



MONGOLIA EMERGENCY RELIEF AND EMPLOYMENT SUPPORT PROJECT (MERESP) IDA credit-P174116

Terms of Reference (TOR)
No: ОБҮДХЭТ/СЗ-NS-2023-17-1

Invitation to non-consultant services for publishing project advertising materials, presentations, manuals, news and information

Purpose of work

The objective is to prepare and distribute information and advertising materials as part of the public impact efforts included in the "Outreach Work Plan" of the "Mongolia Emergency Relief and Employment Support Project".

The selected printing plant will produce project presentations for the information and promotion work of the "Mongolia Emergency Relief and Employment Support Project". A total of 10,000 items will be printed across 9 types of products, including presentations, research reports, brochures, and manuals.

The "Mongolia Emergency Relief and Employment Support Project" is implemented by the Ministry of Family, Labour, and Social Protection. We invite you to submit price proposals for the printing of presentations, brochures, manuals, and promotional materials to promote the projects, programs, and events implemented within the framework of project information and promotion work of the "Outreach Work Plan". Organizations should include information demonstrating their qualifications and experience necessary to provide these services.

Content of the Work to Be Performed:

- Prepare 2 types of brochures and promotional materials (such as grids, folders, notebooks, and cups) for advocacy work to publicize the project during training and public activities.
- Develop a manual containing special environmental, safety, and hygiene requirements tailored to the specifics of business activities, to be distributed through the General Office of Labour and Welfare Services (GOLWS) and affiliated organizations.
- At the request of the Training, Assessment and Research Institute of Labour and Social Protection (TARILSP), publish 2 types of manuals for Participants and Teachers involved in the Demand Skills Training Program.

Technical specifications

No	Nomenclature	Technical specifications and requirements	Size/Number	Quantity
1	Folder with pockets	Prepare a clear and legible print according to the order on 250g paper that meets the standards	Format size A4	1000
2	Brochure (2 types)	Prepare a clear and legible print according to the order on 250g paper that meets the standards	Format size: 287*210MM	5000

3	Manual	Prepare a clear and legible print according to the order on 250g paper that meets the standards	Format size: :210*143MM, 16 pages	600
4		Print and prepare a clear legible offset according to the order on 100g paper that meets the standards	Format size::250*176MM, 72 HYYP	500
5	Bag /paper with Logo/		Prepare a clear and legible print according to the order on 250g paper that meets the standards	Format size: 250*176MM, 96 HYYP
6		Format size: 230*320*80MM		300
7	Notebooks /with Logo/	Format size: A5/210*143MM	112 page	1000
8	Manager notebook /with Logo/	Format size: A5/210*143MM/	204 page	300
9	Cup /with Logo/	Size: 350 g		100

Source of publication: The contractor will prepare the initial preparation, so submit the original preparation price offer together, or make it clear whether the printing costs include the cost of the original preparation.

Requirements:

- The organization must be an officially registered enterprise.
- The organization should have its own publishing house.
- Experience in similar work is required.
- Previous experience working with the World Bank and other international donor organizations is advantageous.
- A table comparing the technical specifications of the goods offered with those required by the customer must be included.

Quotations must be valid for 30 days following the submission deadline mentioned above.

The documents, which demonstrate the capability of the organization wishing to apply to perform non-council services, must be submitted in printed form (paper copy) by 11:00 a.m. on November 1, 2024. Documents should be sealed and either delivered in person or mailed to the following address. **E-mail: procurement@meresp.mn**

For additional information, please contact the PIU Office.

Address:

Room 501, San Business Center, 8th Khoroo, Prime Minister Amar Street 29, Baga Toiruu, Sukhbaatar district, Ulaanbaatar, Mongolia 14200 **Tel:+(976)-75057570**