



Request for Proposal

RFP Number: RFP-PC-FY18-001
Issuance Date: March 15, 2018
Description: **Papyrus S.A.: Production of Corporate Signs, Interior Wall Art, Printed Material and Corporate Products**
Type of procurement: Purchase Order
Deadline for Offers: April 9, 2018
Funded by: **Papyrus S.A.**
Implemented by: **Papyrus S.A.**
Point of Contact: Laurence Janvier -Email: Laurence@papyrushaiti.com
Location: Port-au-Prince, Haiti

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

PAPYRUS S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

PAPYRUS S.A. does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of PAPYRUS S.A. are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and, in the case of USAID-funded work, will be reported to USAID and the Office of the Inspector General.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with PAPYRUS S.A. or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to PAPYRUS S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Laurence Janvier (Email: Laurence@papyrushaiti.com) with any questions or concerns regarding the above information or to report any potential violations.



Section 1: SCOPE OF WORK

Please refer to Attachment A – **Papyrus S.A.: Production of Corporate Signs, Interior Wall Art, Printed Material and Corporate Products**

Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by PAPERUS S.A. in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration. ***Papyrus reserves the right to award in part or in whole the proposal.***

1. **Offer Deadline and Protocol:** Offers must be received no later than 16:00hr local Port-au-Prince time on April 9, 2018 by email. All offers must be emailed to laurence@papyrushaiti.com.

Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of PAPERUS S.A.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **16:00hr local Port-au-Prince time on April 3, 2018** by email to Laurence Janvier at laurence@papyrushaiti.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that PAPERUS S.A. believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by PAPERUS S.A. will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of the PAPERUS S.A. or any other entity should not be considered as an official response to any questions regarding this RFP.

3. **Quotations:** Quotations in response to this RFP must be priced on a fixed-price, all-inclusive basis, including prices of all the services and out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead. No additional cost during the implementation of the project will be accepted.
4. **Payment terms:** Payment will be made via wire transfer or by check. The payment will be based on deliverables. The payment schedule will be defined with the selected supplier.
5. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.
6. **Eligibility:** By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible by the U.S. Government. PAPERUS S.A. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).



7. **Evaluation and Award:** The award will be made to a responsible offeror or responsible offerors whose offers follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
1. Proposal price. 25 Points
 2. Proposal quality, aesthetics, organization, and schedule. 25 Points
 3. Is the proposal covering all requested services? 25 Points
 4. Prior experience and proven understanding of corporate visuals. 25 Points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. PAPHYRUS S.A. reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, PAPHYRUS S.A. reserves the right to conduct any of the following:

- PAPHYRUS S.A. may conduct negotiations with and/or request clarifications from any offeror prior to award.
- PAPHYRUS S.A. may cancel this RFP at any time.

Please note that in submitting a response to this RFP, the offeror(s) agree(s) that any protest hereunder must be presented—in writing with full explanations – to PAPHYRUS S.A. for consideration. PAPHYRUS S.A. at its sole discretion, will make a final decision on the protest for this procurement.

8. Terms and Conditions: This is a Request for Proposal only. Issuance of this RFP does not in any way obligate PAPHYRUS S.A. to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to PAPHYRUS S.A. standard terms and conditions. Any resultant purchase order/contract will be payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

- (a) Any award resulting from this RFP will be firm fixed price, in the form of a purchase order or contract
- (b) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any purchase order/contract resulting from this RFP must ensure compliance with these laws.

Project Management:

Direction

This project shall be coordinated by the Communication Department at Papyrus S.A.

Schedule

All work shall be done at such times as Papyrus S.A. shall deem appropriate. Work shall not begin in any area without approval by Papyrus S.A. Communication Department representative.



Section 3: SUBMISSION REQUIREMENTS

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFP:

- Official quotation using the firm's letterhead, including specifications of offered services.
- Technical proposal
- Copy of offeror's registration or business license
- Cover letter, signed by an authorized representative of the offeror.
The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror and be addressed as follows:

To: Laurence Janvier, Operations Manager
PAPYRUS S.A.
4, Impass Alexis
Musseau, Haiti
Reference: RFP No. RFP-PC-FY18-001



Attachment A:

Papyrus S.A.:
Production of Corporate Signs, Interior Wall Art, Printed Material and Corporate Products

Introduction

Papyrus S.A. is a majority woman-owned management firm that links local and international aspirations. We conduct business at a global standard, Integrating expertise, strong professional networks and strategic partnerships with extensive, specialized knowledge of the region.

Papyrus S.A. stands out for market-driven, inclusive approach to maximize impact.

We offer the following services:

- **Project Management:** Papyrus competes for and manages development and CSR projects compatible with its approach and long-term sustainability strategy. We have a broad network of partners and our clients include bi- and multi-lateral donors and industry.
- **Back Office and Outsourced Management Services:** Papyrus provides personnel, procurement and administration services, materials, equipment and facilities on demand to several well-known international clients needing to mobilize quickly, be compliant with local laws and regulations and save on costs.
- **Survey and Market Research:** Papyrus has built its reputation on a sound knowledge of Haiti and its ability to rapidly assemble and manage appropriate teams comprising Haiti's leading anthropologists, data analysts and surveyors for studies of any size.

