



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX B

TERMS OF REFERENCE (TECHNICAL SPECIFICATIONS)

TENDER REFERENCE 258-16/94

Printing of International IDEA Publications and Communications material

1. General information

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

International IDEA's publishing programme is one of the components of the organization's public identity. International IDEA produces a variety of publications and communications material each aimed at achieving particular objectives and each targeted at specific audiences. The Institute's productions include: handbooks, country reports and democracy assessments, policy papers, discussions papers, conference reports, posters, different leaflets and brochures.

Location of Work

The work will take place at the Contractor's premises.

2. Scope of Work

The Contractor will provide high quality printing services to International IDEA for one or more of the following categories:

1. Print-on-demand
2. Digital printing
3. Off-set printing

The type of services to be delivered will include:

- **Print-on-demand service**
Publications (handbooks, reports, policy papers, etc.)
Leaflets
- **Digital printing**
Publications (handbooks, reports, policy papers, etc.)
Leaflets
Postcards

- **Off-set printing**
 - Publications (handbooks, reports, policy papers, etc.)
 - Leaflets
 - Folders
 - Season's greetings card

Workflow

1. Each production will start with a request to quote based on a technical specification provided by International IDEA. The successful Contractor will be informed and requested to sign a Service Order for the assignment. The unsuccessful providers will also be informed.
2. The Service Order will specify the print-run, the technical specification, kind of print proof, number of copies to International IDEA's Stockholm office and production time.
3. The Contractor will receive print-ready PDF files from International IDEA. The Contractor shall always check the files in a preflight software. Any problems shall be communicated to International IDEA and amended before print proofs are sent.
4. Requests for changes to or deviation from the technical specification by any party shall be submitted in writing for approval prior to the commencement of any work.
5. Delivery of proofs for International IDEA's approval prior to printing. Proofs can be digital (PDF-files) or physical (and include digital/laser proofs of covers and specified pages with photos/illustrations, blue prints/ink-jets of the full inlay).
6. The physical print proofs should be provided in **two** copies. International IDEA approves the print proof and is entitled to keep one and return the other one to the printer.
7. Printing and binding according to the technical specification for each production.
8. Packing printed copies in cardboard boxes. Each box should be labelled with the title of the publication and the number of copies in each box. The main part of the print-run will be collected by International IDEA's warehouse. A small quantity of publications will be delivered to International IDEA's headquarters in Stockholm.
9. The Contractor shall notify International IDEA two days before the products are ready to be collected. The notification shall include the following information:
 - date when the boxes are ready for delivery,
 - number of publications to be sent to International IDEA's warehouse,
 - number of boxes,
 - size and weight of each box,
 - weight of one book,
 - number of pallets,
 - height of pallet, and
 - if it is possible to stack the pallet.
 The information should also include full street address, name and telephone number to a contact person.

The frequency of service requests will depend on the work programme of International IDEA.

3. Timing

The response time for each specific request will be specified for each Service Order, depending on the characteristics of the assignment.

4. Deliverables and Reporting

The Contractor will report to the Publications Manager (or to the staff member appointed by the Publications Manager) or the Communications Manager (or to the staff member appointed by the Communications Manager).

5. Management and Organization

Specific needs of particular assignments will be agreed by the Contractor and International IDEA's Publications Manager/Communications Manager.

6. General Conditions

International IDEA's General Conditions for Framework Contracts will specify the conditions of this contract, with the following amendment:

- (a) Under-deliveries will not be accepted unless agreed in writing. Any shortages will be made good at the Supplier's expense.
- (b) Over-deliveries will not be accepted unless agreed in writing. Any over-deliveries received will remain the property of the Supplier and will be ready for collection for a period of 30 days after which they will be returned to the Supplier at their expense.

7. Length of contract

The contract will be for one year, with the possibility to extend for another two years. Price adjustments will be allowed after each year to cover for changes in the price of paper only.

8. Invoicing

Invoicing to be done upon delivery and acceptance of printed products. The invoice needs a unique number, reference to the Service Order number and the name of the production. International IDEA will pay 30 days after receipt of invoice. International IDEA's terms of payment are 30 days after receipt and approval of deliverable(s) and corresponding valid invoice.