



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

Terms of Reference

Procurement No:	027/UCLG ASPAC/CRIC/IX/2024
Events:	UCLG ASPAC/CRIC Exhibitions
Purposes	Participating in Exhibitions and Producing Exhibition Materials and Merchandise
Duration:	1 month (18 Days flexible working hours)
Posting date :	09 September 2024
Closing date:	20 September 2024

Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. UCLG Asia Pacific (ASPAC), the largest regional section of UCLG has linkages to more than 7,000 cities and local governments. It represents well over 4.1 billion people - more than half of the world population - and incorporates economically fast developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments and their associations, and facilitates programmes, networks and partnerships to develop the capacity of local governments and associations.

Moreover, UCLG ASPAC represents local governments politically within the international community, and with the United Nations and its agencies. It also promotes inclusive societies which safeguard equality, social and economic justice, and sustainable development.

UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising local economic development, climate change, disaster resiliency, culture, strategic planning, decentralisation, municipal finance, gender equality, women leadership and empowerment and good governance.

UCLG ASPAC executes the Climate Resilient and Inclusive Cities (CRIC), a project funded by the European Union to increase stakeholders' capacity and knowledge in climate mitigation and adaptation actions in 10 pilot cities in Indonesia. CRIC helps pilot cities develop local climate mitigation and adaptation action plans and creates online and offline campaigns to mainstream local climate actions in the city's development. To raise the awareness on CRIC and its objectives, UCLG ASPAC will join the exhibition in Jakarta that will attract approximately 20,000 visitors.

Objectives

The objective of the exhibition and merchandise vendor's procurement will be to support UCLG ASPAC and its programmes under the management of Knowledge Management and Communication tools to promote programmes – including CRIC - in all UCLG ASPAC offline events.

Roles and Responsibilities

Exhibition and merchandise vendors will design and produce exhibition's materials and merchandise that suit the needs of the UCLG ASPAC programme and projects based on relevant branding and quality guidelines. The exhibition materials and merchandise are:

1. Banners and leaflets
2. Set of high-quality UCLG ASPAC/CRIC merchandises:
 - Tote bags
 - Keychains (plastic/acrylic ones)
 - Pins
 - Water bottles
 - Lanyards
3. Merchandise dummies (if needed) for approvals.

Scope of Works:

The exhibition and merchandise vendor requires working with text, images and illustrations, ensuring that these elements are balanced, viewable and suitable for print and distribution following the needs of the UCLG ASPAC core activities, programme and projects which are also based on UCLG ASPAC relevant branding and quality guidelines. The scope of work includes:

1. Redesigning 2 leaflets and reproducing (including redesigning) 2 banners for exhibitions
2. Designing and producing a set of high-quality UCLG ASPAC merchandise
3. Producing merchandise dummies (if needed) for approvals
4. Providing other technical support to UCLG ASPAC KM and Communication Division which are design-related for exhibition and merchandise production.

Qualifications

The vendor must have demonstrated expertise and experience in the following:

1. Have experience and knowledge in using design software: Adobe Premiere, Photoshop, Canva and other promotional development tools and programs.
2. Have experience in producing communication products and promotional items for local or international clients
3. Have artistic knowledge and experience in designing high quality promotional products by exploring new ideas and new trend around the world.
4. Have technical knowledge and experience in product materials and printing specifications.
5. Have experience in creating product dummies.
6. Be capable of performing the scope of work as set out above to a very high standard.


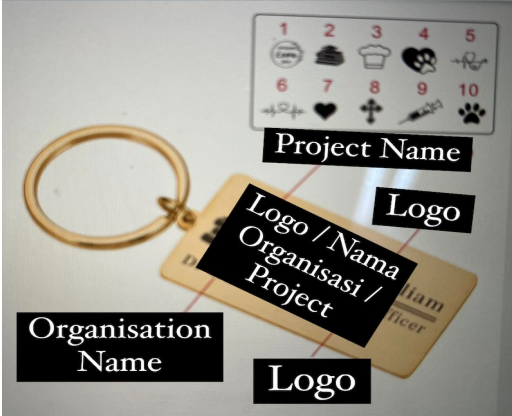

Timeframe and Outcome

The duration of vendor service is 1 month, with 18 days/month and flexible working hours and shall be conducted under the Knowledge Management and Communications Division. The vendor will be supervised by **Knowledge Management and Communication Officer**.

How To Apply

Interested vendors are invited to submit LOI and samples of exhibition and merchandise products and designs to: procurement@uclg-aspac.org with cc to cemara.dinda@uclg-aspac.org, citing the subject: Exhibition and Merchandise Vendor for KM and Communication Division.

1. ANNEXURE-I - REQUIREMENT DETAILS

NO	Item	Specification	QTY	Picture
1	TOTE BAG	Eco Friendly Product to support local micro business (UMKM) in Indonesia Detail Material: Gunny Sack Grade A Furing PA Handle Webbing Cotton Magnetic Button Sablon dengan 3 logo	700	
2	KEY CHAIN	Detail Material: Stainless steel Color : Gold-color, ROSE GOLD COLOR, Silver	1.000	Picture product 
3	UCLG ASPAC PIN	Detail Material: Stainless steel + Magnet	1.000	Picture Product 

4	WATER BOTLES	<p>Detail Material:</p> <p>SKU : HAP816 Kapasitas : 500ml Dimensi : 6.2 x 15 cm</p> <p>Material: Body: PET/ Tutup: PP</p>	500	<p>Picture product</p>  <p>500 ML</p>
5	LANYARD	<p>Detail Material:</p> <p>Cetak Lanyard Custom Cetak Tali ID Card Lanyard Full Color</p> <p>Spec Lanyard :</p> <ul style="list-style-type: none"> - Ukuran Design Lanyard 2,4 x 98 cm - Hasil jadi sekitar 40-41 x 2 cm - Kualitas cetak 1.200 dpi, High Resolution - Bahan Polyester Tissue (Grade Super, Bahan Lembut) - Finishing stopper putar buka tutup, kait cantelan besi, mata itik <p>Varian :</p> <p>1 SISI</p> <ul style="list-style-type: none"> > Lanyard = Lanyard saja (1 Sisi) > + ID Card Glossy = Lanyard (1 Sisi) + Casing Transparan + ID Card Glossy (1 Sisi) > + ID Card Matte = Lanyard (1 Sisi) + Casing Transparan + ID Card Matte (1 Sisi) <p>2 SISI</p> <ul style="list-style-type: none"> > Lanyard = Lanyard saja (2 Sisi) > + ID Card Glossy = Lanyard (2 Sisi) + Casing Transparan + ID Card Glossy (2 Sisi) > + ID Card Matte = Lanyard (2 Sisi) + Casing Transparan + ID Card Matte (2 Sisi) 	1.000	<p>Picture product</p> 