A logo for a company

Description automatically generated

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

# ANNEX B

***TERMS OF REFERENCE***

**Tender Reference No: 2024-02-048**

**Provision of Graphic design, Printing of manuals, books, and promotional materials for the International IDEA offices across Nigeria.**

## 1. General information

International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization with 36 members states hailing from different continents around the world. International IDEA is currently managing the second phase of the “Rule of Law, Access to Justice and Anti-Corruption (RoLAC II) Programme” in Nigeria.

## 2. Scope of Work

There is a requirement for printing and related services including supply of promotional materials for International IDEA offices in Nigeria. The current locations are Abuja, Lagos, Edo, Adamawa, Anambra, and Kano. Kindly note these locations may increase as International IDEA may take on new projects in Nigeria.

International IDEA seeks proposals from printing companies in Nigeria for production of materials that include handbooks, impact reports and case studies, policy papers, discussions papers, manuals, posters, different leaflets, brochures, and other materials stated in the Price schedule.

International IDEA intends to contract three providers under a framework agreement to meet all requirements mainly under the category set out in **Sections 2: 2.1 to 2.2 and section 3** below.

2.1 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
4. Graphic designs

2.2 The type of services to be delivered will include:

* 1. Handbooks, reports, policy papers, etc.)
  2. Leaflets.
  3. Folders.
  4. Promotional materials etc.

Kindly note a full description of all print materials for this assignment would be provided in the price approach document. The services required are summarised under section 3 below.

**3 Supply and delivery of print materials:**

* 1. Office Stationery Printing: Letterhead, Business Cards, Envelopes.
  2. Designing, typesetting, editing and production of print services
  3. Printing of training manuals and guidelines
  4. Printing promotional materials and publications.
  5. Printing of documents and advertising material: flyers, reports, brochures, info sheets, Factsheets, Notepads, booklets, folders, sleeves, and any other advertising materials.
  6. Printing of advertising material such as billboards / building wraps / signs, banners, streamer -type signs and posters at the request of International IDEA.
  7. Printing of graphic materials of any size with finishing (including limited or large quantity prints, digital or offset).
  8. Adaptation and updating - if necessary - of electronic / printed publications initially produced by another agency whose source file will be provided by International IDEA.
  9. Printing of graphic material of any size, binding and finishing (including limited or large quantity prints, digital or offset).
  10. Modifications and minor designs of files and documents at the request of International IDEA; (text or image editing, certificate creation, layout modification, format adaptation).
  11. Modifications or minor designs are included in the financial offer and are not subject to additional billing.
  12. Storage, packaging, shipping / delivery, transportation, and installation of material produced at the request of International IDEA.
  13. Sending various materials produced to different delivery points within the prescribed time.
  14. All versions of the documents designed or edited by the supplier should be provided at the end of the operation to International IDEA team in high resolution and editable format on the agreed platform.

## 4. Workflow

1. Each production will start with a request to quote based on a technical specification provided by International IDEA and agreed rates as specified in the framework agreement. The supplier will be requested to sign a Service Order for the assignment.
2. The Service Order will specify the print-run, the technical specification, kind of print proof, number of copies to be delivered, delivery location and production time.
3. 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.
4. 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, blueprints/inkjets of the full inlay).
5. 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.
6. Printing and binding according to the technical specification for each production.
7. 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 Contractor shall notify International IDEA two days before the products are ready to be delivered. Delivery address will be confirmed, and information will include full street address, name, and telephone number of the contact person to receive the delivery. The frequency of service requests will depend on the work programme of International IDEA.

## 5. Timing

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

## 6. Deliverables and Reporting

The Contractor will report to the staff member responsible for the administration of each assignment.

## 7. Management and Organization

Specific needs of assignments will be agreed by the Contractor and International IDEA.

## 8. General Conditions

In addition to International IDEA’s General Conditions for Framework Contracts, the following conditions will apply:

1. Under-deliveries will not be accepted unless agreed in writing. Any shortages will be made good at the Supplier’s expense.
2. 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.

## 9. Length of contract

The contract will be for one year at the first instance, with the possibility to extend for another one to two years. Price adjustments will be allowed after each year to cover for changes in the price of paper and other justifiable factors such as inflation.

## 10. 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 within 30 days after receipt of valid invoice. International IDEA’s terms of payment are within 30 days after receipt and approval of deliverable(s) and corresponding valid invoice.