

REQUEST FOR PROPOSAL (RFP)

ANNEX I: Request for Proposal

1. Scope of Work:

The selected provider(s) will be responsible for printing a variety of high-quality materials for Geneva Call in Ukraine. These materials will range from marketing to educational content, with some items requiring production in volumes exceeding 1,000 individual pieces (e.g., booklets) per order. The provider(s) must ensure timely and efficient delivery of all printed goods. Prospective bidders should consult the Technical Proposal Questionnaire for a detailed list of expected material needs from the selected provider(s). Acknowledging the fluctuations in production costs and supply chain limitations affecting Ukraine, any printing requests from Geneva Call that fall outside the specified "Material Types" (Annexes II and III) and/or deviate from the associated costs outlined in responses to this RFP or any subsequent Agreement must receive prior approval from both parties.

2. Proposal Guidelines:

- To ensure clarity and address the various requirements, Geneva Call has prepared Technical and Financial Proposal Questionnaires, hereby referred to as the *[Technical and/or Financial] Proposal(s)*, (Annex II; Annex III). These Proposal [guidelines, questions, and forms/tables] have been developed to guide applicants accordingly.
- Prospective service providers are required to submit Proposals *separately*.
- The Financial Proposal (Annex III) must also be submitted along with proof of the service provider's legal commercial registration.
- Proposals may be submitted in either English or Ukrainian languages.
 - **The Technical Proposal (Annex II) must be sent to: rfp@genevacall.org.**
 - **The Financial Proposal (Annex III) and proof of legal commercial registration must be sent to: rpfinance@genevacall.org.**

3. Eligibility Criteria:

Prospective service providers must hold valid commercial registrations, with a strong preference given to commercial entities registered and operating in Ukraine reflective of both logistical considerations and donor localization and value-for-money requirements. Applicants must have a proven history in producing high-quality, high-volume printed materials aligned with the needs of Geneva Call's mission in Ukraine. Applicants must have the capability to ship products efficiently throughout the entirety of Ukraine.

4. Evaluation and Selection Process:

Proposals will be evaluated individually using a standardized set of technical and financial selection criteria. Technical and Financial Proposals will be reviewed separately by dedicated teams of Geneva Call staff, adhering to Geneva Call's Procurement Policy. Evaluation criteria will include, but is not limited to, the bidder's capacity to fulfill the defined Scope of Work, proof of legal commercial registration, the overall cost of production and associated fees (assessed for "value for money"), and the production times.

5. Terms and Conditions:

Preference will be given to service providers that can accept payments in Ukraine and in Ukrainian currency (UAH) via bank transfer from Geneva Call's representative office in Kyiv through its Ukrainian financial institution. In accordance with Ukrainian commercial standards and norms for printing services, payments will be made in full upon the submission of orders by Geneva Call to the service provider. Should the works rendered be deemed unsatisfactory by Geneva Call's Ukrainian staff, replacement goods or refunds will be issued by the service provider in accordance with the Civil Code

of Ukraine (Articles 693 and 678), Law of Ukraine on Consumer Protection (Article 6), and Commercial Code of Ukraine (Articles 193, 265, 268, and 670).

The selected vendor must provide proof of legal registration and compliance with relevant national law. In Ukraine, required documents may include an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Organizations (Витяг з ЄДР), a Certificate of Registration (or equivalent document), evidence of tax compliance (e.g., VAT Certificate, if applicable), a copy of the company's Charter (Статут), relevant licenses or permits for the proposed services, proof of beneficial ownership (e.g., extract from the Register of Beneficial Owners), and a bank account confirmation letter verifying financial solvency. Additional documents, such as a certificate confirming the company is not undergoing bankruptcy or liquidation proceedings, may also be requested. Failure to provide these documents may result in disqualification or termination of the agreement.

6. Confidentiality:

All proposals and related project materials must be treated as confidential. Bidders are required to ensure the security and confidentiality of Geneva Call's intellectual property, including but not limited to designs, content, and materials developed for this project. The information shared as part of this project is sensitive and must not be disclosed to any unauthorized parties. Geneva Call retains full intellectual property rights over all materials produced under this agreement.

7. The Agreement:

7.1 Duration

The Agreement resulting from this solicitation shall be for an initial period of two (2) years with the option to extend, at the sole discretion of Geneva Call, for an additional one-year period or more.

7.2 Termination

Either party [Geneva Call or the selected service provider(s)] may terminate the Agreement resulting from this solicitation, or any services under such Agreement, without prejudice to any other rights or remedies, by giving ninety (90) days written notice to the other party.

8. Disclaimer:

8.1 Geneva Call does not guarantee a minimum quantity of orders or any specific volume of work under this agreement. The scope and frequency of orders will depend on Geneva Call's operational needs, which may vary over time. Additionally:

- All information provided by Geneva Call in this RFP is offered in good faith; however, it is subject to change. Bidders will be notified of any amendments.
- Geneva Call assumes no responsibility or liability for any costs incurred by bidders in preparing and submitting proposals.
- Selection of a service provider does not establish any obligation for Geneva Call to engage the provider for all potential future printing needs.
- All materials and intellectual property created under this agreement will remain the sole property of Geneva Call.

Annex II: Technical Proposal

The following two (2) sections) must be completed by all prospective service providers and will be considered the “Technical Proposal”.

1. QUESTIONS:

- What is the name of your company?
- Is your company and its printing/production facility located inside Ukraine? If not, please indicate the location where shipments would originate [city, country].
- Does your company have a website which lists your services? If yes, please provide the hyperlink.

