**Technical Requirement Submission Form for RFQ 028 – Printing of Reports**

The selected vendor shall provide full, prompt, accurate, and expert product/services to UNFPA in accordance with the UN policies, procedures, and guidelines.

Please place a tick if the product meets the technical requirements mentioned below:

|  |  |  |
| --- | --- | --- |
| **Specifications** | **Vendor Response (Yes/No)** | **Comments** |
| **REPORTS** |
| **Number of Copies** |   |   |
| **50 Copies** – National Reproductive, Maternal, Newborn, Child and Adolescent Health Policy (2022), Strategy (2022-2027) & Implementation Plan (2022-2025) |   |   |
| **150 Copies** - National Operational Guidelines: Youth Friendly Health Services 2023 |   |   |
| **150 Copies** - Standard Operation Procedures for Response, Mitigation and Prevention of SGBV including Clinical Management of Rape. |   |   |
| **50 Copies** - HMIS Data Availability for Monitoring Sexual and Reproductive  Health Programs in Kiribati |   |   |
|  |   |   |
| **Printing** |   |   |
| Size : A4 perfect bind |   |   |
| Inside pages : 115gsm – Full Color |   |   |
| Cover Page : 300gsm – Full Color |   |   |
|  |   |   |
| **Samples** |   |   |
| All bidders should provide paper sample for inner pages and cover pages. All paper samples must be certified by the bidder with the paper gsm written on it. |   |   |
| Sample to be dropped off at UNFPA Office, Level 6, Kadavu House, Suva. |   |   |
|  |   |   |
| **Delivery** |   |   |
| Delivery should be made to the UNFPA Office, Level 6, Kadavu House, Suva within 5 days of confirmation of order. |   |   |
|  |  |  |
| **Price** |  |  |
| All items quoted should be in VIP (FJD) |  |  |
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| **Administrative Compliance** |  |  |
| Business License/Registration |  |  |
| Tax Compliance |  |  |
| FNPF Compliance |  |  |
| FNU Compliance |  |  |

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| Name, title and signature | Date and place |