

### Basic Information

<b>Procurement Title</b>	<b>RFQ-VNM-2021-012</b> Printing and distributing services for project's publications and training materials.
<b>Deadline for Submission of Quotation</b>	
<b>Commodity Type</b>	Services
<b>Quotation Validity Period</b>	90
<b>Item Category</b> <i>(UNSPSC codes, if available)</i>	
<b>Expected Delivery Date and Time</b>	<input type="checkbox"/> 14 days from the issuance of the purchase order <input checked="" type="checkbox"/> As per Service Delivery Schedule attached  Time: As per Service Delivery Schedule attached Time Zone of Reference: Ha Noi Time
<b>Evaluation Criteria</b> <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I <input checked="" type="checkbox"/> Qualifications and experience <input checked="" type="checkbox"/> Qualified Team Composition <input checked="" type="checkbox"/> Lowest price offer <input type="checkbox"/> The comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others N/A
<b>Type of Contract to be Signed</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input checked="" type="checkbox"/> Other Type/s of Contract <b>De minimis Contract</b>

## TERMS OF REFERENCE (TOR)

### Printing and distributing services for projects's publications and training materials.

#### 1. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2016-2021 is aligned to the upcoming One Strategic Plan 2016-2021 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under CEDAW, and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2017-2021 period are, (i) to support transformation of government's growth policies and related key sectoral policies such as rural development, labour and employment, climate change (CC), and disaster risk reduction and management (DRR/M) to progressively promote women's economic security and resilience; (ii) deepen the implementation of CEDAW recommendations and the gender targets of SDGs that will ensure the gains in the elimination of discrimination and violence against women and girls are sustained and deepened.

One of the key activities of UN Women's programmes is to develop, publish and disseminate communication and training materials to partner agencies to support the implementation of programmes on gender equality and women empowerment. Therefore, UN women is looking for a supplier to provide the service of printing and disseminating essential services handbooks, photobooks, manuals and publications

#### 2. Objectives

To provide printing and distribution services for essential services handbooks, photobooks, manuals and publication of UN Women's projects in Viet Nam.

#### 3. Scope of work

UN Women is looking for a qualified supplier to provide printing and distributing services for project's publications and training materials with below requirements and specifications

No.	Programme	Activity/Content	Quantity (piece/set/pax /person)	Estimated Budget (VND) (VAT included)
I	103946 (KOR) Ending violence	<b>Connect with Respect Photobook as advocacy materials for implementing gender-based violence in school prevention</b> <b>1. Offset color Printing service:</b> <ul style="list-style-type: none"><li>• Size: 20x 24 cm</li><li>• Number of pages: 120</li></ul>	11,500	

	<b>against women</b>	<ul style="list-style-type: none"> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 120g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> </ul> <p><b>2. Distributing service including postage and shipping fee</b> following the list provided by UN Women and MOET</p> <ul style="list-style-type: none"> <li>- UN Women Office in Ha Noi</li> <li>- The Political education and Pupil and Student Department/Ministry of Education and Training in Ha Noi</li> <li>- 63 Departments of Education and Training in 63 provinces in Viet Nam</li> </ul>		
II		<p><b>Connect with Respect Toolkit to assist teachers in preventing gender-based violence in schools, under Ending violence against women programme</b></p> <p><b>1. Offset color Printing service:</b> To print the Toolkit with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: 20 x 24 cm</li> <li>• Number of pages: 112</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 120g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> </ul> <p><b>2. Distributing service including postage and shipping fee</b> following the list provided by UN Women and MOET</p> <ul style="list-style-type: none"> <li>• UN Women Office in Ha Noi</li> <li>• The Political education and Pupil and Student Department/Ministry of Education and Training in Ha Noi</li> <li>• Departments of Education and Training in 63 provinces in Viet Nam</li> </ul>	11,500	
III		<p><b>Safe Campus Guidance note on campus violence prevention and response</b></p> <p><b>1. Offset color Printing service:</b> To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 48</li> <li>• Size: 20 x 24 cm</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> </ul>	300	
IV	<b>103965 EmPower (SIDA)</b>	<p><b>Manual for Training of Trainers: Gender Analysis and Advocacy in Community-Based Disaster Risk Management</b></p> <p><b>1. Printing services:</b> To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 120 pages</li> </ul>	455	

		<ul style="list-style-type: none"> <li>Cover paper: Japanese Couche paper 250g/m2</li> <li>Inner paper: Japanese offset paper 100g/m2</li> <li>Binding: matte lamination cover, glue-bound</li> <li>Vietnamese Publishing license</li> </ul>		
V		<p><b>Training Manual on Gender and Climate Change Resilience, under EmPower programme</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Language: Vietnamese</li> <li>Cover paper: Japanese Couche paper 250g/m2</li> <li>Inner paper: Japanese offset paper 120g/m2</li> <li>Binding: matte lamination cover, glue-bound</li> <li>Vietnamese Publishing license</li> <li>Number of page: 364</li> </ul>	50	
VI		<p><b>Communication handbook on enhancing women's capacity for disaster risk reduction and climate change response</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Number of pages:64</li> <li>Language: Vietnamese</li> <li>Cover paper: Japanese Couche paper 250g/m2</li> <li>Inner paper: Japanese offset paper 100g/m2</li> <li>Binding: matte lamination cover, glue-bound</li> <li>Vietnamese Publishing license</li> </ul>	230	
VII	<b>Women, Peace and Security</b>	<p><b>ASEAN Regional Study on Women, Peace and Security</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Language: Vietnamese</li> <li>Number of pages: 102 pages</li> <li>Color option: color</li> <li>Cover paper: Japanese Couche paper 250g/m2</li> <li>Inner paper: Japanese offset paper 100g/m2</li> <li>Binding: matte lamination cover, glue-bound</li> <li>Vietnamese Publishing license</li> </ul>	200	
VIII	<b>103571 EM (IA)</b>	<p><b>Figures on ethnic minority women and men in Viet Nam 2015-2019: From the findings of surveys on the socio-economic situation amongst 53 ethnic minority groups 2015-2019 (in Vietnamese)</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>Size: 22 x 17.5 cm</li> <li>Language: Vietnamese</li> <li>Number of pages: 138 pages</li> </ul>	600	

