



## **Emergency Nutrition Network**

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## **Invitation to Tender (ITT)** **Framework contract for Printing and Distribution Services on a non-exclusive basis**

### **1.0 ABOUT EMERGENCY NUTRITION NETWORK (ENN)**

ENN is a well-established and highly respected UK-based, registered charity (founded in 1996) working to reduce undernutrition globally. ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, bilateral donors, international non- governmental organisations and United Nations agencies.

Field Exchange (FEX) is ENN's key publication and is produced in both hard and soft copy. ENN is committed to producing content that is relevant, timely and open source/accessible free of charge to those working to fight malnutrition in a wide range of high burden and emergency contexts. FEX reaches audiences in more than 130 countries (in hard and soft copy) and is made up of original articles written by those working in nutrition around the world. The next copy of FEX is scheduled to be ready for printing from the end of May 2021.

### **2.0 STATEMENT OF WORK**

There are three lots within this tender:

- Lot 1: Printing of the FEX publication
- Lot 2: Packaging of the FEX publication
- Lot 3: Mailing of the FEX publication

**Tenderers are invited to submit tenders for all or some of the Lots included. ENN welcomes any other cost saving measures that could be considered as part of the tender information.**

Please complete the details for the Lots selected in the tables in Annex 1.

The printing and distribution services required will include, but not be limited to:

1. Converting a pdf of the FEX journal into a print-ready format, sending it back for final proofing, then completing a print run based on the required number of copies.
2. Printing up to circa. 3,500 copies per edition in A4 or 340x240mm portrait format.
3. Printing between two and four editions of FEX per year.
4. Distributing copies of FEX to over 100 countries globally in parcels of between one and fifty copies, in accordance with a distribution list provided by ENN.
5. Packaging individual shipments in compostable lightweight packaging which is clearly marked as such to encourage recycling.
6. Assembling individual shipments based on the distribution list, including inserting carrier sheets with the correct addresses.
7. Meeting all freight and customs declaration and documentation requirements.
8. Arranging timely distribution by road, rail or air depending on the destination.
9. Distributing all shipments, no later than 3 weeks after proofing and approval of the digital soft copy.
10. Offering 'print-on-demand' services to enable ENN or other users to place on-line orders for the printing

and postage of current and back copies of the FEX journal as required.

### 3.0 TENDERING AND CONTRACT TERMS

- The term of any contract awarded will be up to three years.
- The form of contracts awarded will be non-exclusive Framework contracts for draw down based on specific printing and distribution requirements.
- Each successful Tenderer is intended to be a Provider, but the contract pertaining to this tender shall not constitute an exclusive contract and ENN, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.
- ENN reserves the right not to enter into or award a contract as a result of this invitation to tender.
- All successful tenderers will be expected to meet international standards for safeguarding and data protection. The award of any contract will be subject to the completion of due diligence checks and agreement to comply with ENN's Safeguarding Policy, Data policy, and Code of Conduct.
- By submitting a tender, you confirm that you have read and adhered to the terms and conditions outlined in this dossier and are authorised to act on behalf of the submitting company.

### 4.0 TENDER CRITERIA

Tenders will be assessed based on a number of criteria including:

- Ability and capacity to meet the required specification
- Cost effectiveness
- Previous experience
- Client base and references
- Environmental and ethical considerations

### 5.0 CONTACT DETAILS & SUBMISSIONS

All communication or questions regarding this tender should be directed via email to Laura Delfino, Emergency Nutrition Network (ENN), at [office@enonline.net](mailto:office@enonline.net)

Tenders should be submitted electronically by **5.00 pm BST on Friday 7<sup>th</sup> May 2021**. Tenders must include the information outlined in Annex 1 for all relevant Lots plus the Supplier Details outlined in Annex 2. Emails should have the following heading in the subject line 'Confidential – for the attention of Gill Price' and sent to [gill@enonline.net](mailto:gill@enonline.net) Please refer to the schedule below for full details of the tender submission dates.

All supporting documents including samples which cannot be sent electronically, should be sent to the ENN office in Kidlington (as detailed in the letterhead) by 5.00 pm BST on Friday 7<sup>th</sup> May 2021. All documents must be marked 'Confidential – for the attention of Gill Price'. Please note that due to Covid-19 restrictions, the office is not normally open, so it is suggested that tracked mail is used rather than a signed for delivery service. Please retain evidence of despatch prior to the tender closing date and send samples in good time.

All tenders submitted to ENN become the property of ENN. Proprietary or Confidential information should be clearly identified and marked "Confidential". Any material marked "confidential" will be held in confidence by ENN. Tenders are irrevocable and will remain open for acceptance for thirty (30) days after the Closing Date stated below.

ENN will not make any payments for the submission of tenders.

## 6.0 SCHEDULE

ENN reserves the right to cancel or change this schedule at any time.

Event	Expected Date
Tender issued	16 <sup>th</sup> April 2021
Deadline for submitting questions regarding the tender	23rd April 2021
Deadline for ENN to share response to all questions with tenderers	28 <sup>th</sup> April 2021
Tender submission deadline	7 <sup>th</sup> May 2021 5.00pm
Final selection of supplier and award of contract	Mid May 2021
Printing and distribution of first edition	End May / early June