



UNITED NATIONS
UNIVERSITY

UNU-ViE

Vice Rectorate in Europe

Vizerektorat der **Universität der
Vereinten Nationen UNU-ViE**

Hermann-Ehlers-Str.10
53113, Bonn
Germany

Tel.: +49-228-815-0264
Fax: +49-228-815-0299
E-mail: procurement@vie.unu.edu
Website: www.vie.unu.edu

March 15th, 2010

Subject: INVITATION TO BID – PRINTING MATERIALS 2010 - 2012

Reference: ITB/ViE/ICU/01/2010

Dear Sir/Madam,

1. The United Nations University - Vice Rectorate in Europe in Bonn hereby solicits your bid for the above subject, in accordance with this document and the annexes attached. Bids are required to be submitted to the United Nations University Vice Rectorate in Europe (UNU-ViE) no later than **19th April, 2010 at 14:00 CET.**
2. This Invitation to Bid (ITB) consists of this document and the following annexes:

Annex I Deutsche Version der Aufforderung zur Angebotsabgabe
Annex II Bid Data Sheet
Annex III Technical Specifications of Requirement and Bid Submission Form
Annex IV Acknowledgement Letter
Annex V General Terms and Conditions – Instruction to Bidders
Annex VI General Conditions of Purchase Order

- 3a. Bids must be submitted in the English or German language strictly using the attached Annex III Bid Submission Form in **THREE sealed envelopes** (any attachments or appendices and annexes thereto must also be submitted in **TRIPlicate**). Please note that late bids shall be rejected.

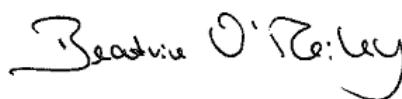
Your bid must be submitted as follows:

United Nations University ViE
Procurement Department
Attention: Bid Opening Team, Registry, Ext. 0266
Hermann-Ehlers-Str.10
53113, Bonn Germany

Ref: ITB/ViE/ICU/01/2010
Procurement Department
Closing Date & Time: 19 April
2010,
14:00 CET

Please note that the UNU Telephone Extension 0266 should not be used for queries concerning this ITB. This number is only for facilitating receipt of bids delivered by hand or by courier.

- b. Outer envelope/package of your bid must clearly indicate ITB number, date and closing time and name of your company so that the United Nations University can identify your bid at the time of receipt.
 - c. It is the exclusive responsibility of the bidders to ensure that the sealed envelop/package containing the bid reaches the above address before the time and date indicated in paragraph 3a. so that it is time stamped and acceptable for opening. Bids must be delivered to the designated address during the United Nations University working hours from 9:30am to 5:30pm Monday through Friday except for the United Nations holidays. Delivery to any other United Nations University office location will be at the risk of bidders and will not constitute timely delivery. Written proof of receipt will not be given unless a Postal/Courier service receipt or other form of receipt is presented for signature by the United Nations University. Bids received after the above mentioned opening time will be invalidated.
 - d. The United Nations University Vice Rectorate in Europe Procurement Department strongly encourages you to deliver your bid by hand or via courier so you can track delivery and ensure receipt by the United Nations University Procurement Department in time for the deadline specified in this ITB.
4. For queries on this ITB, please contact the Procurement Department in writing at facsimile no. +49-228-815-0299 or by Email to procurement@vie.unu.edu by Apr 8th 2010. Please also notify the United Nations University immediately if any part of this ITB is missing and/or illegible. Bidders are reminded that this facsimile number may be used only to send queries and acknowledgement letter requested in paragraph 5 below. Bids should NOT be sent to this facsimile number.
 5. You are kindly requested to return the attached Annex IV – Acknowledgement Letter duly signed by an authorized representative to the United Nations University Vice Rectorate in Europe via facsimile advising whether or not your company intends to submit a bid prior to the designated closing date for receipt of bids. Please indicate the reason if you do not intend to submit a bid at this time. The United Nations University will review the registration status of companies which have failed to return the completed acknowledgement letter. Failure to return the completed acknowledgement letter may result in removal of your company from the roster of registered suppliers.
 6. A public bid opening will take place on April 20th 2010 at 14hrs CET in the Registry Office of the Administration and Finance Section of the United Nations University on the 22nd Floor, Room 2219, Hermann-Ehlers-Str.10, 53113, Bonn. Companies submitting offers are welcome to send one (1) representative with proper authorization to observe the opening of bids received.
 7. Bidders are requested to submit bids in compliance with the terms and conditions specified in Annex V General Terms and Conditions – Instructions to Bidders attached to this ITB.



