

Reference: Badabon/Dhaka/84-2020

## Request of Quotation for design and printing of Badabon Sangho's Annual Report

### Subject of Quotation:

Design, develop and print Badabon Sangho's annual report

### Background:

Badabon Sangho is a local non-profit organisation working for the women, by the women and of the women. Organisation is empowering women through transferring information, skill and know-how. In order to communicate the sharing the last year's progress, Badabon Sangho is prepare annual report in each year.

### Objective of communication materials:

1. To share the best works of organisation with external stakeholders

### Specific Responsibilities of Vendor

- a. Design the document as per suggestion of Badabon Sangho's management team
- b. Prepare the page make-up and share with Badabon Sangho's team
- c. Edit for final print
- d. Print and bind the annual report as per agreement
- e. The vendor will deliver following materials as specified below-

SL.	Name of items	Details	Quantity
1.	<b>Annual report</b> Size: 8.5" x 5.5" (landscape)	Paper: 170 gsm Matt Paper Print: 04 Color (Both Side) Pages : 16 Pages, Binding: pin	500 Pcs

### Qualification of the professional:

1. The vendor must have experience in communication materials development
2. S/he must have five (5) years experience of design and printing for NGOs

### Subject of the Contract

The professional will work under the guidance of the Badabon Sangho and maintain close liaison with the Executive Director. The duration of the assignment will cover one month which may be further extended based on mutual understanding of both parties.

### Process of quotation submission

Interested firm/individual is requested to submit a Quotation including timeline and costs to Executive Director by hand or email: badabonsangho.bd@gmail.com.

All quotations must reach on or before 10 November 2019.

Shaila Akter  
Programme Manager

Mamun Ur Rashid  
Senior Development Manager

Bappi Das  
Accounts Officer

  
Approved: Lipi Rahman

**Lipi Rahman**  
Executive Director  
Badabon Sangho  
Rampal, Bagerhat.