Invitation to tender

Printing of a publication on environment and sustainability as joint initiative between Stockholm Environment Institute and the Vatican

Stockholm 2022-04-20
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1. Administrative conditions

Contracting authority: Stockholm Environment Institute (SEI)
Postal address: Box 24218, SE-104 51 Stockholm, Sweden
Corporate ID no: 802014-0763

Submission of tender: In the digital procurement tool TendSIgn
Last date & time to submit tender: Wednesday 25 May 2022 at 23.59 hrs CET
Procurement type: Open procedure in accordance with the Swedish Public Procurement Act (2016:1145), Chapter 6 Section 2

Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to tender published</td>
<td>20 April 2022</td>
</tr>
<tr>
<td>Last date for submission of questions</td>
<td>15 May 2022</td>
</tr>
<tr>
<td>SEI response to tenderers’ questions (latest)</td>
<td>20 May 2022</td>
</tr>
<tr>
<td>Last date for submission of tenders</td>
<td>25 May 2022 at 23.59 hrs CET</td>
</tr>
<tr>
<td>Preliminary dates for presentation of the Method of implementation</td>
<td>13-14 June 2022</td>
</tr>
<tr>
<td>Anticipated notice of award</td>
<td>17 June 2022</td>
</tr>
<tr>
<td>Anticipated date for start up meeting</td>
<td>22 June 2022</td>
</tr>
<tr>
<td>Anticipated assignment start date</td>
<td>July 2022</td>
</tr>
</tbody>
</table>
2. Tender regulations

2.1 Obligatory requirements
This Invitation to Tender, including Annexes, contains a number of compulsory requirements, which are so designated by the word **shall** in bold. In order for a tender to be examined, evaluated and adopted these **shall** requirements have to be satisfied.

2.2 Questions and answers regarding the tender
During the procurement process, the contracting authority (Stockholm Environment Institute) is not permitted to discuss documentation, tenders, evaluation or other such matters with tenderers in a manner which favours or disfavours one or more tenderers. Questions regarding contract documents **shall** be submitted in the digital procurement tool TendSign no later than 15 May 2022. The answers to all questions will be published in TendSign. SEI may at any point in the process seek to question a tenderer, in writing or verbally, for the purpose of clarifying information pertaining to the tenderer and/or their proposal.

2.3 Correction of errors and clarifications and supplementation of tenders
Responses by tenderers to requests by SEI for corrections of errors, clarifications or supplementation of tenders **shall** be submitted in writing via TendSign.

2.4 Rights reserved
In addition to all other rights, SEI specifically reserves the right to:
- Contact any tenderer(s) to obtain corrections or clarifications to a submitted tender if necessary to make a fair comparison of all tenders submitted
- Extend the tender submission date, for all tenderers, if it is determined to be necessary for any reason
- Amend or supplement this Invitation to Tender in writing at any time
- With reservations for misprints or typos
- Withdraw the tender at any time without any reimbursement to the tenderers.

All information regarding the tender, including amendments and supplements, will be published in TendSign.

Each tenderer **shall** bear its cost and expenses incurred by it in connection with the preparation, and submission of any documents requested during this procurement.

2.5 Notice of award
All tenderers will be notified of the winning tender as soon as possible after a decision has been made to award the contract. A notice of award does not mean that a binding contract has been entered into between SEI and the winning tenderer. A contract is not legally binding until it has been signed by both parties.
3. General tender conditions

1. Tenders shall be prepared based on the conditions indicated in this Invitation to Tender with all its annexes, and satisfy the listed shall requirements.

2. Tenders shall be in writing and signed by an authorised official of the tenderer.

3. Tenders shall contain information about the tenderer pursuant to Annex 2, Contact information, which is appended hereto.

4. The tender and all documentation appended shall be drawn up in English and contain the information and documents indicated in this Invitation to Tender. Certificates may be accepted in other languages than English as long as the certificate will be translated upon request within three days of enquiry.

5. The tender shall be submitted via TendSign.

6. Tenderers, in their tender, shall confirm that the tender is valid and binding upon them for 60 (sixty) days from 25 May 2022.

7. The proposal shall be shared in the form of a 5-page PDF (plus relevant annexes) following this structure:

- **Page 1: Cover page**
  Include Company name, main contact person, company location and website.

- **Page 2: Production capability**
  Describe your company, technical capability, approach to the assignment and outline your ability to carry out the assignment. Include mentions of relevant previous experience, as well as your proposed team composition for this project.