Beatrice O'Reilly
Procurement Manager
United Nations University Vice Rectorate in Europe

Annex I Deutsche Version der Aufforderung zur Angebotsabgabe

15.März 2010

Sehr geehrte Damen und Herren,

das Vizerektorat der Universität der Vereinten Nationen (UNU-ViE) in Bonn möchte gerne ein Angebot zu einem Druckvorhaben bei Ihrer Firma einholen. Es handelt sich um den Druck unserer Publikationen, Sie würden ein druckfertiges PDF von uns erhalten. Details zu unseren Publikationsspezifikationen finden Sie in den beigefügten Seiten (Annex III). Bitte füllen Sie die freien Felder aus und schicken Sie uns die ausgefüllten Unterlagen bis zum 19. April 2010 14:00 Uhr MEZ.

Falls Sie weitere Fragen haben, kontaktieren Sie uns bitte schriftlich per Email procurement@vie.unu.edu bis spätestens 8. Apr 2010.

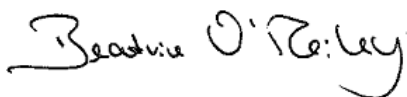
Bitte beachten Sie, dass das Angebot ab dem Tag der Abgabe mindestens ein Jahr gültig sein muss. Die zugrunde liegenden allgemeinen Vertragsbedingungen der UN sind unter www.vie.unu.edu/article/700 einzusehen.

Diese Bedingungen sind fester Bestandteil dieses Schreibens. Sollten Sie die Internetseite nicht aufrufen können, können Sie UNU-ViE darüber informieren. Ohne die Kenntnisnahme der Bedingungen Ihrerseits wird Ihr Angebot ungültig sein.

Bitte tragen Sie anschließend den Gesamtpreis in die nächste Seite ein, die diesem Schreiben beigelegt ist.

Bitte beachten Sie, dass Angebote, die nach dem Abgabetermin eingehen, ungültig sind und vom Verfahren ausgeschlossen werden.

Mit freundlichen Grüßen



Beatrice O'Reilly
Procurement Manager
United Nations University Vice Rectorate in Europe

Annex II Bid Data Sheet

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Deadline for Submission of Bids:	April 19 th , 2010 by 14hrs CET	
Bids to be received at:/Bids to be marked:	Procurement Department United Nations University Hermann-Ehlers-Str.10 53113, Bonn Germany	“Attention: Bid Opening Team” “Sealed Bid Ref. ITB/ViE/ICU/01/2010 Procurement Department Closing Date & Time: 19 Apr 2010, 14:00 CET <Name of Your Company> Not to be opened by registry”
	Bids must be submitted as sealed bids by the deadline as stipulated above. It is the Bidder’s responsibility to ensure that bids sent by courier/mail will be received by deadline. Bids submitted by fax or email will be rejected.	
Public Bid Opening:	Yes	
Delivery Terms:	Suppliers must quote delivered to named place, a.i. Hermann-Ehlers-Str.10 53113 Bonn, Germany.	
Goods for use in:	Bonn, Germany	
Bid Validity Period:	2 Years	
Deviations:	Minor deviations from the relevant description and specifications in Annex III Technical Specifications of Requirement, may be considered. Any deviation must be disclosed in writing alongside of the respective item on Annex IV.	
Partial Bids:	Partial bids will be accepted. Interested bidders have to bid at least one category for all print run e.g. flyer print run 250/500/1000 and 2000.	
Language of the Bid:	English or German	
Written communication must be directed to UNU-ViE procurement department	Email: procurement@vie.unu.edu Fax: +49-228-815-0299	
Requests for additional information	Must be received by Apr 8 th , 2010 before the deadline for submission of bids. Bidders are encouraged to raise queries as early as possible.	
Bid Evaluation Criteria:	Bids will be evaluated on the following basis: <ol style="list-style-type: none"> 1. Compliance with the technical specifications 2. Compliance with the requested documents of the ITB 3. Price <p>Successful bidders will be granted a contract for an initial period of two years.</p> <p>The award can be split.</p> <p>UNU-ViE seeks the lowest, technically compliant and fully responsive offer.</p>	
Company Information	Bidders not registered in the UN Global Marketplace are encouraged to do so. For information on registration procedures, please see https://www.ungm.org .	

