhesive binding, 4 creases
Delivery:	in packages to our address in Geneva
VAT:	exemption as per Article 81 (b) of the VAT Ordinance

³ The Inter-Parliamentary Union reserves the right to modify the number of pages.

⁴ The Inter-Parliamentary Union reserves the right to modify the number of copies.

Statistical brochure on women in parliament - 2 languages

Content: 12 pages per language⁵
Format: 210 X 297 mm, French format
Print run: 1,550 copies in English, 750 in French, **simultaneously**⁶
Texts: files furnished ready to print
Print specif.: double-sided, four-colour adjustable
Paper: modern coating semi-matte, double-sided, 170 gm²
Processing: creasing, saddle-stitched with 2 metal fasteners
Delivery: in packages to our address in Geneva
VAT: exemption as per Article 81 (b) of the VAT Ordinance

⁵ The Inter-Parliamentary Union reserves the right to modify the number of pages.

⁶ The Inter-Parliamentary Union reserves the right to modify the number of copies.

World Map of Women in Politics – brochure 2 languages

Content: brochure
Format: 333 x 220 mm fini, 998 x 660 mm open
Print run: 2,750 copies in English, 750 in French, simultaneously⁷
Texts: to be supplied by us, ready to print
Print specif.: recto, four-colour
Paper: 115 g/m² Modern semi-matte coating, double-sided
Finish: matte HUV (1f./100 %)
Processing: 2 rolled parallel folds + 2 “accordion” parallel folds
Delivery: to our address in Geneva
VAT: exemption as per Article 81 (b) of the VAT Ordinance

⁷ The Inter-Parliamentary Union reserves the right to modify the number of copies.

World e-Parliament Report – 2 languages

Content:	84 pages + cover in English and 84 pages + cover in French ⁸
Format:	210 X 297 mm, French format
Print run:	800 copies in English and 200 in French, simultaneously ⁹
Texts:	files furnished ready to print
Print specif.:	inside pages and cover: double-sided, four-colour
Paper:	inside pages: 115 g/m ² – coated semi-matte Cover: 300 g/m ² – coated semi-matte, soft touch laminate (if possible)
Processing:	cutting, folding, thermoplastic binding with soft touch laminate – single sided (if possible), cover with adhesive binding, 4 creases
Delivery:	in packages to our address in Geneva
VAT:	exemption as per Article 81 (b) of the VAT Ordinance

⁸ The Inter-Parliamentary Union reserves the right to modify the number of pages.

⁹ The Inter-Parliamentary Union reserves the right to modify the number of copies.

Issues brief on sexism and harassment against women – 2 languages

Content:	20 pages ¹⁰
Format:	210.0 X 297.0 mm, French format
Print run:	3,000 copies in English, 1600 in French, simultaneously ¹¹
Texts:	files furnished ready to print
Print specif.:	inside pages: double-sided, four-colour with adjustable colours
Paper:	modern semi-matte coating, double-sided 170 g/m ²
Processing:	saddle-stitched, 2 metal fasteners
Delivery:	in packages to our address in Geneva
VAT:	exemption as per Article 81 (b) of the VAT Ordinance

¹⁰ The Inter-Parliamentary Union reserves the right to modify the number of pages.

¹¹ The Inter-Parliamentary Union reserves the right to modify the number of copies.

Proposals are hereby invited for the production of the documents indicated above.

The suggested lead times for producing the publications and print jobs that fall in this category are as follows:

Between receipt of our print files and submission of your digital or paper proof: 1 to 2 working days.

Between receipt of our corrections, changes or modifications to the digital proofs and submission of your revised digital or paper proofs: 1 working day.

Between receipt of your duly corrected digital or paper proofs and issuance of our "ready-to-print" clearance: 1 to 2 working days.

After receipt of our "ready-to-print" clearance, the time needed to execute the print and binding order and make the publication "ready to ship": 1 to 2 weeks, depending on quantity and number of pages.

Once the products are "ready to ship" you will be required to stipulate shipping time (up to arrival at our address, in days) and shipping mode (by road, sea or air).

Proposals will include your own production lead times, taking the suggestions above and other relevant information into account.

TECHNICAL REQUIREMENTS

The programme is relatively simple and includes the following elements:

Pre-press receipt of IPU print files (InDesign, PC-platform) or high-resolution, print-ready PDF files. These files will be provided to you in the form of email attachments or CD-ROMs or made available for downloading by you from a dedicated FTP site.

Preparation and submission of paper and/or digital proofs that meet the contract's quality specifications.

