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-

<table>
<thead>
<tr>
<th>SL.</th>
<th>Name of items</th>
<th>Details</th>
<th>Quantity</th>
</tr>
</thead>
</table>

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
Executive Director
Badabon Sangho
Rampal, Bagerhat.