Annex III Technical Specifications of Requirement and Bid Submission Form

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Flyer (Hochkant, DIN lang)	250	4	4	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	500	4	4	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	1.000	4	4	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	2.000	4	4	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
Flyer (Querformat, DIN lang)	250	4	4	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	500	4	4	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	1.000	4	4	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	2.000	4	4	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
Flyer (Hochkant, DIN lang)	250	6	6	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	500	6	6	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	1.000	6	6	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	2.000	6	6	n.a.	9,9*21cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		

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	500	6	6	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
	1.000	6	6	n.a.	21*9,9cm	170g/qm	FSC Paper or equivalent vergleichbares FSC Paper	incl. Cut & Fold zuschneiden und falten inkl.		
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InterSecTions (Hochkant)	500	40	0	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	60	0	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	80	0	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
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	2.000	80	4, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	80	6, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	80	8, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	80	10, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	100	2, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	100	4, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	100	6, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	100	8, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	100	10, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	120	2, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	120	4, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	120	6, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2.000	120	8, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		

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	2.000	120	10, verteilt	2	A4	250g/qm matt glaze	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Policy/Research Brief (Hochkant)	250	4	4	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	250	8	8	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	250	12	12	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	250	16	16	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (Hochkant)	250	20	20	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	250	24	24	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (Hochkant)	500	4	4	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	8	8	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	12	12	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	16	16	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	20	20	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	24	24	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (Hochkant)	1.000	4	4	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	8	8	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		

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	1.000	12	12	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	16	16	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	20	20	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	24	24	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (Hochkant)	2.000	4	4	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	8	8	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	12	12	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	16	16	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	20	20	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	24	24	4	A4	150g/qm glossy	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (A5+Hochkant for ViE)	500	8	8	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	12	12	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	16	16	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	24	24	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (A5+Hochkant)	1.000	8	8	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		

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	1.000	12	12	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	16	16	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1.000	24	24	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Policy/Research Brief (A5+Hochkant)	2.000	8	8	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	12	12	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	16	16	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2.000	24	24	4	A5	150g/qm	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
UNU-ViE Kleinformat-Mappe DIN lang mit Stecklaschen, Drucklack	500	2	2	4/4	DIN lang	300g/qm matt. Bilderdruck matt. Dispersionslack/ Dispersionsmatt - lack --> siehe Stanze	FSC Paper or equivalent vergleichbares FSC Paper	Punched, scored, folded&creased, bonded and cut to size (including, if necessary, the construction of a cutting die/steele rule die)/stanzen, nuten, falzen, verkleben und zuschneiden inkl. ggf. Stanzform erstellen		
	1.000	2	2	4/4	DIN lang	300g/qm matt. Bilderdruck matt. Dispersionslack/ Dispersionsmatt - lack --> siehe Stanze	FSC Paper or equivalent vergleichbares FSC Paper	Punched, scored, folded&creased, bonded and cut to size (including, if necessary, the construction of a cutting die/steele rule die)/stanzen, nuten, falzen, verkleben und zuschneiden inkl. ggf. Stanzform erstellen		
UNU in Bonn Pressemappen	500	2	1	4/0	Pressemappe A4	350g/qm matt. Bilderdruck matt. Dispersionslack/ Dispersionsmatt - lack --> siehe Stanze	FSC Paper or equivalent vergleichbares FSC Paper	Punched, scored, folded&creased, bonded and cut to size (including, if necessary, the construction of a cutting die/steele rule die)/stanzen, nuten, falzen, verkleben und zuschneiden inkl. ggf. Stanzform erstellen		

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UNU in Bonn Pressemappen	1.000	2	1	4/0	Pressemappe A4	350g/qm matt. Bilderdruck matt. Dispersionslack/ Dispersionsmatt - lack --> siehe Stanze	FSC Paper or equivalent vergleichbares FSC Paper	Punched, scored, folded&creased, bonded and cut to size (including, if necessary, the construction of a cutting die/steele rule die)/stanzen, nuten, falzen, verkleben und zuschneiden inkl. ggf. Stanzform erstellen		
Letterhead	1000	1	1	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
	2000	1	1	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
	5000	1	1	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
Letterhead - Seite 2	1000	1	0	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
	2000	1	0	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
	5000	1	0	n.a.	A4	120g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
Postcards	1000	2	2	4	10,5*14,7cm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	n.a.		
Klappkarten	500	1	1	n.a.	20,9*10,4cm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	fold/falzen		
	1000	1	1	n.a.	20,9*10,4cm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	fold/falzen		
Ad-hoc Publikation (A4)	500	56	1c	4c	A4	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	80	1c	4c	A4	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	gebunden		
	2000	100	1c	4c	A4	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	gebunden		