2. FORM/TABLE:

Please complete the following form/table to the best of your ability. If you are unable to respond to any particular “Material Type” then please explain in the “Comments” section.

Material Type	Ability to print (Y/N)	Quantity <50	Quantity 50-1,000	Quantity >1,000	Comments [Optional]
		Production Time (Days)	Production Time (Days)	Production Time (Days)	
Euro flyer. Coated glossy paper 170 g/m2. Finished size 99x210 mm, unfolded size 210x297 mm. 4+4 printing. 2 folds, 2 runs.					
Brochure A6 20 pp. Format 148*105 (horizontal), 4+4, glossy coated paper 150 g/m2. Stitching on 2 staples on the short side.					
Brochure A6 24 pp. Format 148*105 (horizontal), 4+4, glossy coated paper 150 g/m2. Stitching on 2 staples on the short side.					
Brochure A6 28 pp. Format 148*105 (horizontal). 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.					
Brochure A6 32 pp. Format 148*105 (horizontal), 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.					

Material Type	Ability to print (Y/N)	Quantity <50	Quantity 50-1,000	Quantity >1,000	Comments [Optional]
		Production Time (Days)	Production Time (Days)	Production Time (Days)	
Brochure A6 36 pp. Format 148*105 (horizontal), 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.					
Notebook in a cage, 96 pages , ready size 165*205 mm, binding with 2 staples. Block in a cage with margins (e.g. school notebook) - 72 pages. 80 g/m2 paper. Cover page 4+4 printing, glossy chalky paper 150 g/m2. The inner pages with pictures are placed through an equal number of pages in a cell. Cover lamination glossy 1+0.					
A4 die-cut folder. Printing 4+4. Paper 350 g/m2, coated matte. The spine is 5 mm. Glossy lamination 1+1.					
Business cards 90x50mm, double-sided printing on 300gsm paper with a plastic box. 4+4 printing. DNS Color print paper.					
A4 certificates on 300 g paper with 4+0 one-sided digital printing and 1+0 soft touch lamination.					
Printing a postcard-book. Glossy coated paper 250g/m2. Printing 4+4. 14x14 cm when unfolded. Folded in half (14x7 cm). 1 fold, creased. Rounded edges.					
Poster A2, 4+0, 170 g/m glossy paper.					
A-5 booklet, vertical. Cover: 250 g/m2 coated matte paper, 4+4 printing, 1+1 matte lamination, creasing. Block: 48 pages, 150 g/m2 gloss, staple.					
A5 workbook, horizontal. Cover: 250 g/m2 coated matte paper, 4+4 printing, 1+1 matte lamination, creasing. Block: 100 pages, 120 g/m2 gloss, staple.					

Annex III: Financial Proposal

The following two (2) sections) must be completed by all prospective service providers and will be considered the “financial proposal”.

Prospective service providers must also provide proof of their legal commercial registration, which includes the full name(s) of the company’s owner(s).

1. QUESTIONS:

- What is the name of your company?
- Is your company able and willing to accept payments in UAH currency? If not, please indicate your preferred payment currency.
- Does your company have a Ukrainian bank account? If not, please indicate the name and location [country] of your banking institution.
- Does your company offer any discounts, such as for charities/humanitarian organizations OR bulk purchases? If yes, please indicate briefly.

2. FORM/TABLE:

Please complete the following form/table to the best of your ability. If you are unable to respond to any particular “Material Type” then please explain in the “Comments” section.

**Cost (UAH) per item should exclude shipping costs but include relevant taxes and other set fees.*

Material Type	Quantity <50	Quantity 50-1,000	Quantity >1,000	Comments [Optional]
	*Cost (UAH) per item	*Cost (UAH) per item	*Cost (UAH) per item	
Euro flyer. Coated glossy paper 170 g/m2. Finished size 99x210 mm, unfolded size 210x297 mm. 4+4 printing. 2 folds, 2 runs.				
Brochure A6 20 pp. Format 148*105 (horizontal), 4+4, glossy coated paper 150 g/m2. Stitching on 2 staples on the short side.				
Brochure A6 24 pp. Format 148*105 (horizontal), 4+4, glossy coated paper 150 g/m2. Stitching on 2 staples on the short side.				

Material Type	Quantity <50	Quantity 50-1,000	Quantity >1,000	Comments [Optional]
	*Cost (UAH) per item	*Cost (UAH) per item	*Cost (UAH) per item	
Brochure A6 28 pp. Format 148*105 (horizontal), 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.				
Brochure A6 32 pp. Format 148*105 (horizontal), 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.				
Brochure A6 36 pp. Format 148*105 (horizontal), 4+4, Glossy 150 g, Uncoated; 2 staple binding on the short side.				
Notebook in a cage, 96 pages , ready size 165*205 mm, binding with 2 staples. Block in a cage with margins (e.g. school notebook) - 72 pages. 80 g/m2 paper. Cover page 4+4 printing, glossy chalky paper 150 g/m2. The inner pages with pictures are placed through an equal number of pages in a cell. Cover lamination glossy 1+0.				
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A4 certificates on 300 g paper with 4+0 one-sided digital printing and 1+0 soft touch lamination.				
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Poster A2, 4+0, 170 g/m glossy paper.				
A-5 booklet, vertical. Cover: 250 g/m2 coated matte paper, 4+4 printing, 1+1 matte lamination, creasing. Block: 48 pages, 150 g/m2 gloss, staple				
A5 workbook, horizontal. Cover: 250 g/m2 coated matte paper, 4+4 printing, 1+1 matte lamination, creasing. Block: 100 pages, 120 g/m2 gloss, staple				

