



REQUEST FOR PROPOSAL

1. RFP Objective

Background

Geneva Call is a neutral and impartial humanitarian organization that works to promote respect for international humanitarian norms in areas affected by armed conflict. As part of our awareness-raising, advocacy, and training activities, we regularly produce printed materials for internal and external use.

To ensure the timely production of high-quality materials, Geneva Call is seeking to establish a **framework agreement** with one or more professional printing service providers.

Objective

The objective of this RFP is to identify qualified printing companies capable of delivering a range of printing services on a recurring, on-demand basis, with a strong emphasis on quality, reliability, and timely delivery.

2. RFP Calendar

The timeline for the RFP process is below. While we do not anticipate any changes to this timeline, Geneva Call reserves the right to adjust the timeline as needed.

Action A	Date
RFP Issue Date	7 October 2025
Deadline for Receipt of Proposals	7 November 2025
Vendor Selection Anticipated Date	7 December 2025

Start date of operational services: 1 January 2026



3. Proposal Submission Address

Please divide the offer into two separate proposals, the financial proposal and the technical proposal to the address below no later than 7 November 2025.

Geneva Call

47 chemin de la Chevillarde, CH-1224 Chêne-Bougeries Geneva – Switzerland

And/or to the following email address

The financial proposal can be sent to: rpfinance@genevacall.org

The technical proposal can be sent to: rpf@genevacall.org

4. Bid Validity

Proposals are expected to be binding for a period of ninety (90) days from the published response date. Please see RFP attached for more details.

5. RFP Terms & Conditions

- a. The Request for Proposals is not and shall not be considered an offer by Geneva Call.
- b. All responses must be received on or before the date and time indicated on the RFP.
- c. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by the respondent.
- d. All awards will be subject to Geneva Call's contractual terms and conditions and contingent on the availability of donor funding.
- e. Geneva Call reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organisations submitting proposals for such rejection or cancellation of the request for proposals.
- f. Geneva Call reserves the right to accept all or part of the proposal when award is provided.
- g. All information provided by Geneva Call in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. Geneva Call is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h. Geneva Call reserves the right to require any bidder to enter into a non-disclosure agreement.
- i. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of Geneva Call, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

6. Attachments

- Annex I Request for Proposal minimum requirements

ANNEX I

REQUEST FOR PROPOSAL

1. Scope and requirements

Scope of Work:

1. Standard Printed Materials

Item	Format	Paper Type	Paper Weight (Examples)	Color	Quantity Options
Annual Reports 50 pages	A4	Glossy or matte	Cover: 250 g/m, pages: 110 g/m ²	Full Color	200 / 300
Flyers	A5 and other formats	Glossy or matte	135 gsm	Full color	100 / 500 / 1000
Leaflets	Different formats	Glossy or matte	150-170 gsm	Full color	100 / 500 / 1000
Brochures	Different formats (for example : 148*105 - horizontal), 20-24-28-32-36 pages.	Glossy or matte	150-170 gsm	Full color	100 / 500 / 1000
Reports / Booklets	A4, A5, for example: 48-100 pages, vertical and horizontal	Matte, inside pages + cover	Inside: 100 gsm; Cover: 250 gsm	Full color	50 / 100 / 250

Item	Format	Paper Type	Paper Weight (Examples)	Color	Quantity Options
Posters	A1	Glossy		Full color	10 / 50 / 100
Posters	A3	Glossy	200 gsm	Full color	10 / 50 / 100
Die-cut folders	A4	Matte	350 gsm	Full color	10 / 50 / 100
Business Cards	85x55mm	Matte or glossy	350 gsm	Full color, double-sided	100 / 500
Rollups and other signage	85*200cm	n/a	n/a	Full colour, single or double sided	1 / 2 / 3
Branded items, including other stationary items, giveaways and gifts (for example:pens, mugs, stickers)	Various				
Other items as needed	Various				

2. Binding Options (for reports/booklets)

Binding Type	Available? (Yes/No)	Additional Cost per Unit
Saddle-stitch		
Spiral bound		
Perfect binding (glued)		

3. Finishing Options

Finishing Option	Available? (Yes/No)	Additional Cost per Unit
Lamination (glossy/matte)		
Folding		
Creasing/Scoring		
Die-cutting		

4. Delivery & Turnaround

Service	Standard Time	Express Option	Additional Express Cost
Delivery to Geneva HQ			
Turnaround time (from order confirmation)			

5. Sustainability & Quality

Bidders are encouraged to indicate:

- Use of **eco-friendly/recycled paper** options
- Certifications
- Quality control processes
- Previous experience with NGOs or international organizations

2. Proposal Guidelines: Technical Proposal

- Company profile and relevant experience
- Portfolio or samples (if available)
- Information on sustainability practices
- Proposed contract terms and conditions

Financial Proposal

- **Proof of Registration:** Valid registration of the company
- **Pricing Structure:**
 - Completed pricing tables above
 - Explanation of the invoice and payment process.
- **Financial Ratio Company**
 - Financial stability company
 - Liquidity ratio, debt-to-equity ratio, profitability ratios used to assess financial performance
 - Provide the resumes of the key members of the management team of the company.

4. Eligibility Criteria:

This tender is open only to organisations legally registered.

5. Evaluation and Selection Process:

The contract will be awarded based on the most technically sound proposal at the lowest price, considering the following:



- Demonstrated experience providing printing services for NGOs, international organizations, or similar institutions
- A list of at least 5 samples of content produced in the last 3 years demonstrating the quality and diversity of the formats covered.
- Capacity to meet tight deadlines and provide quick turnaround times
- Proven ability to ensure quality control and consistency across print runs
- Flexible production options and transparent pricing structure

6. Terms and Conditions:

Payments will be made upon satisfactory delivery and invoice submission, payment term 30 days net.

7. Confidentiality:

All printing jobs must remain confidential and will become the property of Geneva Call. Selected service providers will be required to sign a confidentiality agreement

8. Third Party Performance Reviews and Audit

9.1 **Performance Review.** In addition to internal measures of performance, Geneva Call retains the right to require independent evaluation of Contractor performance. Geneva Call may, contract with independent third parties to audit the contract service levels. The Contractor will cooperate fully with any third-party audit and agrees that all information shared with Geneva Call may be shared with such third-party contractor.

10 The Contract

10.1 **Term of Agreement.** The Agreement resulting of 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 two (2) year period

10.2 **Termination** Geneva Call 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 Contractor.

11 Disclaimer.

11.1 Geneva Call does not guarantee a minimum quantity of purchases