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Ad-hoc Publikation (A4+Querformat)	500	24	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	32	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	40	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	24	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	32	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	40	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Ad-hoc Publikation (A4+Querformat)	1000	24	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	32	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	41	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	24	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	32	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	42	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Ad-hoc Publikation (A4+Querformat)	2000	24	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	32	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	42	4c	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		

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	2000	24	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	32	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	42	schwarz/weiß	4c	A4 Querformat	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
Ad-hoc Publikation (A5)	500	48	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	56	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	500	72	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Ad-hoc Publikation (A5)	1000	48	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	56	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	1000	73	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Ad-hoc Publikation (A5)	2000	48	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	56	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	Stapled/geheftet		
	2000	74	1c	4c	A5	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Graduate Research Series 2010-12	500	120	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	500	140	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	500	160	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		

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	500	200	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Graduate Research Series	1000	120	2	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	1000	140	2	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	1000	160	2	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	1000	200	2	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
Graduate Research Series	2000	120	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2000	140	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2000	160	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		
	2000	200	0	4c	235 x 155mm	250g/qm matt	FSC Paper or equivalent vergleichbares FSC Paper	bound/ gebunden		

Technical Specifications of Requirement and Bid Submission Form (Continued)

Publication/ Publikation	Print Run/ Auflage	Planned Page No. Seitenzahl (voraussic htlich)	Color Page Content Farbseiten/ Inhalt	Color Page Cover Farbseiten/ Umschlag (4c)	Größe / Format	Cover: Paper, Material Umschlag: Papier, Material	Content: Paper, Material Inhalt: Papier, Material	Cover: Environmental Friendly Paper Unschlag: alternatives Papier - umweltfreundlich (bevorzugt)	Content: Cover: Environmental Friendly Paper Inhalt: alternatives Papier - umweltfreundlich (bevorzugt)	Printing Comments Druck-Besonder- heiten	Price/Preis Netto (EUR)	VAT 7%/19%
Capacity Pool	1500	20	20	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
		24	24	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
		28	28	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
	2000	20	20	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
		24	24	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
		28	28	n.a.	A5	n.a.	100g/qm SoporSet Offset			Stapled/geheftet		
Knowledge Publication Series	500	40	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	60	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	80	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	100	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
Proceedings publication series	500	100	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	120	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	160	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	200	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	500	220	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
Mapping publication series	500	40	40 (2c)	2	B5	250g/qm BVS glänzend	115 g/qm Aleo Silk			Bound/gebunden		
	100	80	80 (2c)	2	B5	250g/qm BVS glänzend	115 g/qm Aleo Silk			Bound/gebunden		

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	1500	120	120 (2c)	2	B5	250g/qm BVS glänzend	115 g/qm Aleo Silk			Bound/gebunde n		
Reporting	1000	60	60 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	1000	80	80 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	1000	100	100 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	1500	60	60 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	1500	80	80 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	1500	100	100 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	2000	60	60 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	2000	80	80 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
	2000	100	100 (4c)	2	B5	250g/qm BVS glänzend	100g/qm RecyMago matt			Bound/gebunde n		
Abstract booklet	100	40	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	100	60	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	100	80	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	150	40	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	150	60	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	150	80	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		
	200	40	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunde n		

Publication/ Publikation	Print Run/ Auflage	Planned Page No. Seitenzahl (voraussichtlich)	Color Page Content Farbseiten/ Inhalt	Color Page Cover Farbseiten/ Umschlag (4c)	Größe / Format	Cover: Paper, Material Umschlag: Papier, Material	Content: Paper, Material Inhalt: Papier, Material	Cover: Environmental Friendly Paper Umschlag: alternatives Papier - umweltfreundlich (bevorzugt)	Content: Cover: Environmental Friendly Paper Inhalt: alternatives Papier - umweltfreundlich (bevorzugt)	Printing Comments Druck- Besonder- heiten	Price/Preis Netto (EUR)	VAT 7%/19%
	200	60	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	200	80	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	250	40	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	250	60	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
	250	80	n.a.	2	A4	250g/qm BVS glänzend	100g/qm envirotop	250G/qm Main Gloss Green FSC zertifiziert	100g/qm RecyStar Polar hochweiß FSC zertifiziert	Bound/gebunden		
Flyer (Querformat, DIN lang)	100	6	6	n.a.	21*9,9cm	n.a.	100g/qm SoporSet Offset					
	150	6	6	n.a.	21*9,9cm	n.a.	100g/qm SoporSet Offset					
	200	6	6	n.a.	21*9,9cm	n.a.	100g/qm SoporSet Offset					
Poster	100	1	1	n.a.	A4	n.a.	100g/qm SoporSet Offset					
	150	1	1	n.a.	A4	n.a.	100g/qm SoporSet Offset					
	200	1	1	n.a.	A4	n.a.	100g/qm SoporSet Offset					

