



*The Secretary-General*

IT/PUB/2013-1  
Madrid, 9 August 2013

**Subject: Invitation to Tender IT/PUB/2013-1 / Print on Demand (PoD) and Shipping Services**

The World Tourism Organization (UNWTO) is pleased to invite you to submit a proposal for the services on Print on Demand (PoD) and Shipping for the UNWTO Publications.

1. The tender will be conducted pursuant to the rules and procedures of UNWTO. The award will be made in accordance with the criteria set out in the tender documents.
2. The tender documents are:
  - Invitation to Tender
  - Annex I: Requirements of the Financial Offer
  - Annex II: Detailed Evaluation Table of the Financial Offer
  - Annex III: Model of Long Term Agreement

These documents are also available at: <http://www2.unwto.org/en/procurement>

3. The bid must be submitted in a sealed envelope (see the Invitation to Tender document, point 3 for further detailed instructions) and must be received before 24 h (CET) on 20 September 2013 at the following address:

World Tourism Organization (UNWTO)  
IT/PUB/2013-01 – Tender: PoD and Shipping Services  
Attention: Sandra Carvão  
Chief, Communications and Publications  
Calle Capitan Haya 42  
28020 Madrid  
Spain

Taleb Rifai  
Secretary-General, UNWTO