

## Terms of Reference

### For Printing and Provision of Textbooks to the Ministry of Education – KRI, Iraq

1. UNHCR will facilitate the process of delivery of CDs/USB to the contractor once the contract is signed.
2. The contractor is to print the statement “printed with the support of UNHCR” along with UNHCR logo on the back cover of every textbook (excluding the textbooks that MOE does not have copyright).
3. Suppliers are required to use local printing houses for printing.
4. Once the CDs/USB are received from MOE, the contractor must print one copy of each textbook and deliver the copies to the Ministry of Education, General Directorate of Curriculum and Publications to check the content of the textbooks within 5 calendar days. These copies will not be counted for payment.
5. Once the printed copies are revised and approved by MOE, the contractor will print and delivery all textbooks within 30 calendar days.
6. UNHCR in coordination with MOE, will do a predelivery sample check through a random selection of 10 copies from each textbook (title). These copies will not be counted for payment.
7. MoE will examine the samples to verify the content of the textbooks, quality of papers, colors of printing and quality of bindings.
8. Once MOE and UNHCR approve the samples, the contractor must deliver the whole quantity to the warehouses of the MOE in the Erbil warehouse within 30 calendar days.
9. A set of textbooks for each grade should be wrapped up together with a suitable string so that every student receives a bundle of textbooks.
10. In case the contractor fails to print or deliver the samples/textbooks on time, a penalty of 0.01 % (one-tenth of one per cent) for each delayed day subject to a maximum limit of 10% of the total contract value shall apply. Without prejudice to any other method of recovery, UNHCR may deduct the penalty amount from any money in its hands due or which may become due to the contractor. The payment or deduction of such damages shall not relieve the contractor from his obligation to complete the works or from any other of his obligations and liabilities under the contract.
11. The payment will be made once the completed number of the textbooks are delivered to the MOE warehouses in Erbil.
12. Misc. Information
  - a. Type of paper (already mentioned in the financial offer form)
  - b. Binding Type (Straight binding (glue) for books more than 100 pages and Saddle stitch binding for books 100 pages or less)
  - c. The specification of Cover page (already mentioned in the financial offer form)