- **Page 3: Approach to sustainable production**
  Describe how you are going to approach 1) dialogue on production with SEI and 2) print production to optimise the supply chain of the product (paper, printing, binding, packaging, transportation and waste) in order to minimise the environmental impact of the publication and achieve the most environmentally sustainable output possible.

- **Page 4: Price**
  Include a total fee for the work and a breakdown of relevant costs through all the project phases, from briefing to final delivery.

- **Page 5: Timeline**
  We expect to receive the final printed publications in English (500 000 copies) and Spanish (500 000 copies) by November 2022 or earlier. Please share your estimated timeline for production from start to finish, with a clear indication of production phases.

- **Annexes:**
  A completed European single procurement document (ESPD).
  A copy of the registration certificate issued by the authorized government agency, provided that an obligation to register exists in the country where the tenderer is
domiciled.
A certificate showing that the tenderer is registered for the payment of value added tax.

We also ask to deliver a prototype of the booklet in 2 copies (in both English and Spanish), as close as possible to the final result, to be sent to [Mia Shu, Stockholm Environment Institute, Linnégatan 87D, 115 23 Stockholm, Sweden]. The booklets should be sealed in an envelope marked as confidential, and posted with a tracking number.

Approach to production should be explained as part of page 3 of your PDF proposal.

4. Requirements regarding the tenderer

The following requirements shall be satisfied:

The tenderer shall fulfil the required legal obligations regarding registration, taxation and other legal charges in Sweden or similar in the tenderer’s home country.

The tenderer and/or individuals representing the tenderer shall not have been found guilty of any crime related to the exercise of his/her profession, nor be or be about to; (i) enter into an arrangement for the benefit of creditors, (ii) become insolvent, (iii) file for protection under the bankruptcy laws or otherwise seek relief from creditors or (iv) anything analogous to the matters stated herein before that occur under any applicable law. Furthermore, the tenderer and/or individuals representing the tenderer shall not have been convicted of trafficking in persons, procurement of commercial sex, use of forced labour, a narcotic offense or to have been engaged in drug trafficking or other serious criminal offenses. Tenderers to whom circumstances as the hereinbefore described apply will be excluded from participation in this tender.

A tenderer shall append the following documents in a copy to its tender as evidence that the requirements have been satisfied:

- A copy of a certificate showing that the company is registered, issued by the authorized government agency, provided that an obligation to register exists in the country where the tenderer is domiciled.
- A certificate showing that the tenderer is registered for the payment of value added tax, withholding tax, employee contributions, or similar taxes or charges in accordance with the law of the country of the tenderer, and is free from debts regarding taxes and social security contributions.
- A completed European single procurement document (ESPD).

4.1 Tenderer’s Technical and Professional Capacity

The work- and timeplan shall meet the requirements that the printing will be concluded 6 weeks after the final sign-off of the production files. It will be communicated by SEI if
postponing of printing is needed and it is understood by the tenderer that delay may occur (without incurring extra costs).

The tender shall contain an acknowledgement that the tenderer has the technical, financial and other knowledge requirements for performing the printing, as stated in this Invitation to Tender, within the timeframes specified.

The tender shall present three reference cases of similar assignments as proof.

Your team shall advise on materials, technique, quality assurance, production and solutions for sustainability.

For other requirements regarding the Tenderer’s Technical and Professional Capacity please refer to Annex 1.

5. Tender price

5.1 General pricing requirements

- Fees and costs shall be given in Swedish Crowns (SEK), excluding VAT.
- The tender shall include a breakdown of all costs for the assignment and state the total cost of the assignment, to be specified as:
  a) the total cost for the initial publication as per section 5.2 including:
     - shipping to the Vatican City, Italy
     - other costs, if any (specified)
  b) the total cost for the Additional Print Cycle as per section 5.3 including:
     - shipping to the Vatican City, Italy
     - other costs, if any (specified)

5.2 Initial publication of 20-pages in one million copies (500 000 in English and 500 000 in Spanish)

The total cost, excluding VAT, in the tender shall not exceed a maximum of 2 200 000 SEK (SEK two million two hundred thousand) to print one million copies (500 000 in English and 500 000 in Spanish).

5.3 Additional print cycle

We are interested in an option to print approximately additional one million copies (500 000 in English and 500 000 in Spanish) at a later date. Your tender shall include a description of your resources and ability to print this additional print cycle. Please also include details on cost for 1) cost per copy, and 2) cost if we choose to print 100 000 or 500 000 at the time.