Publication/Publikation	Print run/Auflage	Planned Page No. /Seitenzahl (voraussichtlich)	Colour Page/ Content/ Farbseiten/ Inhalt	Colour Page/ Cover Farbseiten/ Umschlag (4c)	Größe / Format	Paper, Material/Papier, Material Titelblatt	Environmental Friendly Paper/ Papier - umweltfreundlich	Comments on Printing/ Druck-Besonder-heiten	Price Net/Preis Netto (EUR)	VAT/ MwSt. 7%/19%
Flyer (Hochkant, DIN lang)	250	6	6	n.a.	9,9*21cm	170g/qm	Satimatt Green	incl. Cut & Fold zuschneiden und falten inkl.		
	500	6	6	n.a.	9,9*21cm	170g/qm	Satimatt Green	incl. Cut & Fold zuschneiden und falten inkl.		
	1.000	6	6	n.a.	9,9*21cm	170g/qm	Satimatt Green	incl. Cut & Fold zuschneiden und falten inkl.		
	2.000	6	6	n.a.	9,9*21cm	170g/qm	Satimatt Green	incl. Cut & Fold zuschneiden und falten inkl.		
Brochüre „Update“ – Klein (A4)	1.000	64+4 cover	64	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.500	64+4 cover	64	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	2.000	64+4 cover	64	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	64+4 cover	64	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	5.000	64+4 cover	64	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Brochüre „Update“ – Medium (A4)	1.000	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		

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	1.500	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	2.000	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	5.000	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Brochüre „Update“ – Large (A4)	1.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.500	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	2.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	5.000	80+4 cover	80	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Brochüre „Update“ – Large (A4)	1.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.500	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		

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	2.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	5.000	96+4 cover	96	4	21*29,7cm	80g/qm 200g/qm cover (umschlag)	Recymago	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Annual Report (version 1)	500	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.500	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	2.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Annual Report (version 2)	500	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	1.500	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		

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	2.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
	3.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Saddle stitch (staple) binding, Rückendrahtheftung, falten, und schneiden		
Annual Report (version 3)	500	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	1.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	1.500	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	64+4 cover	64	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Annual Report (version 4)	500	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	1.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	1.500	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		

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	3.000	80+4 cover	80	4	21*21cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Science Plan (version 1)	1.000	96+4 cover	96 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	96+4 cover	96 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	96+4 cover	96 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Science Plan (version 2)	1.000	112+4 cover	112 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	112+4 cover	112 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	112+4 cover	112 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Science Plan (version 3)	1.000	128+4 cover	128 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	128+4 cover	128 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	128+4 cover	128 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Science Plan (version 4)	1.000	144+4 cover	144 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		

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	2.000	144+4 cover	144 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	144+4 cover	144 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Science Plan (version 5)	1.000	160+4 cover	160 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	2.000	160+4 cover	160 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
	3.000	160+4 cover	160 pages 2/2 color	4 pages 4/4 color	16.5*24.2 cm	115g/qm 250g/qm cover (umschlag)	Satimatt Green	Perfect Binding (glue), Klebebindung, falten, und schneiden		
Project Brochure	1.000	6	6	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	2.500	6	6	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	3.500	6	6	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	5.000	6	6	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
Project Brochure	1.000	8	8	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	2.500	8	8	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	3.500	8	8	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	5.000	8	8	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		