Receipt of our corrections, changes or modifications to the paper and/or digital proofs meeting the contract's quality specifications, and following execution, submission of revised paper proofs meeting the contract's quality specifications.

Receipt of our "ready-to-print" clearance, either returned to you as duly signed paper proofs or sent to you as digital proofs by email.

Printing per the specifications indicated in our order confirmation, which will in any case be based on those outlined in these terms of reference.

Comprehensive management of project operations during the production phase in your plant.

Arrangement of shipping and supervision of the process up to arrival at the IPU's address in Geneva and signature of the goods receipt. A copy (digital or paper) of the delivery note, duly signed, will be sent to the IPU within 48 hours.

Your technical proposal will indicate your capacities in each area and will mention if you will perform the work yourself or outsource it. If you believe you have particular skills in one or another of these areas, please call that to our attention in your technical proposal.

SPECIAL PRODUCTION-RELATED REQUIREMENTS

Preference will be given to vendors authorized to print with the Forest Stewardship Council (FSC) logo. Recycled paper, where relevant, will be compliant with or superior to ISO, EPA and FSC standards, or those of the Programme for the Endorsement of Forest Certification (PEFC).

Packing and labelling:

Books will be packed in strong corrugated boxes, 12 kg per box maximum. If the books inside are also wrapped in plastic the wrapping must be labelled with the book title, language and number of copies in each wrapping. The boxes must be labelled with the book title, the Labour Code number assigned to the IPU, the number of copies per box and the name of the printer. You will furnish the labels, using a red label for the English edition, blue for French, orange for Spanish and green for Arabic. Other languages will be clearly identified as such. Boxes will be firmly attached to non-returnable palettes conforming to EUR-palette standards (80 x 120 cm). Each palette must be labelled with the book's title, our work code number, the number of copies per palette and the name of the printer.

See Annex I (Instructions to tenderers) and the section on paper and cardboard requirements under these terms of reference for detailed specifications regarding paper. Tenderers will include paper samples and complete technical specifications for the paper proposed in their offer.

Binding: For up to 64 pages of text plus the cover - Saddle-stitch binding with two staples through the crease in the pages.

For over 68 pages of text plus the cover - thermoplastic binding, hot glue, square spine binding (with printed spine)

Freeboards: On the cover and all pages of text.

Proofs: 1st proof - our preference would be a set of 300 dpi colour laser proofs for the text and a cromalin for the cover. If a paper copy is not available, furnish a PDF that meets the contract's quality specifications by FTP or email.

2nd proof (if necessary) - our preference would be a set of 300 dpi colour laser proofs for both the cover and the text. If a paper copy is not available, furnish a PDF that meets the contract's quality specifications by FTP or email.

3rd proof if necessary - our preference would be a set of 300 dpi colour laser proofs for the cover and the text. If a paper copy is not available, furnish a PDF that meets the contract's quality specifications by FTP or email.

Shipping: your prices should include sufficient margin to cover all shipping costs, insurance and transport from your plant to our address: 5, chemin du Pommier, 1218 Le Grand-Saconnex/Genève. Shipping will be governed by DDU Incoterms.

Declared shipping costs will take into account the transport mode used.

ANNEX III: Evaluation criteria

Criteria and point system for evaluating the technical proposal. Company profile. Statement indicating the duration of the vendor's experience relevant to the services requested. Prior experience in executing projects for national and international organizations.	A score of 0 to 10 will be given
List of company directors and the names, titles and professional experience of company managers and staff who would be directly responsible for different aspects of the contract, if awarded.	A score of 0 to 10 will be given
The vendor's general financial situation and latest audited balance sheet. Description of any current litigation or conflict concerning any regulatory body or process.	A score of 0 to 10 will be given
Detailed description of any similar long-term agreement or project executed by the vendor on a preferred-supplier basis.	A score of 0 to 10 will be given
Technical and methodological approach that would be taken to project execution. Furnish details on the vendor's print-on-demand capacity and methodology. Workplan/timetable.	A score of 0 to 10 will be given
Demonstrated capacity to execute and manage similar projects. List of printing and binding equipment. Software compatibility.	A score of 0 to 10 will be given
Quality and environmental certifications obtained. Extra-white paper samples and technical description of the producer. Relevant characteristics differentiating the vendor from its competitors.	A score of 0 to 10 will be given
List of affiliates, partners and subcontractors that would participate in execution of the contract (if awarded). Description of subcontractors' qualifications and history of your collaboration with them, particularly post-delivery.	A score of 0 to 10 will be given
Vendor's background, references and the names and contact information of three relevant clients who would be willing to attest to the IPU as to their experience with the vendor.	A score of 0 to 10 will be given
Shipping times in days (to be specified in your technical proposal) 1 - 2 days = 10 points 3 - 4 days = 9 points 5 - 6 days = 8 points 7 - 8 days = 7 points 9 - 10 days = 6 points 11 - 12 days = 5 points 13 - 14 days = 4 points	A score of 0 to 10 will be given