In 2018, Papyrus S.A. released its new brand and corporate logo that represent what Papyrus S.A. has become in the ten years since its creation. Hence the need for a complete corporate branding update of existing signs (building façades, street, and offices), the creation of new interior wall art (reception, stairways, CEO office and conference room) and marketing tools (printed material and corporate products) to better reflect its progress, achievements, and values.

Papyrus S.A. requests proposals to produce new visuals of various sizes and locations that eloquently and efficiently promote the new corporate brand. The selected proponent(s) will work in close collaboration with the Communication Department in the design and production of the visuals.

Background:

Over the past decade, Papyrus has evolved from a translation company to become a trusted and respected management firm in Haiti, designing and managing projects for renowned private and public sectors organizations such as Heineken, the University of Florida, the International Development Bank (IDB), USAID, and the Government of Canada.

The resilient and entrepreneurial spirit on which Papyrus was founded is an important part of its culture. The company has successfully navigated the Haitian market not only because of its adherence to standard operating practices but also because of its agility, proactive problem solving and creative thinking.



Objectives:

1. The proposal is expected to demonstrate a clear understanding of the final products with proposed prices and prioritization for projects' completion.
2. An itemized list of products along with clear timelines and deliverables. A design mock-up or templates are expected.
3. All expenses including designs, manufacturing, installation, materials, disbursements, and maintenance.
4. Review optimal locations of signs with price options for relocation. Prices should reflect materials and installation costs for the products.

The contract period begins on April 2018 and will continue until all of the Items have been produced, or until Papyrus S.A. cancels this project. Papyrus S.A. reserves the right to change the number of products required and will be sure to confirm the quantity before production begins.

Scope of services

Papyrus S.A. is requesting proposals for the design and production of corporate signs, prints, and products throughout the company buildings. The successful proponent will be expected to work with the Communication Department and within the branding guidelines to create the signage and corporate prints/marketing tools/material/products. The various types (listed below) should have a consistent layout and design to improve and promote our values throughout the company and the material produced for the public view. We are open to new options, suggestions, and ideas. If possible, submit a price to replace the existing products (using the same infrastructure and dimensions) as they are, as well as another price with a new improved overall design (including the specifications for the new infrastructure or location suggestions as needed) along with a mockup or draft of what the new signs will look like. Please itemize the products' projects separately (as divided below), with corresponding costs (including manufacturing, infrastructure requirements and installations) as well as timelines for easy reference. Items will be selected on an annual basis for production based on available funds. ***Two site visits will occur on Tuesday March 20, 2018 at 10 am and Wednesday, March 28, 2018 at 10 am at Papyrus S.A. headquarters.***

- Building/Facade Signage – located at our head quarter's address, Papyrus S.A. is operating from two buildings, these signs will include the new logo for easy identification of the company. Quantity: 2
- Wayfinding Signage – located throughout the streets from Delmas 60 to our location, these small, rectangular signs direct visitors to the Papyrus S.A. headquarter. There are two signs that direct visitors to our location and are located near our address outside the gate, one being attached to light post and one fixed to its own post. The replacement signs need to be improved to fit the overall look of our new brand identity/logo. Quantity: 3
- Entrance Signs – located along the main entrances into Papyrus S.A. headquarter, these signs will identify the company and welcome visitors. They should include the new logo and incorporate the feel



of the new brand. Overall design should be clean, eloquent and easy to identify as Papyrus S.A.

Quantity:2.

- Parking Signage – located at four locations throughout our premises, these signs will have Papyrus logo and some Parking rules. Quantity: 3 with parking rules and one no parking sign.
- Door/Office Stickers – located on our glass doors entrances and offices, these stickers should include the new logo and slogan and follow the Branding guidelines. Quantity: 20
- Vehicles Decals – located on our Service fleet, these decals should include the new logo. Each vehicle will require 2 decals, one for each side. Quantity: 30
- Wall Art – The proposal should include conception, design, manufacturing and installation of five murals. The murals should include the feel of our new brand, our achievements and values. The art should be in two stairways, reception area, conference/meeting room, and CEO office. Quantity: 5
- Printed Material and Marketing Tools– This area should be, but not limited to, retractable flyers, company flyers, pop-up station, flags, and brochures. The offeror should also include offer for printing business cards stationary for Papyrus S.A. employees as we need to update the existing ones.
- Corporate Products/gifts – products destined to employees and or visitors, for example, mouse pads, T-shirts, hats, pens, mugs, ribbons, tumblers, card flash USB, or notebooks.

Selected vendor(s) shall ensure that all signs comply city requirements. A portfolio of previous design work can be submitted for reference.