Questions and answers RFP- 2025-004

1. Technical Proposal

No template has been provided. Could you please confirm if there are any specific sections or information that must be included, beyond the requirements already outlined, considering that UNICEF will evaluate it against the stated criteria?

There is no template for Technical proposal and there are no specific sections of information that must be included, beyond the requirements in the ToR.

2. Court Registration

The RFP requests submission of “court registration.” Since under Bulgarian legislation all private companies are mandatorily listed in the Commercial Registry, may we submit an extract from the Commercial Registry as sufficient proof of legal existence instead?

Yes, please submit an extract from the Commercial Registry.

3. Company Portfolio

Could you please clarify what is expected here? As a printing house with over 30 years of experience, more than 3,000 active clients, and about 1,500 orders per month, would providing three representative case studies be sufficient, or do you expect a broader set of materials?

It needs to be a short company portfolio with a description of key services, and 3 case studies would be great.

4. CVs of Key Personnel

The RFP requires CVs of “key personnel,” but it is not specified which positions are considered key for this project. Based on our experience, we would include a Project Manager (Account Manager), Design Lead, Prepress Lead, and Production Manager. Could you please confirm if these roles are sufficient or if you expect additional functions (e.g., logistics, quality assurance)?

Yes, these roles are sufficient.

5. Evaluation Criteria re Key Personal: Ability to Produce a High Volume of Quality Content

One of the evaluation criteria for key personnel mentions the “ability to produce a high volume of quality content.” Could you clarify how UNICEF defines or measures “high volume” and “quality content” in the context of printing and design services?

High volume means that multiple documents need to be designed and printed in a short period of time – more than 200 pages per document per example. High quality means that each document needs to be aligned to UNICEF Brand book and Style book requirements and best practices.

6. I don't know if the problem is only with my computer, but I‘m unable to fill out LRPS-2025-9199177.pdf. It gives me a message - Not allowed to edit the page content. Could you please check and resend so I can fill it out correctly?

As the PDF file was signed electronically, it is not possible to fill it online. Please print it, fill it and then send us a scanned copy.