

Request of Quotation (RFQ) for Flip-Chart design and print

Subject of quotation: Design and print of flip charts on violence against women and girls.

Background:

Badabon Sangho is a women's rights and women-led organisation working at grass root level. One of the flagship programme is to prevent and response to violence against women and girls (VAW/G) in different context. We mobilise, organise and educate women on the issue of type and nature of VAW. It is observed that large segment of beneficiaries is unable to read and write but they have strong interest to learn about human rights. To make it happen, we like to design and print flip-charts aids courtyard sessions. Flip-chart helps to make the meetings meaningful, joyful, interesting and understandable to beneficiaries.

Specific Responsibilities of vendor

a. To design and print flip chart in the given time frame according to the agreed prices and costs.

1) Details of Flip Chart

- Types: 100 copies
- Size: 8.5" x 10.5" | Pages: 24 (12 sheet)
- Paper: 300 GSM Art Card
- Print: 04 Color (Both Side)
- Related Drawing: 12 pcs
- Binding: 28-ounce Board, 100 gsm Art paper 1 color print with Glue lamination and spiral
- (ring) (same as calendar binding)

Deliverable:

Qualification of the vendor's:

1. The vendor must have 10 years' experience in Graphic Design, printing, Cartoon Making, Illustration, Color Correction etc.
2. The vendor's have proven documents to deliver flip chart to the different organizations.

Subject of the Contract

- 1) The vendor will submit the quotation addressing the Programme Support and Admin Officer of purchase committee within deadline.
- 2) The purchase committee will issue the work order to vendor.
- 3) The committee has power to cancel the work order without any kind of prior notice. The payment would be made by bank cheque.
- 4) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory.

Process of quotation submission

Interested firm/vendor requested to submit a Quotation including timeline and budget to Team Leader of purchase committee by hand or email: badabonsangho.bd@gmail.com and/or mistia.badabon@gmail.com on vendor's letter head pad.

All quotations must reach on or before 25 July 2020.