5.4 Price evaluation

The total price for the assignment will be used in the evaluation of the most advantageous tender. For evaluation purposes the total price consists of the price for two million copies (the initial publication of one million copies and the Additional Print Cycle option of an extra one million copies).
6. Evaluation

A selected group will evaluate the tenders. They will evaluate according to the below evaluation criteria.

Tenders that fail to adequately satisfy the Terms of Reference and conditions specified in this document may be dismissed. The total price for the assignment will be used in the evaluation of the most advantageous tender.

Tenders that fulfil the requirements will be evaluated at the sole discretion of SEI. The evaluation will involve an analysis of the complete tender including, but not limited to the following evaluation principles and process.

The tenders will be evaluated following Step 1-3 below:

Step 1. Evaluation of technical and professional criteria

- Tenders will be evaluated against a set of technical and professional criteria as set forth below in section 6.1–6.2.
- The results of the technical and professional evaluation will thereafter be used for a best price-quality ratio evaluation where the ratio between price and quality is 70 percent quality and 30 percent price. Quality encompasses the technical and professional criteria as set forth in section 6.1.

Step 2. Presentation of Method for implementation

The two suppliers that have submitted the most advantageous tenders may be invited to a presentation (most likely online) of the Method for implementation. Evaluation of the presentation will follow the same evaluation criteria as stated in section 6.1. If invited to a presentation, the winning tender is the one with the highest score from the presentation.

Step 3. Obligatory requirements

Before awarding the contract to the most advantageous tender, an examination of the shall requirements (see sections 1 to 5) will take place.

6.1 Evaluation criteria for technical and professional requirements

6.1.1 Approach and methodology (maximum 80 points)

The tender, based on the requirements in the Terms of Reference, shall describe the approach and method intended to be used, with a description of how this will ensure that the deliverables are satisfied. The following criteria will be assessed:

- You have the ability to print a short publication of 20 pages in one million copies: in two languages of 500 000 copies each. (25 points)
- You are an experienced, proactive, responsive, solution-oriented and creative company in the offset printing sector, sensible to aspects of printed matter and
delivery of a service of quality. You have a deep knowledge of printing materials, techniques and formats. You enjoy dialogue and clear communication, helping to explore options in the prototype stage. You are able not only to execute printing, but also to guide toward top-quality results and solutions for big numbers. You welcome a visit from SEI to discuss set-up and paper qualities and other options. (25 points)

- You have experience in sustainable printing beyond paper alone, able to advise on the optimisation of the supply chain including printing technique, paper, packaging, waste management, transportation and optimisation. (30 points)

6.1.2 Schedule (maximum 20 points)

The tender, based on the requirements in the Terms of Reference, shall describe a timeline and schedule intended to be used, with a description of how this will ensure that the deliverables are satisfied.

You execute on budget and on time. Publication is expected to be ready for production by June 2022 or earlier, and delivered to the Vatican City (Italy) shortly after, according to schedule to be agreed on.

Prior to production, the supplier is in dialogue with SEI throughout the design and prototyping stage, producing prototypes if needed. Flexibility to the schedule might be needed if asked by SEI during the process.
## Summary table of Evaluation criteria

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Max score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6.1.1 Approach and methodology</strong></td>
<td>80</td>
</tr>
<tr>
<td>You have the ability to print a short publication of 20 pages in one million copies: in two languages of 500,000 copies each. (25 points)</td>
<td></td>
</tr>
<tr>
<td>You are an experienced, proactive, responsive, solution-oriented and creative company in the offset printing sector, sensible to aspects of printed matter and delivery of a service of quality. You have a deep knowledge of printing materials, techniques and formats. You enjoy dialogue and clear communication, helping to explore options in the prototype stage. You are able not only to execute printing, but also to guide toward top-quality results and solutions for big numbers. You welcome a visit from SEI to discuss set-up and paper qualities and other options. (25 points)</td>
<td></td>
</tr>
<tr>
<td>You have experience in sustainable printing beyond paper alone, able to advise on the optimisation of the supply chain including printing technique, paper, packaging, waste management, transportation and optimisation. (30 points)</td>
<td></td>
</tr>
<tr>
<td><strong>6.1.2 Schedule</strong></td>
<td>20</td>
</tr>
<tr>
<td>You execute on budget and on time.</td>
<td></td>
</tr>
</tbody>
</table>

*Total maximum score: 100*
6.2 Evaluation of technical and professional requirements

**Method of evaluation**

<table>
<thead>
<tr>
<th>The number of points that can be awarded under each of the evaluation criteria in section 6.1.</th>
<th>Poor $^1$</th>
<th>Not entirely satisfactory $^2$</th>
<th>Satisfactory $^3$</th>
<th>Good $^4$</th>
<th>Very Good $^5$</th>
<th>0%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Not addressed or not sufficient</td>
<td>2 Sufficient in some aspects but not as a whole</td>
<td>3 Sufficient but lacks substantial advantages or has uneven quality</td>
<td>4 Adequate and well suited to the purpose</td>
<td>5 Gives added value and shows high quality on the whole</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, if a maximum of 20 points can be awarded for a given criteria, ”Good” will mean $0.8 \times 20 = 16$ points. (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).

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1 Not addressed or not sufficient
2 Sufficient in some aspects but not as a whole
3 Sufficient but lacks substantial advantages or has uneven quality
4 Adequate and well suited to the purpose
5 Gives added value and shows high quality on the whole
Annex 1 Terms of reference for printing of a publication on environment and sustainability as joint initiative between Stockholm Environment Institute and the Vatican

Introduction
The Stockholm Environment Institute (SEI) is an international non-profit research and policy organization that tackles environment and development challenges. We connect science and decision-making to develop solutions for a sustainable future for all.

We plan to print a short publication on environment and sustainability produced in collaboration between the Vatican and SEI.

Objective
The objective of this procurement is to find a printing supplier that can print the publication, has the technical infrastructure for large-edition printing and work in synergy with the Graphic Designer at SEI during the process.

Scope
In summary we are looking for a printing supplier:

- With the ability to print a short publication of 20-pages in one million copies. The first edition of one million copies will be printed in two languages of 500 000 copies each.
- With experience and adequate technical infrastructure for large-edition printing and sustainable production.
- With the ability to be in proactive dialogue with SEI on the publication, offering advice on production, quality assurance, delivery and practices for sustainability.

Specifics of publication

- Format of publication: 18x28 cm (closed)
- Number of pages: 20 (16 + 4 cover)
- Color: CMYK + 1 PMS (5+5)
- Binding: stapled – we are open to other solutions
- Paper weight: 140gsm internal pages, 200gsm cover. Final paper type and weight to be defined after award of tender.
- Offset printing
Approach and methodology

- You have the ability to print a short publication of 20 pages in one million copies. The first edition of one million copies will be printed in two languages of 500,000 copies each.
- You are an experienced, proactive, responsive, solution-oriented and creative company in the offset printing sector, sensible to aspects of printed matter and delivery of a service of quality. You have a deep knowledge of printing materials, techniques and formats. You enjoy dialogue and clear communication, helping to explore options in the prototype stage. You are able not only to execute printing, but also to guide toward top-quality results and solutions for big numbers. You welcome a visit from SEI to discuss set up and paper qualities and other options.
- You have experience in sustainable printing beyond paper alone, able to advise on questions of technique, packaging, waste, transportation and optimization.

Schedule

You execute on budget and on time. Publication is expected to be ready for production by June 2022 or earlier, and delivered to the Vatican City (Italy) shortly after, according to schedule to be agreed on.

Prior to production, the supplier is in dialogue with SEI throughout the design and prototyping stage, producing a physical prototype if needed. Flexibility to the schedule might be needed if asked by SEI during the process.

Team requirements

You have a production expert from your team able to be in direct dialogue with our designer. Your team can advise on materials, technique, quality assurance, production and solutions for sustainability.

Additional Print Cycle

We are interested in an option to print an additional one million copies. Please describe resources and ability to print this addition. Please also include details on cost for 1) cost per copy, and 2) cost if we choose to print 100,000 or 500,000 at the time.
Annex 2 Contact information of tenderer

<table>
<thead>
<tr>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form of organisation (legal incorporation)</td>
</tr>
<tr>
<td>Name of organisation/company</td>
</tr>
<tr>
<td>Visiting address</td>
</tr>
<tr>
<td>Postal address</td>
</tr>
<tr>
<td>Postal code, city and country</td>
</tr>
<tr>
<td>Telephone number, incl. country code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person for the contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Telephone number, incl. country code</td>
</tr>
<tr>
<td>Mobile telephone number, incl. country code</td>
</tr>
<tr>
<td>E-mail</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person who can answer questions that may arise during the tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Telephone number, incl. country code</td>
</tr>
<tr>
<td>Mobile telephone number, incl. country code</td>
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<tr>
<td>E-mail</td>
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