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Project Brochure	1.000	12	12	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	2.500	12	12	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	3.500	12	12	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
	5.000	12	12	n.a	11.5*21 cm	170g/qm	Satimatt Green	Cut and Zig-Zag Fold Zick-Zack-Falten, und Schneiden		
Oversized Brochure	250	6	6	n.a	21*27.9 cm	250g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	500	6	6	n.a	21*27.9 cm	250g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	1000	6	6	n.a	21*27.9 cm	250g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
	2500	6	6	n.a	21*27.9 cm	250g/qm	Satimatt Green	Cut and Fold Wickel-Falten, und Schneiden		
Poster (A0)	1	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	10	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	50	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green	Cut Schneiden		
	100	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green	Cut Schneiden		
	250	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green	Cut Schneiden		
	500	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green	Cut Schneiden		
Poster (A1)	1000	1	1	n.a	84.1*118.9 cm	200g/qm	Satimatt Green	Cut Schneiden		
	1	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	10	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	50	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		

Publication/Publikation	Print run/Auflage	Planned Page No. /Seitenzahl (voraussichtlich)	Colour Page/ Content/ Farbseiten/ Inhalt	Colour Page/ Cover Farbseiten/ Umschlag (4c)	Größe / Format	Paper, Material/Papier, Material Titelblatt	Environmental Friendly Paper/ Papier - umweltfreundlich	Comments on Printing/ Druck-Besonder-heiten	Price Net/Preis Netto (EUR)	VAT/ MwSt. 7%/19%
	100	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	250	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	500	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	1000	1	1	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
Poster (A2)	1	1	1	n.a.	42*59.4	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	10	1	1	n.a.	42*59.4	200g/qm	Satimatt Green or equivalent	Cut Schneiden		
	50	1	1	n.a.	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	100	1	1	n.a.	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	250	1	1	n.a.	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	500	1	1	n.a.	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	1000	1	1	n.a.	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
Poster (A1-double sided)	100	2	2	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	250	2	2	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	500	2	2	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
	1000	2	2	n.a	59.4*84.1 cm	200g/qm	Satimatt Green	Cut Schneiden		
Poster (A2-double sided)	100	2	2	n.a	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	250	2	2	n.a	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	500	2	2	n.a	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
	1000	2	2	n.a	42*59.4	200g/qm	Satimatt Green	Cut Schneiden		
Sci-Pol Brief	100	4	4	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, Falten		
	200	4	4	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, Falten		
	300	4	4	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, Falten		
	500	4	4	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, Falten		
	1000	4	4	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, Falten		

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Sci-Pol Brief	100	6	6	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, wickel- Falten		
	200	6	6	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, wickel- Falten		
	300	6	6	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, wickel- Falten		
	500	6	6	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, wickel- Falten		
	1000	6	6	n.a	21*29.7	170g/qm	Satimatt Green	Cut, Fold Schneiden, wickel- Falten		
Sci-Pol Brief	100	8	8	n.a.	21*29.7	170g/qm	Satimatt Green	Cut, Fold, Saddle- stitch (staple) binding Schneiden, fold, ruckendraht heftung		
	200	8	8	n.a.	21*29.7	170g/qm	Satimatt Green	Cut, Fold, Saddle- stitch (staple) binding Schneiden, fold, ruckendraht heftung		
	300	8	8	n.a.	21*29.7	170g/qm	Satimatt Green	Cut, Fold, Saddle- stitch (staple) binding Schneiden, fold, ruckendraht heftung		
	500	8	8	n.a.	21*29.7	170g/qm	Satimatt Green	Cut, Fold, Saddle- stitch (staple) binding Schneiden, fold, ruckendraht heftung		
	1000	8	8	n.a.	21*29.7	170g/qm	Satimatt Green	Cut, Fold, Saddle- stitch (staple) binding Schneiden, fold, ruckendraht heftung		
Postcards	500	2	2	n.a	10.5*14.9	250g/qm	Satimatt Green	Cut Schneiden		
	1.000	2	2	n.a	10.5*14.9	250g/qm	Satimatt Green	Cut Schneiden		
	2.500	2	2	n.a	10.5*14.9	250g/qm	Satimatt Green	Cut Schneiden		
	5.000	2	2	n.a	10.5*14.9	250g/qm	Satimatt Green	Cut Schneiden		
	10.000	2	2	n.a	10.5*14.9	250g/qm	Satimatt Green	Cut Schneiden		

Delivery Point

Bid Opening Unit
United Nations University ViE
Procurement Department
Hermann-Ehlers-Str.10
53113, Bonn

Payment terms:

Discount offered:

Shipping mode:

Shipment Cost (EUR):

Vendor Name:

Name of Authorized Official:

Signature:

Date:

Annex IV Acknowledgement Letter

Subject: Subject: INVITATION TO BID – PRINTING MATERIALS 2010 -12

Reference: ITB/ViE/ICU/01/2010

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Invitation to Bid (ITB) No. ITB/ViE/ICU/01/2010 dated 15th March, 2010 and hereby confirm that we:

INTEND NOT INTEND

to submit a bid to the United Nations University Vice Rectorate in Europe by the deadline April 19th, 2010 14:00 CET and that we:

INTEND NOT INTEND

To send one (1) authorized representative to observe the public opening procedure.