		<ul style="list-style-type: none"> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> </ul> <p><b>2. Distributing service including postage and shipping fee.</b></p> <p>- To distribute the printed publication to 70 addresses in 50 provinces in Viet Nam (7 pcs each provincial CEMA as attached <a href="#">HERE</a>)</p> <p>- 60 addresses in difference provinces in Viet Nam as attached <a href="#">HERE</a></p>		
IX		<p><b>Figures on ethnic minority women and men in Viet Nam 2015-2019: From the findings of surveys on the socio-economic situation amongst 53 ethnic minority groups 2015-2019 (in English)</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: 22 x 17.5 cm</li> <li>• Language: English</li> <li>• Number of pages: 140 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> </ul> <p><b>2. Distributing service including postage and shipping fee.</b></p> <p>- To distribute the printed publication to 60 addresses in difference provinces in Viet Nam as attached <a href="#">HERE</a></p>	150	
X		<p><b>Policy brief: Gender issues of EM groups in Viet Nam</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: 20 x 20 cm</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 48 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Publishing license</li> </ul> <p><b>2. Distributing service including postage and shipping fee.</b></p> <p>- To distribute the printed publication to 70 addresses in 50 provinces in Viet Nam (7 pcs each provincial CEMA as attached <a href="#">HERE</a>)</p> <p>- 60 addresses in Viet Nam as attached <a href="#">HERE</a></p>	300	
XI	103571 EM (IA)	<p><b>Leaflets on Eliminating violence against women in Vietnamese and 5 ethnic minorities languages (2 types)</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p>	57,000	

		<ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese ethnic groups languages</li> <li>• Number of pages: 2</li> <li>• Color option: color</li> <li>• Japanese Couche paper 200g/m2</li> <li>• QTY: <ul style="list-style-type: none"> <li>✚ 20,000 psc in Vietnamese (A4, 2 sides)</li> <li>✚ 10,000 psc in Vietnamese and Thái (A4, 2 sides)</li> <li>✚ 10,000 psc in Vietnamese and Mong (A4, 2 sides)</li> <li>✚ 6,000 psc in Vietnamese and Giarai (A4, 2 sides)</li> <li>✚ 6,000 psc in Vietnamese and Ê đê (A4, 2 sides)</li> <li>✚ 5,000 psc in Vietnamese and Chăm (A4, 2 sides)</li> </ul> </li> </ul> <p><b>2. Distributing service including postage and shipping fee.</b>  - To distribute the printed publication to Ha Noi and 15 provinces in Viet Nam</p>		
XII	Chanel project	<p><b>Gender mainstreaming in the national target program on new rural construction and the NTPSPR</b></p> <p><b>Printing services:</b>  To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: 20 x 20 cm</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 32 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> <li>• Quantity: 50 copies in English, 100 copies in Vietnamese</li> </ul> <p><b>Full report - An Independent Gender Review and Impact Assessment of the National Target Programme on New Rural Development (NTP NRD)</b></p> <p><b>Printing services:</b>  To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 98 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> <li>• <b>Quantity: 50 copies in English, 100 copies in Vietnamese</b></li> </ul>	50 copies in English, 100 copies in Vietnamese	50 copies in English, 100 copies in Vietnamese

		<p><b>Executive Summary report - An Independent Gender Review and Impact Assessment of the National Target Programme on New Rural Development (NTP NRD)</b></p> <p><b>Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 28 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> <li>• <b>Quantity: 100 copies in English, 200 copies in Vietnamese</b></li> </ul>	<p><b>100 copies in English, 200 copies in Vietnamese</b></p>	
XIII	Core	<p><b>Gender statistics in Viet Nam</b></p> <p><b>1. Printing services:</b></p> <p>To print guidance with the following requirements:</p> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Language: Vietnamese</li> <li>• Number of pages: 32 pages</li> <li>• Color option: color</li> <li>• Cover paper: Japanese Couche paper 250g/m2</li> <li>• Inner paper: Japanese offset paper 100g/m2</li> <li>• Binding: matte lamination cover, glue-bound</li> <li>• Vietnamese Publishing license</li> <li>• Quantity: 300</li> </ul>	300	

#### 4. Supplier qualifications

- The supplier should legally constitute an organization with a valid registration;
- Minimum 2 years of experience in designing, layout, and printing the communication products;
- Working experience with the United Nations and international organizations is an advantage;
- A record of at least 2 samples of designing and publishing products.

#### 5. Roles and responsibilities of the parties

UN Women will provide technical guidance where possible. The Supplier shall be required to bear all the related costs and work independently to successfully achieve the final results.

#### 6. Communication and reporting obligations

The supplier will report to the UN Women Communications Officer in Viet Nam.

#### 7. Deliverable time and Payment Method

Final publications should be delivered in duration from September to November 2021.

Payment will be made into installments after UN Women receive completed services and invoices from suppliers.