15 - 16 days = 3 points 17 - 18 days = 2 points 19 – 20 days = 1 point 21 days or more = 0 point	
Total maximum score: 100. A vendor's financial proposal will be considered only if its technical proposal has obtained a score of 70 or better.	

ANNEX IV GENERAL AND PARTICULAR CONDITIONS FOR THE IPU

Status of the provider

Under the terms of this contract the contractor is understood to be an independent provider and thus not an official or an employee of the IPU and not subject to the IPU staff rules. Nor is the provider entitled to reimbursement from the IPU for tax on earnings derived from the fees payable under this contract; the provider is alone responsible for the payment of any national tax on such earnings.

The IPU is exempt from VAT. The IPU will furnish to the provider a letter b under the VAT Ordinance.

The provider and its employees undertake to comply with all applicable laws, regulations and decrees promulgated by legally constituted authorities.

In discharging its obligations under the contract, the provider will act in a manner appropriate to its relationship with the IPU and will engage in no activity incompatible with that relationship. Neither in the execution of tasks entrusted to it under this contract nor at any subsequent time will the provider use restricted or confidential information that may come to its attention while discharging its contractual obligations in a manner prejudicial to or incompatible with the interests of the IPU.

All rights and titles, including copyrights and patents, resulting from the works and images produced by the provider under this contract will be given over to the IPU, which will be sole owner of the rights to use them. Any use by the provider not provided for in this contract will require prior written agreement from the IPU.

The IPU may at any time require that the main model, the main graphic composition disc or application file, the master printing films and any other material produced by the contractor in executing this contract be placed at its disposal. The IPU reserves the right to: a) revise the works, b) use the works in a way different from that initially envisaged or c) not use the works.

Employees of the provider who must travel away from their usual place of residence to discharge obligations under this contract may, upon request, receive a letter certifying them to be an "expert on mission" travelling on behalf of the IPU.

Packing

The contractor will take all due care in packing the products ordered, using the best materials and abiding by all the trade rules that normally apply to the packing of such products for export. The packing materials used must preserve and protect the goods during transport. The contractor will be responsible for all damages and losses attributable to defective or inadequate packing.

Export Licence

The entry into force of this contract will depend on the obtainment of such export licences and other government authorizations as may be required. It will be incumbent on the contractor to obtain such licences and authorizations, although at the contractor's request, the IPU will provide it reasonable assistance. In the event that any required licence or authorization is denied the contract will be cancelled and the parties will automatically waive all claims.

Force majeure

Neither party will be responsible for delays in the execution of this contract resulting from circumstances beyond their control (force majeure), provided that the party concerned notifies the other of such circumstances immediately in writing. If such circumstances result in the execution of this contract being delayed for an accumulated period of fifteen (15) days, the IPU will have the right to terminate this contract, partially or entirely, by written notification with immediate effect (subject to an equitable arrangement for payment of the contractor and to General Condition III, concerning completed work or goods produced to date).

Insurance

The IPU will not be held responsible in the event that an employee of the provider should die, be injured or become ill. The provider attests to having adequate insurance coverage against these risks. Under no circumstances will the provider be covered by an IPU insurance policy. It is incumbent on the provider to insure itself, at its own expense, as it deems necessary, and in particular against civil liability.

If the IPU should be harmed by a third party subsequent to operations resulting from this contract, the provider undertakes, at the IPU's request, to take all measures necessitated by the circumstances to facilitate any legal action the IPU might take against such third party for the harm suffered.

Guarantees

For travel, in accordance with IPU rules, the provider undertakes to seek out the lowest fare and the most direct and economical route available. If the IPU should observe that the least costly air fare (excluding internet fares) has not been obtained, the provider will reimburse to the IPU the difference between the price paid and the price it should have obtained.

If the IPU should advise the provider that it considers excessive the number of times the lowest fare has not been obtained, the provider will contact the IPU immediately and in good faith to establish a control system allowing this contract to be executed in accordance with the above guarantees.

