

Request of Quotation for Printing Accessories Purchase**Background:**

Badabon Sangho is a women's rights and women-led movement-building organization working with the aim to establish a society based on freedom of expression, in which women and girls will have full and effective participation in the social and economic development process. To make changes, Badabon Sangho continued to build up the capacity of the group members, their leaders, and federation members in organizing, legal aid, and public speaking. Therefore, they can lead their movement for land, and water-bodies rights, labor rights, racial justice, climate justice, and gender-based violence against women and girls. Badabon Sangho is registered with the NGO Affairs Bureau and funded by national and international organizations. In order to introduce organizational annual progress, achievement, challenges, budget, expenditures to internal and external wider communities, we like to print annual reports.

Description of item:

The Request for Quotation is asking from the renewed printing press in sealed quotations as follows;

Sl no	Name of item	Description	Quantity	Remarks
01	Annual reports.	Size: 8.5" x 5.5" 4 color print 150gsm matte paper Pin binding 24 pages per book.	300 Copies	

Qualification of the service provider:

1. The service provider must have outstanding experience in printing press facilities delivery.

Subject of the Contract

- 1) The service provider will submit the quotation addressing the purchase committee within deadline.
- 2) The purchase committee will take decision and consult with vendor if necessary. The committee has power to cancel the quotation without any kind of prior notice. The payment would be made by bank cheque.
- 3) VAT and Tax according to the govt. procedure will be deducted from the final payment.
- 4) Vendor shall uphold State Labor Laws and Regulations in relation to Workers right, child Labor, Women and Disable persons Right and Environmental issues.
- 5) Vendor shall comply with Govt. rules regarding Money laundering & Terrorist financing activities in all respect.

Process of quotation submission

Interested services provider is requested to submit a Quotation with specific prices of line item to purchase committee by email: procurement.badabonsangho@gmail.com on letter head pad. All quotations must reach on or before 29th September, 2024.

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