

Request for Quotation (RFQ)
for the
RFQNFIPROC#23-034 – Supply and Delivery of Posters and Bookmarks-COA Manila

BID BULLETIN
Addendum No. 1

This Addendum No. 01 is issued to address inquiries and clarification from bidders and modify information provided in the Request for Quotation for the Supply and Delivery of Posters and Bookmarks issued to prospective vendors on 15 February 2023 and posted in IOM and UNGM website on 15 February 2023

A. On General Instructions to Bidders

1. Section 2: Deadline for the Submission of Quotation should read as follows:

“27 February 2023, 15:00H Manila Time”

2. Annex 1; Schedule of Requirements should read as follows:

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	A3 Posters in 8 languages (one sided printing and double -sided lamination)	Pcs	4152
2	Bookmarks in 8 languages (back to back printing and double-sided lamination)	Pcs	44,425

3. Annex 1: Delivery Requirement should read as follows:

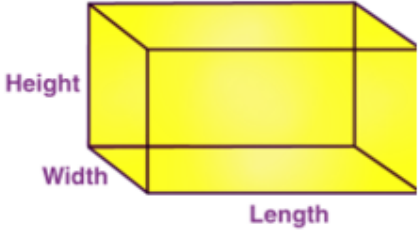
Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods based on the agreed production lead time after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP-IOM Manila
Customs clearance (must be linked to INCOTERM)	NA
Exact Address(es) of Delivery Location(s)	DAP -International Organization for Migration (IOM) 24 th Floor BDO Tower (formerly Citibank) Paseo de Roxas Makati City
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	<ol style="list-style-type: none"> 1. To be packed per COA sites. Please see attached packaging list. 2. Packaged in robust boxes for simple packing and to safeguard the product against expected damages during transit. 3. Customized boxes. Please refer to the technical specification
Training on Operations and Maintenance	NA
Warranty Period	NA

4. Annex 3 Technical Offer- Goods should read as follows:

Fill out the below Technical specifications Form:

IOM'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS																				
<p><u>A3 Posters</u></p> <p>Size: 11.7" (W) x 16.5" (H) Paper type: Sticker glossy paper 180 lbs-260gsm Lamination: Pearl sticker lamination/finish/ C2SA180 (back to back) Ink: full colour Printing: 1 side full color; please refer to the attached packing list for distribution of logo printing Packaging: please refer to the attached packing list</p> <p><u>Bookmarks:</u></p> <p>Size: 3"(W) x 8.5" (H) Paper type: Card stock Lamination: Pearl sticker lamination/finish/ (back to back) Ink: full colour Printing: back to back. please refer to the attached packing list for distribution of logo printing</p> <table border="1" data-bbox="326 911 570 1218"> <thead> <tr> <th colspan="2">COA Bookmark</th></tr> <tr> <th>Front</th><th>Back</th></tr> </thead> <tbody> <tr> <td>English</td><td>French</td></tr> <tr> <td>Arabic</td><td>English</td></tr> <tr> <td>Dari</td><td>English</td></tr> <tr> <td>French</td><td>English</td></tr> <tr> <td>Spanish</td><td>English</td></tr> <tr> <td>Kiswahili</td><td>English</td></tr> <tr> <td>Somali</td><td>English</td></tr> <tr> <td>Tigrinya</td><td>English</td></tr> </tbody> </table> <p>Packaging: please refer to the attached packing list</p> <p>Combined Packaging for Poster and Bookmark:</p>	COA Bookmark		Front	Back	English	French	Arabic	English	Dari	English	French	English	Spanish	English	Kiswahili	English	Somali	English	Tigrinya	English	
COA Bookmark																					
Front	Back																				
English	French																				
Arabic	English																				
Dari	English																				
French	English																				
Spanish	English																				
Kiswahili	English																				
Somali	English																				
Tigrinya	English																				

<ul style="list-style-type: none"> - 203 or more customized boxes, W - 12" x L - 17" x H-5" (max) - depending on the quantity of poster and bookmark specified in the packing list. Vendor can provide fillers/ on the boxes that are not full or cut the boxes depending on the quantity indicated in the packaging list  <ul style="list-style-type: none"> - Packaging List with contents and quantity per box to be provided. 	
--	--

B. Inquiries from Bidders

I. Commercial:

No:	Inquiries	Response
1	can we ask for additional time in submitting our offer? February 21 may be too tight since we have to make an actual mockup to determine the appropriate size of the box and its cost from the supplier.	Deadline will extend until 26th of February 2024

II. Technical:

No:	Inquiries	Response
1	For A3 posters in 8 languages, does this mean that 4,152 pcs has 8 pages each? thus 4,152 x 8 = 33,216 pages?	One-sided printing and double-sided lamination
2	And for Bookmarks, 44,425 pcs x 8 pages = 355,400 pages?	Double-sided printing and double-sided lamination

3	<p>May I re-confirm if the qty in your tender document is:</p> <p>1pc = 8 pages?</p>	<p>For posters and bookmarks, it will be printed in 8 languages. The distribution of printing per language can be seen in the attached Packaging list.</p> <p>for bookmarks, as mentioned in my below it will be printed back to back.</p>
4	<p>For the Poster of different languages, the specified thickness of the paper stock is C2S 180gms. Listed below are the equivalent thickness in lbs. which are available in the market.</p> <p>C2S -220lbs.- 320gsm 180lbs.- 260gsm 160lbs.-230gsm 140lbs.-215gsm 120lbs.-160gsm</p>	<p>For the thickness of the paper stock, we prefer 180lbs-260gsm.</p>
5	<p>For Packaging instructions and allocations, our supplier for the corrugated box requires us a minimum of 300pcs. for one size. Given the L(length) and W(width) of the box, we still have to determine the H(height) which is proportionate to the maximum weight a box can handle.</p> <p>We would appreciate if you could confirm from the list of paper stock you prefer to use from our recommendation so we could have an actual mockup of the content for each box (combination of poster and bookmarks) to determine the appropriate height.</p>	<p>For customized box for packaging, the vendor can order one size from their suppliers, the L and W are default, and the H is 5" (max). It will depend on the number of posters and bookmarks that the site ordered (based on the packaging list) and the maximum weight of the box that we can ship via DHL, that is 20K.</p>

Respectfully Yours,



Glaizza Dizon
Procurement Support Service