



مركز مؤتمرات ومعارض
مجلس التعاون الخليجي

Production Service for Desk Calendars 2027 and Corporate Gifts

Scope of Works

SCOPE AND TIMELINE	DELIVERABLE PERIOD
Commencement date	The commencement date shall be within 3 days after contractor receives the purchase order (PO) or any other date agreed by both parties. (total project number of days)
Concept & Design proposal of calendar (3 Concepts based on the ideas provided by MWSC) The proposal shall include - Calendar concept and proposed design style for calendar (select one calendar month only) - Print style and specifications for calendar, Notebook and Tote bag.	Within 12 calendar days from the date of bid award
Provide artwork drafts for all calendar months	• Artwork Set 1 (artwork for the months of January-June): Within 5 days of proposal approval • Artwork Set 2 (July to December): Within 5 days after submission of Set 1
Provide design concepts and mockups for Notebook & Tote bag	Within 10 days from proposal approval date
Provide final artwork for all calendar months after required amendments.	Within 5 days following approval of artwork set 1 & 2.
Provide first draft of full calendar layout	Within 5 days of approval of final artworks
Calendar proofing and finalizing	A 5-day period will be given to the contractor to carry out proofing, corrections and making the calendar print-ready
PRODUCTION	

Provide samples of calendar and corporate gifts before mass production. Samples should closely match the design proposal approved by MWSC.	Within 20 calendar days of approval Final full calendar layout & Corporate gifts. Any changes to the samples have to be accommodated within 20 days of comments.
DELIVERY	
Delivery of all the final materials – desk calendars and corporate gifts, in the required quantity and as per the approved sample.	Within 30 calendar days of approval of samples
Accelerated delivery option	The maximum delivery period remains 30 calendar days after approval of samples. Bidders may propose a shorter, binding delivery period in Form 7A. Any shorter period accepted by MWSC shall be incorporated into the Final Agreement.

Summary of evaluation criteria with weights

#	Criteria	Weighting %
1	Price	40%
2	Production Experience and Flexible Printing Capability	30%
3	Design Experience	30%