We acknowledge that this ITB is confidential and proprietary to the UNU-ViE, and contains privileged information. Upon request, we will return this ITB or any part thereof, and all copies thereof, to the UNU.

Name & Title of Authorized:

Signature:

Company Name and Address:

Telephone No.

Fax No.

If you do not intend to submit a bid to the UNU-ViE, please indicate the reason:

- We do not have the capacity to submit a bid at this time.
- We cannot meet the technical requirement for this ITB.
- We do not think we can make a competitive offer at this time.
- Others: (Please specify)

Kindly return this acknowledgement via email procurement@vie.unu.edu or fax: 0228-815-0299

Procurement Department
United Nations University Vice Rectorate in Europe
Hermann-Ehlers-Str.10 53113
Bonn, Germany

NOTE: Due to the current security arrangements, your authorized representative must present a complete copy of this letter and valid ID card in order to observe the public bids opening procedure.

Annex V General Terms and Conditions – Instructions to Bidders

Submission of bids

Bids must be submitted in the English language or German language on the Requirement specified in this Invitation to Bid. Bidders must provide all requisite information under this ITB and clearly and concisely respond to all points set out in the ITB. However, unnecessarily elaborate brochures and other presentation beyond those sufficient to present complete and effective Bids, are not encouraged.

Technical Specifications of Requirement

No changes, substitutions or other alterations to the technical specifications of requirement stipulated in this ITB document will be accepted unless approved in writing by the United Nations University (UNU).

Performance Bond

The UN reserves the right to request the successful contractor to furnish to the UNU within 2 weeks from the contract award, at its own cost and expense, a Performance Bond in the form attached as Annex VII, or a similar guarantee, such as a letter of credit, acceptable to the UNU in a sum equal to 10% of the contract price

Bid Bond

The UN reserves the right to request Bidders to submit a Bid Bond in the form attached as Annex VIII, at their own cost, or a similar guarantee, such as a certified check, acceptable to the UNU, in a sum equal to US\$10,000. The Bid Bond shall be valid for the same period as the bid, plus ninety (90) days after the validity date of the bid. The UNU reserves the right to extend the validity of the Bid Bond if the contractual instrument is not yet in place.

No Commitment

This ITB does not commit the UNU to award a contract or to pay any costs incurred in the preparation or submission of bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the bidder and not as an acceptance by the bidder of the offer made by the UNU. No contractual relationship will exist except pursuant to a written contract document signed by the duly authorized official of the UNU Procurement Service and by the selected bidder. This ITB does not commit the UNU to consider any bid or to award a contract. If the bid is submitted on an “all or none” basis, it should clearly state so.

Criteria for Evaluation

All bids will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UN, as well as the requirements of this ITB. The following criteria will be considered in evaluating the bids:

- a. Compliance with technical requirements;
- b. Earliest delivery time;
- c. Discounts offered; and
- d. Lowest cost to the UNU.

Payment Terms

The UN Financial Regulations and Rules preclude advance payments or payments by letter of credit. Such provisions in a bid will be prejudicial to its evaluation by the UN. The normal terms of payment by the UN are 30 days (although discounted items for early payment may be considered if offered by bidders) upon satisfactory delivery of goods or performance of services, acceptance thereof by the UNU and certification by the UNU of the contractor's invoice. Bidders must therefore clearly specify in their bids the payment terms being offered.

Validity of Bids

Bids shall remain open and valid for acceptance for a period of at least 15 days from the date of opening specified in this ITB:

Rejection of Bids and Split Awards

The UNU reserves the right to reject any and all bids if they inter alia:

- i. are received after the deadline stipulated in the ITB;
- ii. are not properly marked or addressed as required in the ITB;
- iii. are delivered to another UN office location than the one required in the ITB;
- iv. are unsolicited;
- v. contain an alternate bid; or
- vi. are not otherwise in compliance with this ITB.

The UNU also reserves the right to split an award between any bidders in any combination as it may deem appropriate and the bidders must be willing to accept partial awards.

Withdrawal and Modification of Bids

Bids may be modified or withdrawn in writing, prior to the bid closing time specified therein. Bids may not be modified or withdrawn after that time.

