



GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS FOR THE ADJUDICATION OF PRINTING, PHOTOCOPYING, BINDING AND GRAPHIC DESIGN SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations issues a call for proposals to provide printing, photocopying, binding and graphic design services.

Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)

Date and Time

Same week supply and service.

Duration

Two-year contract (2023-2024).

Recipients

This call for proposals is intended to providers of copy, print, binding and graphic design services that have the technical expertise and the financial and human resources to enter such agreement.

Duties and Activities

- Printing, including business cards, letterhead postcards and flyers
- Photocopying
- Binding
- Graphic design (basic service)

Paper supply is excluded from the agreement.

Purpose

This call for proposals is aimed to start a constructive dialogue with interested companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices, companies must include in the proposal the following information:

- business license

- company profile
- copy of the profit and loss account and the balance sheet for up to the last three financial years

The proposal shall also indicate:

- Special discounts
- Online catalog (link) or price list
- Delivery lead-times
- Shipping costs; same-day delivery costs (if available); free delivery (if available)
- Ordering experience (e-commerce, phone, in-person, etc.)
- Graphic design fees

Submission of the Proposal

The proposal with the attached “form” must be submitted by email no later than November 25th, 2022, to the address admin.italyun@esteri.it (subject: “*CALL FOR PROPOSALS FOR PRINTING, PHOTOCOPYING, BINDING AND GRAPHIC DESIGN SERVICES*”).