



**Expression of Interest (EOI)**  
**Support to Elections and Democratic Processes Project, Sudan**  
**EOI/JUBA/ SEDPP /09/001**  
**Printing of Voter Education and Training Material**

## **1. Job Description**

UNDP Southern Sudan calls for **Expressions of Interest (EOI) from international and national firms**, who have the capacity to formulate, manage, and implement specific components of the Support to Elections and Democratic Processes Project as detailed in the scope of work. Firms and institutions, associations and/or consortiums may express interest in all lots, individual lots or parts thereof. Firms having presence and experience within the region are highly encouraged to participate.. UNDP may enter into Long Term Agreements (LTA) with the short-listed firms following a competitive bidding process.

## **2. Background**

### **Project Objectives:**

The main purpose of the Support to Elections and Democratic Processes Project (SEDP) is to provide assistance to the electoral process in Sudan and to promote the participation of voters and civil society in the process. The Project will provide support to the National Elections Commission (NEC) and its subsidiary bodies – Southern Sudan Elections High Committee, State High Committees, the Political Parties Affairs Council (PPAC), and other stakeholders in the democratic process such as the media and civil society, political parties and domestic observers.

## **2. Scope of the Work**

### *Background*

Support to Elections and Democratic Processes Project is looking for the services of quality printers that can design and print voter education and training material for South Sudan. The voter education and training material will comprise of a variety of material to be designed and then printed in large quantities.

### *Specific tasks for the designer/contractor*

After receiving the final text for the publication, the designer will:

1. Design and print different sizes of sticker posters in colour printing in multiples of 100,000 in number
2. Design and print standard sizes of brochures and leaflets in colour printing in multiples of 100,000 in number
3. Provide T shirts with colour printing and design of messages on it with approximate quantities of more than 100,000
4. Provide Caps with colour printing and design of messages on it with approximate quantities of more than 100,000
5. Design and print small, medium and large size colour banners on vinyl flex
6. Design and print small colour stickers in quantities of more than 500,000
7. Provide cotton shopping bags with colour printing and design of messages on it with approximate quantities of more than 100,000
8. Design and printing of coloured training manual and handbooks of 20-80 pages with quantities of more than 100,000
9. While performing the different print functions the printer shall also be responsible for
  - a. Submitting the printing layouts for discussion with UNDP
  - b. Revise the selected layout as discussed with UNDP
  - c. Design and layout the publication
  - d. Submit the publication to UNDP for proofreading
  - e. Ensure all corrections have been inserted
  - f. Obtain a final sign off from UNDP before submitting electronic files to the printer

### *Qualifications*

1. Contractor must be a printing firm with prior experience of similar projects and also having latest graphic designing facility.
2. Contractor must be experienced in commercial print management.
3. Contractor must have experience in designing multiple language versions.
4. Contractor must guarantee timely delivery of publication.

### *Period*

The framework agreement would cover a period ranging from 05 -20 days of delivery.

### **3. Information Required in the Response:**

The provision of the pre-qualification information should include all relevant documents that are essentially required for the meeting the pre-qualification criteria as well as enable the project

management to undertake the evaluation. Service providers must provide the information that they are qualified to perform the services required during the course of the proposed project.

Description of LOTs	Documents Required
<b>Lot 1: Printing of Voter Education Material and Training Material</b>	<ol style="list-style-type: none"> <li>1. Profile of the firm / company</li> <li>2. List of contracts for printing with amount and name of client</li> <li>3. Indicate the scale of the contracts, number of items printed</li> <li>4. Provision of audited reports and / or financial accounts showing the financial strength of the firm for last 2 years</li> <li>5. List of employees of the firms, professional and technical with their qualification and experience</li> <li>6. List of equipment, name and type of machines for printing, binding etc</li> <li>7. Samples of printed material in soft and / or hard form</li> </ol>

#### 4. Application as a Joint Venture

Service providers may bid in a Joint Venture to enhance their offering. In a joint venture, the companies are jointly and severally responsible for the tasks assigned.. The pre-qualification request must identify one member as prime applicant and must clearly state the role to be played by each member of the joint venture in providing the services envisaged in Section 2 under the scope of work.

#### 4. Evaluation of the Expression of Interest

For the purposes of pre qualification following criteria has been developed, which will be applied to the submitted Expression of Interests.

S.No.	Category	Service Provider (Pre qualify (yes or no))					
		A	B	C	D	E	F
1	<b>Company structure and organization</b>						
2	<b>Financial capability</b>						
3	<b>Resources</b>						

#### 5. Important Dates

The important dates for the pre-qualification process are:

Activity	Date
Last date of receiving queries	08 August, 2009
Last date for submission of the pre-qualification documents	10 August, 2009

All documents should be submitted not later than **August 10, 2009 at 4:30 pm** to:

**Reference: EOI/JUBA/ SEDPP /09/001**  
**Azhar Saeed Malik, Deputy Project Manager**  
**Support to Elections and Democratic Processes Project**  
Southern Sudan UNDP Office  
UNDP Compound Juba, Southern Sudan  
Or email  
Email: [azhar.malik@undp.org](mailto:azhar.malik@undp.org)

Not later than **August 10, 2009 at 4:30 pm**. For more information on UNDP in Sudan, please consult the CO Website Sudan (<http://www.sd.undp.org>).