The provider will ensure that the personal data furnished by a person travelling on behalf of the IPU are protected and cannot be exchanged or transferred without the person's consent. It is understood under this contract that the IPU will pay for the travel services rendered and that the provider will not seek additional advantages from the travel carriers. The provider will thus ensure that its employees do not derive personal benefit from any inducements or rewards, in the form of money or any other gift, offered directly or indirectly by the airlines.

If the work performed under this contract is not satisfactory or in conformity with the conditions set out above, the IPU reserves the right, depending on the case, to stop the work, to require that it be corrected or modified or to refuse it, in which case remuneration will be a function of the work performed to the IPU's satisfaction.

The IPU reserves the right at any time to inspect and control the products and or work ordered under this contract, and the contractor will afford all facilities for such inspections and controls.

The provider will advise the IPU of any change or anticipated change in its status or ownership as soon as it has been informed of it. Should the provider fail to notify the IPU rapidly of any anticipated or imminent change in its status or ownership, the IPU will have the right to terminate the contract.

Termination of the contract

Either party will have every right to terminate all or part of the contract with one hundred eighty (180) days written notice to the other party. If the contract is so terminated, the IPU will owe no remuneration to the provider except for work completed or underway in accordance with the conditions expressly included in the contract.

Litigation

Any litigation over the interpretation of this contract that cannot be amicably settled will be submitted for arbitration. Such arbitration will be conducted in accordance with modalities to be agreed by the parties, or failing agreement, with the current arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL). The place of arbitration will be Geneva, Switzerland. The parties will accept the arbitration decision as final.

ANNEX V: Proposal submission form

To: The IPU

Madam/Sir,

The undersigned, having reviewed the solicitation documents in the call for proposals **RFP No. UIP RFP-2019-1**, hereby propose to provide printing services as specified in the general conditions outlined in the document.

We agree to abide by this proposal for a period of three years from the date indicated for the opening of proposals in the call for proposals, and to continue doing so thereafter if so agreed at any time prior to expiration of that period.

It is understood that you are under no obligation to accept any proposal you might receive.

Date:..... [day, month, year]

Signature:

Name:

Title:

Company:

Postal address:

Telephone:

Fax:

Email:

Effectiveness of the offer:

ANNEX VI: Technical proposal submission form

Company profile and technical and operational provisions.

Provide a complete profile of your company as well as detailed responses and supporting documentation on the following points, taking into account the specific requirements of this contract as stipulated in the terms of reference (Annex II)

<p>Furnish an exhaustive and detailed company profile. Submit a statement indicating the duration of your company's work experience in providing the type of service requested. Furnish precise details on your prior experience in executing projects for national and international organizations.</p>
<p>Furnish a list of company directors and the names, titles and professional experience of company managers and staff who would be directly responsible for different aspects of the contract, if awarded.</p>
<p>Furnish information on the vendor's general financial situation and latest audited balance sheet. Describe any current litigation or conflict concerning any regulatory body or process.</p>
<p>Describe in detail any similar long-term agreement or project executed by the vendor on a preferred-supplier basis.</p>
<p>Indicate the technical and methodological approach that you would take to successfully complete this project. Furnish details on the vendor's print-on-demand capacity and methodology. Furnish the workplan/timetable that you would follow if awarded this contract.</p>
<p>Furnish information demonstrating your capacity to execute and manage similar projects. Furnish a complete list of printing and binding equipment and information on software compatibility.</p>
<p>Furnish a list as well as copies of quality and environmental certifications obtained. Furnish samples of extra-while paper and cardboard. Furnish a copy of their technical specifications, fibre content, etc. from the producer. Furnish details on relevant characteristics that differentiate your company from its competitors.</p>
<p>Furnish a list of affiliates, partners and subcontractors that would participate in execution of the contract (if awarded), a description of subcontractors' qualifications and a history of your collaboration with them.</p>
<p>Furnish details on your company's background and the names and contact information of three relevant clients that the IPU can contact for references as to their experience with your company.</p>
<p>Indicate shipping times in days and mode of transport to be used. The shipping times so indicated must reflect the transport mode stipulated in the provisions concerning shipping – by road, sea or air, or by courier – as well as those in your financial proposal. Indicate the name of the carrier or transport or courier service you would use.</p>

ANNEX VII: Financial proposal submission form

Publication title	Price calculated by the tenderer in CHF.
Activities Report	
Handbook for Parliamentarians	
Statistical brochure on women in parliament	
World Map of Women in Politics	
World e-Parliament Report	
Issues brief on sexism and harassment against women	