

TERMS OF REFERENCE / ORDER DESCRIPTION

“Mica-Frames”

FOR ROSA-LUXEMBURG-STIFTUNG SOUTHEAST ASIA (RLS SEA) – REPRESENTATIVE OFFICE IN VIETNAM

Client: Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) is a registered international Non-Government-Organization (INGO) with a Representative Office in Vietnam.

Representative: Liliane Danso-Dahmen, Director of RLS SEA

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Email: hanoi@rosalux.de

Website: www.rosalux.vn

Scope of service:

Order Description: 24 (twenty four) “Mica-Frames” for 23 (twenty three) historical posters (made of paper) and 1 (one) historical flag (made of cotton) of different size (a list of the sizes of requested “Mica-Frames” below) including suspension for each frame for display at an art exhibition (to be displayed at “partition wall system”).

Requirements of the requested products:

- 24 frames of different sizes made from “Mica” material, each frame covers fully one object without lead to any change of the object.
- Each frame provides sufficient suspension for display (partition wall system of an art exhibition).
- The mica frames do not easily get scratched.
- The mica frames do not reflect viewers’ images.
- Viewers find no difficulty in seeing the artifacts in their original status through the frames.
- The mica frames ensure no moisture or mold affects the artifacts.

Requirements of service provider:

- The service provider puts the objects into the frames, and, thereby ensures no harm, tear or any other effect to the objects of the frames during the mica framing procedure.
- Proven strong practical experience in making “Mica-Frames” , particularly for exhibitions.
- VAT invoice.

Please send your offer including service description and detailed price list to Ms. Nguyen Thi Trinh, RLS SEA Event Officer, via email to the below mentioned e-mail address, by 22 December 2017, lunch time. If you have any question, please contact Ms. Nguyen Thi Trinh via email and or phone.

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Mica Frame Size of 24 Posters

No.	Content	Frame Size
1	Poster 1	51 cm x 69 cm
2	Poster 2	85 cm x 113cm
3	Poster 3	52,5 cm x 58 cm
4	Poster 4	51 cm x 69 cm
5	Poster 5	56 cm x 83 cm
6	Poster 6	58 cm x 78 cm
7	Poster 7	58 cm x 78 cm
8	Poster 8	48.5 cm x 65 cm
9	Poster 9	50 cm x 67 cm
10	Poster 10	38 cm x 50 cm
11	Poster 11	50 cm x 68 cm
12	Poster 12	50 cm x 68 cm
13	Poster 13	50 cm x 72 cm
14	Poster 14	36 cm x 48 cm
15	Poster 15	38 cm x 50 cm
16	Poster 16	123 cm x 65,5 cm
17	Poster 17	51,2 cm x 64,2 cm
18	Poster 18	39,5 cm x 53,6 cm
19	Poster 19	37 cm x 70 cm
20	Poster 20	47 cm x 60 cm
21	Poster 21	44 cm x 61 cm
22	Poster 22	70,5 cm x 67 cm
23	Poster 23	40 cm x 54 cm
24	National flag	78 cm x 113 cm