

DATE: 10/04/2019

INVITATION TO BID No. GD-2019-03 FOR THE
ESTABLISHMENT OF A ROSTER OF GRAPHIC
DESIGNERS AND VIDEO EDITORS

CLOSING DATE AND TIME: 05/05/2019 – 23:59 hrs CET

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Regional Office for Southern Europe of the United Nations High Commissioner for Refugees (UNHCR) in Rome (Italy), is updating its roster of competent and qualified Graphic Designers and Video Editors available to provide services upon request, for purposes related to the activities of the UNHCR Operation in Italy. The incumbent should have professional experience in graphic design, preferably with International organizations.

Description of duties

1. Graphic Design

- ✓ Developing Graphic design for UNHCR events
- ✓ Graphics and layouts for digital invitations
- ✓ Graphics layout for documents
- ✓ Posters
- ✓ Roll-up
- ✓ Social and digital material to be created or adapted in Italian (as: Facebook/Twitter cards and covers, infographics, banners)
- ✓ Other material as requested

2. Video Editing

- ✓ Subtitling and editing videos – according to UNHCR Social Media Video Edit templates (*Premiere* and *After Effects* needed).
- ✓ Other material as requested

3. Motion Graphics design

- ✓ Designs basic motion graphics elements involving animated typography, photography, logos, graphics, etc.
- ✓ Other material as requested

4. Infographics Design

- ✓ Develop infographics (static or animated) including text, images, data, etc. following UNHCR guidelines.
- ✓ Other material as requested

2. BIDDING INFORMATION

It is strongly recommended that this ITB and its annexes be read thoroughly. Failure to observe the procedures set out therein may result in disqualification from the evaluation process.

Bidders can choose to participate in one or more categories of the selection process
(1. Graphic Design; 2. Video Editing; 3. Motion Graphics design; 4. Infographics Design)

2.1. ITB DOCUMENTS

The following annexes are an integral part of this Invitation to Bid:

Annex A_1 – Test - (for: 1. **Graphic Design ONLY**)

Annex B_1 - Financial Offer - (for: 1. Graphic Design ONLY)

Annex C: Vendor Registration Form

Annex D: General Condition of Contracts

Annex A_2 – Test - (for: 2. **Video Editing ONLY**)

Annex B_2 - Financial Offer - (for: 2. Video Editing ONLY)

Annex C: Vendor Registration Form

Annex D: General Condition of Contracts

Annex A_3 – Test - (for: 3. **Motion Graphics design ONLY**)

Annex B_3 - Financial Offer - (for: 3. Motion Graphics design ONLY)

Annex C: Vendor Registration Form

Annex D: General Condition of Contracts

Annex A_4 – Test - (for: 4. **Infographics Design ONLY**)

Annex B_4 - Financial Offer - (for: 4. Infographics Design ONLY)

Annex C: Vendor Registration Form

Annex D: General Condition of Contracts

2.2 YOUR OFFER

Your offer shall be prepared in English. It should be concisely presented and structured in the following order, to include the following information:

- Tests (Annex A_1 **or/and** A_2 **or/and** A_3 **or/and** A_4)
- Financial Offer Form (Annex B_1 **or/and** B_2 **or/and** B_3 **or/and** B_4)
- Vendor Registration Form (Annex D)

- General Condition of contract (Annex E), Signed
- CV

2.2 OFFER EVALUATION

The offers will be evaluated as per the pass/fail criteria:

- ✓ Completion of the all required BID documentation (for the categories concerned)

In particular, **Annex A** be evaluated as per the following criteria:

- Adherence to the UNHCR standards
- Accuracy in the execution
- Originality and good design

All suppliers considered suitable will be included in the roster. Inclusion of a candidate in this roster does not imply any obligation by UNHCR.

Please note that:

- The offer must be in Euro
- The price should be “all inclusive” (withholding tax and any other contribution)

UNHCR is exempt from all direct taxes and customs duties for amount in excess of Euro 300. In this respect, price has to be given without VAT.

2.3 SUBMISSION OF BID:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF documents may, as an addition, be included in Excel or other formats etc.).

Financial offers must be submitted in the same Email but in a separate PDF file.

Bidders can choose to participate in one or more categories of the selection process
(1. Graphic Design; 2. Video Editing; 3. Motion Graphics design; 4. Infographics Design)

Bids must be sent by e-mail ONLY to: ITAROITB@UNHCR.ORG

Deadline: 05/05/2019, 23:59 hrs CET.

IMPORTANT: Any bid received after this date or sent to another UNHCR address may be excluded. UNHCR may at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than

one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- Bid GD-2019-03 (1. Graphic Design) **or/and** Bid GD-2019-03 (2. Video Editing) **or/and** Bid GD-2019-03 (3. Motion Graphics design) **or/and** Bid GD-2019-03 (4. Infographics Design)
- Your Name with the title of the attachments
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

2.4 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the potential suppliers submitting bids and does not bind itself in any way to selecting the supplier offering the lowest price.

2.5 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in Euros. Payment will be made in accordance to the General Conditions for the Purchase of Services. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.6 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (Annex E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.7 Copyright and other property rights

UNHCR shall be entitled to all intellectual property and other proprietary rights with regards to products or other materials which the Contractor has developed for UNHCR under assignment and which bear a direct relation to or are produced or prepared or collected in consequence of or during the course of the performance of the assignment. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNHCR.