

INTERNAL

Printing Services for EUDR Information, Education and Communication Materials	Project cost G-011488-097 Tender	number/centre: number
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0. List of Abbreviation

Abbreviation	Meaning
EUDR	European Union Deforestation Regulation
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IEC	Information, Education and Communication
MAAIF	Ministry of Agriculture, Animal Industry and Fisheries
SAFE	Sustainable Agriculture for Forest Ecosystems
TOR	Terms of Reference
UGX	Uganda Shillings
VAT	Value Added Tax

Terms of reference (ToR) for the procurement of services below the EU threshold

1. Context

GIZ implements the Sustainable Agriculture for Forest Ecosystems (SAFE) project in Uganda in collaboration with relevant government institutions and coffee-sector stakeholders. The project supports sustainable, deforestation-free agricultural value chains and strengthens the capacity of farmers, traders, processors and other actors to understand and meet applicable market requirements, including the European Union Deforestation Regulation (EUDR).

To support nationwide and sub-national awareness, the project has developed audience-specific IEC materials for coffee farmers, processors, traders and other coffee value-chain actors. These materials explain practical EUDR requirements, including deforestation-free production, farm and supplier identification, traceability, record keeping, segregation of compliant coffee and responsible sourcing. The materials may include large-format posters, brochures, comic books and related products in English and selected local languages. GIZ therefore intends to engage a competent printing firm to undertake final artwork adaptation, proofing, printing, finishing, packaging and delivery of high-quality materials.

The purpose of the assignment is to produce accurate, durable, accessible and visually consistent IEC materials that retain the approved content, illustrations, colours, logos and brand requirements. The contractor shall not change technical messages or translations without prior written approval from GIZ.

1.1 Objective of the assignment.

The overall objective is to provide professional printing and related production services for EUDR awareness materials under the SAFE project, in the required quantities, specifications and delivery schedule.

1.2 Target groups

- Coffee farmers and farmer organisations, including women, youth and other groups requiring accessible, practical information.
- Coffee traders, buying agents, aggregators and cooperative marketing organisations.
- Coffee processors, factory operators, store managers and exporters.
- District local governments, coffee extension workers and relevant public institutions.
- Civil-society organisations, private-sector partners, community leaders and other coffee value-chain actors.

1.3 Assignment period and place of performance

The assignment is expected to be completed within 30 calendar days after contract signature and receipt of approved, print-ready artwork. Final products shall be delivered to GIZ according to the schedule in the delivery schedule.

2. Tasks to be performed by the contractor

The contractor is responsible for the complete production cycle and shall perform at least the following tasks:

- ✓ Participate in the inception meetings and confirm the production schedule, proofing process, print specifications, packaging and delivery arrangements.

- ✓ Review supplied artwork for dimensions, bleed, image resolution, colour mode, fonts, paging, logos and technical print readiness and immediately report any defect that may affect quality.
- ✓ Undertake only minor design adaptation with approval from GIZ before production.
- ✓ Prepare and submit digital proofs and where requested, physical colour proofs, folded dummies or printed samples for every material and language version before mass production.
- ✓ Incorporate consolidated comments and obtain written approval on mail from the designated GIZ representative before printing.
- ✓ Print, finish, bind, fold, trim and package all materials according to the approved specifications and quantities and indicate quantities packed per package.
- ✓ Apply robust quality assurance throughout production, including checks for colour consistency, registration, trimming, folding, binding, page order, spelling against approved artwork and quantity.
- ✓ Replace, at no additional cost, all defective, damaged, short-supplied or non-compliant items identified during inspection or within the agreed defects-liability period.
- ✓ Package materials separately by title, language and delivery destination; clearly label each package and provide packing lists showing quantities.
- ✓ Deliver and offload the materials safely at GIZ Nyonyi gardens and obtain signed delivery notes and submit a final production and delivery report.
- ✓ Maintain confidentiality and securely retain or dispose of supplied production files as instructed by GIZ.

2.1 Expected deliverables

No.	Deliverable	Minimum acceptance evidence	Due date	Person responsible
1)	Inception Report and production schedule	Confirmed workflow, milestones, focal persons and risk controls.	Within 2 working days of contract signature	Service provider
2)	Submission of proofs	Digital proofs; physical proof/dummy where requested; correction log	7 days after signing of the contract.	Service provider
3)	Approved production samples	Signed or written proof approval for each item/version	2 days after submission of the proofs.	GIZ
4)	Printed and finished IEC materials	Correct specifications, quantities and quality; supplier quality-control record	14 days after approval email.	Service provider
5)	Packaging and delivery	Labelled packages, packing lists, delivery notes and offloading.	2 days after printing	Service provider
6)	Final production report	Quantities produced/delivered, wastage, replacements and electronic production archive	Within 3 working days after delivery.	Service provider

2.2 Material specifications

The following are the specifications of the materials.

SN	Item	Format and extent	Material / printing	Finishing	Quantity
1)	A0 posters	A0 (841 × 1189 mm), one-sided	Minimum 170–200 gsm coated/matt art paper; full colour (4/0); fade-resistant ink	Trimmed; optional matt lamination, packed flat.	50,000
2)	Brochures	A4 folded	Minimum 130–170 gsm matt art paper; full colour.	Machine folded, creased where required, accurately trimmed	60,000
3)	Comic books	A5 finished size	Cover: minimum 250–300 gsm art card, 4/4; inside: minimum 115–150 gsm art paper, 4/4	Matt/aqueous cover lamination; saddle stitch or perfect binding according to extent	5,000

2.3 Minimum quality and acceptance criteria

- Exact conformity with the latest artwork approved in writing by GIZ; no unauthorized edits, substitutions or logo changes.
- Sharp text and images, accurate colour reproduction, consistent ink density and correct front-to-back registration where applicable.
- Correct size, paging, folding, trimming, binding and page sequence; no stains, scratches, set-off, cracking, loose pages.
- Quantity tolerance: no undersupply. Any agreed overrun shall not be invoiced unless ordered in writing.
- Products shall withstand normal handling, transport and intended display/use conditions.
- GIZ may inspect production and delivered sample packages. Acceptance occurs only after verification of quality, quantity and documentation.
- Non-conforming goods shall be collected and replaced by the contractor within 05 working days, or another period agreed in writing, at the contractor's cost.

3. Concept

The bidder shall present a concise and coherent concept demonstrating how the required output will be delivered on time and to specification. The concept will form part of the technical evaluation and shall be aligned to the following sections.

3.1 Technical-methodological concept

The bidder shall describe its interpretation of the assignment and the proposed production methodology, including:

- Colour management, proofing and approval workflow.
- Printing technology and equipment proposed for each product.
- Production planning, finishing and binding methods.
- Quality-control checkpoints, sampling, defect identification and corrective action.

- Version control for multiple languages
- Packaging, labelling, inventory control, transport and delivery.
- Measures for meeting urgent timelines and maintaining business continuity.
- Environmental controls during production.

3.2 Project management of the contract

The bidder is required to explain how he/she will manage the contract, including internal coordination, communication with GIZ, decision-making, reporting and escalation. A single authorised contact person shall be available throughout the assignment.

- Submit a realistic work plan showing approval points and critical milestones.
- Hold an inception meeting and brief progress check-ins as agreed.
- Maintain an artwork/version register, proof-approval log, production checklist and delivery tracker.
- Notify GIZ immediately of any risk to quality, cost or schedule and propose practical mitigation.

3.3 Further requirements

- The contractor is required to have adequate production capacity, reliable machinery and backup arrangements.
- GIZ may visit the production facility before award or during production.
- Use of GIZ, SAFE, EU and government logos is limited strictly to the contracted materials.
- All electronic source files, plates, proofs (soft copy, hard copies, color) shall be handled as instructed; unauthorized sale, display or distribution is prohibited.
- Written approval is required before any material change to paper, ink, format, finishing, quantities, schedule, subcontractor or delivery arrangement.

4. Personnel concept

The bidder shall provide personnel with the qualifications and experience necessary to manage a multi-item print assignment. One person may cover more than one role where the bidder demonstrates sufficient capacity, but responsibilities must remain clear.

4.1: Graphic designer

Roles of the graphic designer

- Artwork checks, version control, imposition, proof preparation and file archiving.

5. Costing requirements

The financial offer should be quoted in UGX. It should cover all costs necessary to deliver accepted outputs and VAT should be included where possible.

6. Inputs of GIZ

GIZ will provide:

- Approved content and available print-ready artwork, logos and branding guidance.
- A consolidated list of materials, languages, quantities and delivery destinations.
- A designated focal person to coordinate clarifications and approvals.
- Consolidated comments on submitted proof within the agreed review period.

The contractor remains responsible for checking the suitability of files supplied for production and for communicating issues before printing. Delays attributable to late or contradictory inputs shall be documented promptly and managed through an agreed revised schedule.

7. Requirements on the format of the tender

The tender shall be submitted in the form and through the channel specified in the invitation to tender. The technical and financial offers should be clearly separated. The technical offer should not contain price information.

7.1 Technical offer

- Interpretation of the objectives in the TOR, critical examination of the task
- Description of the contractor's strategy in delivering the service put to the tender
- Presentation and explanation of the implementation plan; works steps, milestones and schedule.
- Approached and procedures for coordinating with GIZ project.
- Personal assignment plan (who, when, what's steps work)
- Description of printing equipment, finishing capacity and backup arrangements.
- Company profile, legal registration and evidence of relevant operating permits.
- At least three comparable assignments are completed within the last five years, with client, scope, quantities/value, period and contactable reference.
- CVs of proposed key personnel and allocation of responsibilities.
- Paper/print samples or a portfolio of comparable posters, brochures and comic books.
- Signed declarations required by the tender dossier.

7.2 Financial offer

- Completed price schedule
- Unit and total prices in UGX, with VAT stated separately.
- Price validity for at least 30 calendar days from the submission deadline.
- Confirmation that all production, packaging, delivery and replacement costs are included.

8. Outsourced processing of personal data

The assignment doesn't require outsourced processing of personal data. Contact details on delivery notes and correspondence shall be protected against unauthorised access and retained only for the required contractual or legal period.

9. Annexes

The following annexes form part of the tender.

Annex	Title / purpose	Status
Annex 1	Sample posters EUDr – English.	To be provided upon request.
Annex 2	Sample Brochure	To be provided upon request.
Annex 3	Sample comic book.	To be provided upon request.