

**Minutes of the Pre-bid meeting for LITB ref. LITB-2021-9172058 for the provision of National Textbooks for schools in Lebanon.**

Meeting date: Sept 27,2021.

Venue: Teams.

Attendees: Invitees to the tender, CERD representatives and UNICEF LCO supply team.

The meeting was held to address all queries of invitees regarding the tender documents.

UNICEF supply team started the meeting by welcoming the attendees and briefed all invitees about the purpose of the meeting.

Further, UNICEF supply team answered all questions of attendees.

Below a summary of the answers to the queries:

**Q1:** Are PDF files available for all the books in the 5 lots? If not, please indicate for which lots files are available for the books.

**A1:** pdf يوجد ملفات لجميع الكتب ما عدى الصف التاسع من المجموعة الرابعة اما المجموعة الخامسة يوجد ملفات لبعض الكتب بحدود ٢٤ كتاب اما الباقي افلام

**Q2:** Are the assembly and packing tasks per school a mandatory element in the tender? If yes, do you require as well the lead time of 7 weeks for production to include these tasks?

**A2:** Bidders can quote for printing only, and/ or printing and packing, and/or printing, packing and transportation of the textbooks.

Bidders should also mention their best delivery lead-time for all services quoted for separately.

**Q3:** Do you require only paper samples or printed samples?

**A3:** Papers as well as similar project samples should be submitted.

**Q4:** For the covers, is it acceptable to use double sided coated paper 250 gsm?

**A4:** Please refer to Annex II, Detailed Specifications part I and II;

يمكن استخدام كرتون انفر كوت او كوشيه ٢٥٠ غرام

**Q5:** For the inside paper, can we choose between wood free 80 gsm and coated matt 70, 80 or 90 gsm? Or can we have some of the books printed on wood free 80 gsm and others on matt coated paper?

**A5:** Please refer to Annex II, Detailed Specifications part I and II;

يمكن استخدام الورق ٧٠-٨٠-٩٠ غرام كوشيه مات خالي من الخشب او ٨٠ غرام هولزفراي خالي من الخشب

**Q6:** Do you require the books to be bound in PUR glue or Hotmelt glue?

يستعمل ال hotmelt فقط للتجليد مع تكبيس للكتب التي هي عشرة ملازم واكثر

**Q7:** Where will the public bid opening take place?

**A7:** Public bid opening will be performed only online through Teams (same link shared for the pre-bid meeting) due to COVID restrictions in UNICEF offices.

**Q8:** Is Web printing method allowed?

يمكن استعمال الة الويب للطباعة بشرط استعمال حبر لا يتحلل على الايادي

CMYK is allowed and not RGB.

**Q9:** Can you share the updated distribution plan?

**A9:** The updated distribution plan is attached to the email. Kindly note that this is only a tentative plan. Final distribution plan along with final quantities of textbooks needed per school will be shared after finalization of the tender.