



Expression of Interest (EOI) for Printing of Research Report for CLEEN Foundation

Introduction

The CLEEN Foundation (formerly known as Centre for Law Enforcement Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security, and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programs and publications, in partnership with government and civil society.

Location: Federal Capital Territory, Abuja

The CLEEN Foundation works through its headquarters in Abuja and two regional offices in Lagos and Owerri to implement program and projects across Nigeria and the West Africa sub region. Towards meeting CLEEN's research mandate, the organization is frequently contracting printing services, consisting primarily of documents in form of policy briefs, monographs and books. Thus, through a competitive bidding process, CLEEN Foundation wishes to invite applications from suitable printers to submit quotations for the printing of our recent election research report.

Objective:

CLEEN Foundation is seeking to obtain publishing service from printing vendors with extensive print/graphic design expertise to undertake production and printing of 1000 copies of the aforementioned election research report.

Sizes of documents/ Number of pages: 90-120 pages

Specific Roles and Responsibilities

- Production of dummies' of the document for corrections and final approval
- Printing of 1000 copies of the publication
- Premium quality and for weeks timely delivery

Scope of Work

The assignment will cover production and printing of above publications

Specifications: A4 size, Cover: Matt Card and Gloss Lamination

Supervision

The selected vendor will work under direct supervision of the Research and Strategy and Information and Technology Departments of CLEEN Foundation.

Timeframe of Engagement

The estimated duration for the task is 30 days starting as soon as the resulting contract is signed by the selected vendor and CLEEN Foundation.

Payment Terms

Payment terms will be within 30 days upon CLEEN's acceptance of all deliverables. Payment schedule will be agreed with the selected vendor and will be based upon satisfactory acceptance of deliverables.

Required Documentation/Response Format

Interested vendors are expected to provide the following documents:

1. Statement of work with a proposed project plan reflective of timeframes and deliverables.
2. Profile of the organization.
3. A list of three related projects undertaken within the last two (2) years, similar in nature to the present task, including a brief description of the project
4. Contact of three recent client references from similar publication projects

How to Apply

Interested and qualified vendors should submit their applications to: procurement@cleen.org

Application will be reviewed on a rolling basis. Only shortlisted vendors will be contacted and successful applicant will be notified immediately if approved.

Please, No Phone Call!

Deadline for submission of the expression of interest: Friday 23rd of August, 2019