

Request of Quotation For designing and printing the Annual Report

Background:

Badabon Sangho is a women's rights and women-led movement-building organization in Bangladesh. Started with the feminist approach by engaging women who face the worst forms of violence and discrimination regarding land ownership, race, and natural disaster and are even expelled from their lands but are forced to remain silent to raise their voices or ask for their rights. It has a group-based structure and governance. Group members are from rural women, lower caste, *Dalit*, widowed, separated, divorcees, religious minorities, fisher-folks, migrant workers, crab farmers, and indigenous minorities. Members living under the poverty line, face hate speech and stigma and depend on natural resources and lands for their livelihoods.

To complete a successful year, Badabon Sangho would like to prepare an annual report. We are looking for a press/vendor to design, print, and prepare an annual report which will be a resource for Badabon Sangho.

Key points to be noted:

- The press/vendors should have a clear understanding of the design and page makeup. Also have knowledge of graphics and illustrations.
- The vendors should have good-quality of printing machineries.

Objectives:

1. To produce effective visual materials (annual report) for the whole year's work activities with the organization's perspective.

Specific responsibilities:

1. Design the document as per the suggestion of Badabon Sangho's communication team
2. Prepare the page make-up, share it with the team and finally print

SL.	Name of items	Details	Quantity
1	Annual Report Size: 5.5" x 8.5"	Paper: 150 GSM Art Card, Print: Pages-24, Lamination: Matt Deliverables: Both soft copy and hard copy	500 Pcs

Qualification of the Consultant:

1. The vendor must have experience in communication materials printing.
2. Vendors must have five (5) years of experience in designing communication materials for NGOs.

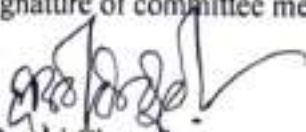
The subject of the Contract

The professional will work under the guidance of the Communication Officer. The duration of the assignment will cover two months which may be further extended based on mutual understanding of both parties.

Process of quotation submission

Interested firms/individuals are requested to submit a Quotation including timeline and cost to hr.badabonsangho@gmail.com. All quotations must reach on or before 31st December 2023.

Signature of committee members


Purabi Chowdhury
Sr. Programme Officer
Purabi Chowdhury
Sr. Programme Officer
Badabon Sangho


Fariha Jesmin
Sr. Programme Officer
Fariha Jesmin
Sr. Programme Officer
Badabon Sangho.


Mahmuda Ridee
Programme Support Manager
Mahmuda Ridee
Programme Support Manager
Badabon Sangho