

CALL FOR EXPRESSION OF INTEREST

PRINTING OF HANDBILL AND POSTER

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: Lagos/Abuja/Edo/Imo States

The CLEEN Foundation works through its headquarters in Abuja and three regional offices in Benin, Lagos and Owerri to implement program and projects across Nigeria. Through a competitive bidding process, CLEEN Foundation wishes to invite applications from suitable printers to submit quotations for the printing of ACJA poster and flyers in Yoruba/Igbo/Hausa/English Language

Objective:

CLEEN Foundation is seeking to contract publishing service to a printer with extensive print/graphic design experience to undertake production and printing of poster 9,000 copies and 15000 handbill copies in Yoruba/Igbo/Hausa/English Language.

Specific Roles and Responsibilities

- Production of dummies' of the document for corrections and final approval
- Printing of 9,000 copies poster and 15000 handbill copies of the ACJA

Scope of Work

The assignment will cover production and printing of poster and handbill

Police poster =9,000 copies

citizen handbill – English =9,000 copies

citizen handbill – Igbo =1,000 copies

citizen handbill –Yoruba =3,000 copies

citizen handbill – Hausa =2,000 copies

Supervision

The selected vendor will work under direct supervision of the Information Technology Unit of CLEEN Foundation.

Timeframe of Engagement

The estimated duration for the task is 7 days starting as soon as the resulting contract is signed by the selected vendor and CLEEN Foundation.

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.

Deadline for submission of the expression of interest: Friday 4th of December, 2020. The CLEEN Foundation retains the right to select qualified vendors before the closing date of the application.

NO PHONE CALLS PLEASE