



International Rescue Committee Polska

Request for Proposal (RFP) PL/2025/02

Provision of Printing Procurement for IRC in Poland

Planned Timetable	
Issue Request for Proposal	<i>October 31, 2025</i>
Suppliers return signed Intent to Bid forms due date	<i>November 07, 2025</i>
Questions from Suppliers due date	<i>November 10, 2025</i>
Answers to Suppliers questions due date	<i>November 14, 2025</i>
Bid submission due date	<i>November 18, 2025</i>
Bid Opening and Evaluation date	<i>November 19, 2025</i>
Supplier visit (if applicable)	<i>November 20, 2025</i>
Award of Business	<i>November 21, 2025</i>
Contract start	<i>November 28, 2025</i>

Please note all dates are provisional dates and IRC reserves the right to modify this schedule

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A. INTRODUCTION

1. The International Rescue Committee Polska.

The International Rescue Committee Polska, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

The IRC Polska has been operating in Poland since the start of the conflict in Ukraine initially in Poland providing relief and services to refugee arrivals.

2. The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable and Committed Supplier for the International Rescue committee Polska to provide **Printing Procurement** for the official purpose of IRC Poland in Poland. All qualified and interested Suppliers are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price Master Service Agreement (MSA) for period of one (1) year. This will allow the IRC to issue specific purchase orders or Task Orders, on an as-needed basis.

The award of the Master Service Agreement will be on indivisible and single lots. Bidders can submit an offer for one, several, or all lots. IRC reserves the right to split award amongst multiple bidders.

S/N	Item Description	Approximate quantities per year
1	Flyers A5, color, two side, 130-135g	5000
2	Posters A3, color, one side, 130-135g	500
3	Posters A1, color, one side, 130-135g	500
4	A4 report, 60 pages, sewn binding, double-sided printing, color, inside 120g, cover 300g	200
5	Banner 1x2m IRC logo, color,	5
6	Business cards	600
7	Book A4, 120 pages, color, A4, simple graphics, glued book	500
8	A4 leaflets folded to A5, colored, matte coated paper 120g	200
9	Emotion Cards - set of 17 cards, rectangular, rounded corners, matte foil, size 8.7x13.3 cm (or similar), silver spiral on the side	5000
10	Manual Printing, Print Specifications: Inside: Printing: Color (CMYK, 4+4), Binding: Thread-stitched and glued catalogs (softcover, sewn-glued), Format: A4 (210x297), Paper: Munken Lynx (natural) 120g - PREMIUM offset paper, Pages: 76 Cover: Printing: Double-sided color (CMYK, 4+4), Cover Paper: Munken Lynx (natural) 300g - offset paper PREMIUM, Cover finishing: One-sided matte foil	2000
11	A4 brochure, 20 pages (double-sided printing), sewn binding, 120g paper inside, 300g binding	1000

12	A4 report (double-sided print), color, 20 pages, sewn binding, 120g core, 300g cover	100
13	A4 brochure, 10 pages, binding, 120g	20
14	Poster print on 2cm PVC foam, dimensions 40x30cm	5
15	Poster print on 2cm PVC foam, dimensions 60x80cm	5
16	Transport and delivery to offices located in Warsaw or sub-offices in Wrocław.	1

Bidders shall be domiciled and shall with all Government legal to operate in Poland. Bidders shall be regular tax payers and shall furnish copy of its operating license/certificate of registration valid for the fiscal year **2024**. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as "the Purchaser", will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. The Bidding Documents

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents comprise of the following documents:

- *The Request for Proposal – RFP (this document).*
- *Annex A – Scope of service*
- *Annex B - Vendor Information Form.*
- *Annex C - Price offering sheet*
- *Intent to Bid Form.*

5. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the following email IRC.Polska-Clarification@rescue.org The request for clarification must reach the purchaser not later than (10th November 2025). The Purchaser will respond by e-mail providing clarification on the bid documents on the (14th November 2025). Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (Polish). Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (Polish) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (Polish) version shall prevail.

7. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- A copy signed of the Request for Proposal with annex A – RFP (this document)
- Profile of the company (if available), link to the service provider official website
- Three (3) References from current or past clients (at least in the last one year) with copies of POs / Contracts of similar services
- A Bid detailing the services unit price only in the sheet given for the purpose – Annex C, duly signed.
- Vendor information form (Annex B) duly signed by the bidder
- Certificate of Business registration (KRS number)
- Tax Information Identification – (NIP number)
- REGON number
- Bank details
- Financial statement (if available)
- *Other important documents which Bidder attaches to support its bid.*

8. Bid Prices & Price Changes

The Bidder shall clearly indicate the unit price of the services they want to provide and be inclusive Government of Poland applicable withholding tax. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Master Service Agreement, if there is a price change in the market the **Bidder can express the change in writing for the Purchaser a month before implementing the change and in this case the Bidder shall describe and justify the driver(s) of potential price fluctuation.** The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the MSA. **The price changes will be done for a maximum of four times in a Year. The purchaser reserves the right to accept or reject the request for the price change.**

9. Bid Currencies

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **Zloty (PLN)**.

10. Document Establishing service Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A **clause-by-clause** commentary on the Purchaser's Technical Specifications demonstrating the goods' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of This Tender or MSA Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid **for 40 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder, or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit bid electronically to irc-polska-tender@rescue.org by November 18, 2025, no later than 05:00 p.m. (Polish time).

Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Format

The Bidder's proposal shall comprise of technical proposal and financial proposal, in separate package electronically.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Financial proposal	Refers to the offer price, including taxes, duties, delivery charges and ability to fix prices throughout the period of the MSA	40%
Service specification conformity	Refers to: <ul style="list-style-type: none"> - Printing availability - Printing options, graphic designer support - Minimum requirements for printing materials 	25%
Delivery deadline	Refers to : <ul style="list-style-type: none"> • Standard delivery time: 3-5 days • Custom order delivery time: • Express delivery time: within 24 hours of placing an order • Inquiry response time 	20%
Experience in the sector	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required. Years of experience in delivering printing materials	10%
Payment Terms	Within 10 working days after reception and acceptance of the materials and invoice by bank wire	5%
		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected qualified supplier is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Service Agreement for the specific goods and/or services. At this stage IRC Polska may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

The Bidder(s) agrees on the fact that Master Service Agreement shall not be interpreted as conferring on the supplier the exclusive right to supply the goods and/or to provide the services covered by this agreement and its appendices.

The Master Service Agreement is executed solely on the basis of 'fixed price-flexible quantity', and the suppliers agrees that Master Service Agreement does not impose any obligation on the IRC with respect to a minimum business volume.

IRC reserves the right to sign the same type of agreement for the same type of services with other suppliers.

21. Warranty

The Supplier warrants that the materials to be delivered are according to the IRC criteria and need and meets the Purchaser's full specifications.

The warranty shall remain valid for a period of time as may be specified by the Supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Polish Law if any.

22. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

Vendors interested in the provision of Goods to IRC Polska office should NOTE that all categories apply to all IRC Offices in Poland.

List of Services for Master Service Agreement as per below Categories is attached.

Payment will be made through bank transfer on satisfactory completion of delivery of Goods/Services by the Purchaser within 10 working days receipt of invoice in conjunction with a signed received certificate of delivery/completion.

Extra charges associated with the above Goods/services shall be invoiced and paid at the same terms set above.

24. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. Ethical Operating Standards

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at:

<https://rescue.app.box.com/s/h6dv915b72o1rnpxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a Supplier:

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) report such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders