

INVITATION TO BID FOR PRINTING SERVICES

Date: 06th October 2023

A reputable non-governmental organization dedicated to improving Health Equity through sustained engagement, including research, program delivery, technical assistance, and education, is seeking for submission of bids from qualified and experienced printing firms for the following printing services:

| S/N | ITEM DESCRIPTION | Quantity | Pages | Units |
|------------|---------------------------------|--------------------|------------------|--------------|
| 1 | Printing of Fact Sheets | 2000 copies | 2 pages | 1 |
| 2 | Printing Research Report | 2000 copies | 134 pages | 1 |

Bid Submission Deadline: 13th October 2023

SCOPE OF WORK

The selected printing firm is expected to provide high-quality printing services for the specified quantities of Fact Sheets and Project Research Reports. The services should include printing, quality control, and timely delivery to our organization's address, ensuring that the final products meet our quality standards.

Mandatory Requirements

1. Evidence of complete CAC documents and certificate of incorporation.
2. Valid Tax Clearance certificate.
3. At least 5 years of working experience in printing services in Nigeria.
4. Must attach evidence of previous work.

Evaluation Criteria

| S/N | Criteria | Maximum score |
|------------|--|----------------------|
| 1. | Brief company profile with reference to business owners, years of operations in Nigeria, main office and branches, number of staff, and client list. | 20 |
| 2. | Evidence of financial capability, including copies of your most recent audited financial statements for the last two years | 20 |
| 3. | Past performance, experience, and references, including contracts/Local purchase orders (LPOs), award letters, recommendation letters, etc., for similar services. | 25 |
| 4. | Evidence of a physical registered office, including utility bills or tenancy agreements with the name of the firm. | 10 |
| 5. | Financial Bid | 25 |

GENERAL TERMS AND CONDITIONS

1. The selected printing firm shall provide printing services that meet industry standards and adhere to the specified timelines.
2. The contract shall be awarded to one or more suppliers based on the evaluation criteria.
3. Our organization reserves the right to reject any or all bids.
4. Should your organization be successful in the bid selection process, our organization shall withhold and remit the appropriate tax rate under which your professional service falls, as required by law.

SUBMISSION OF BIDS

Interested printing firms are requested to submit their bids by proceeding with the link below.

Click on the link below to apply:

<https://forms.gle/zQyS7PssXedSJzqv9>