Errors in Bids

Bidders or their authorized agents are expected to examine any maps, drawings, specifications, circulars, schedules and other instructions pertaining to the work, made available by the UN to the bidders for inspection. Failure to do so will be at the bidder's own risk. In case of error in the totalling of prices, the unit price will govern.

Confidentiality

This ITB or any part thereof, and all copies thereof must be returned to the UNU upon request. It is understood that this ITB is confidential and proprietary to the UNU, contains privileged information, part of which may be copyrighted, and is communicated to and received by bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of the UNU, except that bidder may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, bidders will be bound by the contents of this paragraph whether or not their company submits a bid or responds in any other way to this ITB.

Rights of the UN

All UNU vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

If the UNU determines that a vendor has engaged in collusive bidding, has received improper assistance, engaged in corrupt practices, or conflict of interest situations, then notwithstanding any other legal rights or remedies it may have, the UNU reserves the right to reject any bid or recommendation to award a contract to such vendor.

Annex VI General Conditions of Purchase Order

A. PAYMENT

In the case of goods to be delivered to the United Nations University (hereafter referred to as the UNU) in Tokyo, the UNU shall make payment within 30 days of receipt of (a) the goods and (b) the invoice and other documents specified in this Contract, whichever (a) or (b) is the later.

In the case of goods to be delivered elsewhere the UNU shall, unless otherwise specified in this Contract, make payment within 30 days of receipt of (a) the Vendor's invoice for the goods and (b) copies of the customary shipping documents and other documents specified in this Contract, whichever (a) or (b) is the later.

Unless otherwise authorized by the UNU, a separate invoice must be submitted in respect of each shipment under this Contract and such invoice must bear the Purchase Order Number appearing on the top left hand corner of the face of this document.

The prices shown herein may not be increased except by express written agreement of the UNU. The UNU will not pay any charge for late payments unless expressly agreed to in writing.

The UNU shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Contract: payment for any goods pursuant to this Contract shall not be deemed an acceptance of the goods.

B. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations University provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes the UNU to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to the UNU. Payment of such corrected invoiced amount shall constitute full payment by the UNU. In the event any taxing authority refuses to recognize the UNU exemption from such taxes, the Vendor shall immediately consult with the UNU to determine a mutually acceptable procedure.

C. EXPORT LICENSES

If an export license or licenses are required for the goods, the Vendor shall obtain that license or licenses.

D. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the Vendor until physical delivery of the goods has been completed in accordance with this Contract.

E. FITNESS OF GOODS INCLUDING THEIR PACKAGING

Vendor warrants that the goods, including their packaging, conform to specifications and are fit for the purpose for which such goods are ordinarily used and for purposes expressly made known to the vendor by the UNU, and are free from defects in workmanship and materials. The Vendor also warrants that the goods are contained or packaged in a manner adequate to protect the goods.

F. RIGHTS OF THE UNU

In case of failure by the Vendor to perform under the terms and conditions of this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all or part of the goods by the agreed delivery date or dates, the UNU may, after giving the Vendor reasonable notice to perform and without prejudice to any of the rights or remedies, exercise one or more of the following rights:

1. Procure all or part of the goods from other sources, in which event the UNU may hold the Vendor responsible for any excess cost occasioned thereby. In exercising such rights the UNU shall mitigate its damages in good faith;
2. Refuse to accept delivery of all or part of the goods;

3. Terminate this Contract.

G. ASSIGNMENT AND INSOLVENCY

1. The Vendor shall not, except after obtaining the written consent of the UNU, assign, transfer, pledge or make other disposition of this contract, or any part thereof, or any of the Vendor's rights or obligations under this Contract.

2. Should the Vendor become insolvent or should control of the Vendor change by virtue of insolvency, the UNU may, without prejudice to any other rights or remedies, terminate this Contract by giving the Vendor written notice of termination.

H. USE OF UNU NAME AND EMBLEM

The Vendor shall not use the name, emblem or official seal of the United Nations University or any abbreviation of the name United Nations University for any purpose.

I. PROHIBITION ON ADVERTISING

The Vendor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to the UNU.

J. ARBITRATION

Any controversy or claim arising out of or in connection with this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

K. PRIVILEGES AND IMMUNITIES

Nothing in or relating to these General Conditions or this Contract shall be deemed a waiver of any of the privileges and immunities of the UNU, including its subsidiary organs.