

# **CALL FOR EXPRESSION OF INTEREST**

## **PRINTING OF HANDBILL, POSTER T-SHIRT AND FACE CAP**

### **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 Whistle Blowers poster and flyers in Hausa and English Language

**OBJECTIVE:** CLEEN Foundation is seeking to contract this service to a printer with extensive print/graphic design experience to undertake production and printing of IEC materials in Hausa and English Language State

### **SPECIFIC ROLES AND RESPONSIBILITIES**

- Production of dummies of the document for corrections and final approval
- Printing of 5,000 copies of postal, stickers and handbills on Whistle Blower Policy/bill

**SCOPE OF WORK:** The assignment will cover production and printing of poster and handbill

- Whistle blower Policy Handbills English =2,500 copies
- Whistle blower Policy Handbills Hausa =2,500 copies
- Whistle blower Policy Postal English =2,500 copies
- Whistle blower Policy postal Hausa =2,500 copies
- Whistle blower Policy Stickers English = 2,500 copies
- Whistle blower Policy Stickers Hausa = 2,500 copies
- Whistle blower T Shirts = 2,000 copies
- Whistle blower Face Cap = 2,000 copies

**SUPERVISION:** The selected vendor will work under direct supervision of the Project Lead of CLEEN Foundation

### **TIMEFRAME OF ENGAGEMENT**

The estimated duration for the task is 3 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. Certificate of registration with Corporate Affairs of Nigeria
2. Tax clearance certificate
3. Statement of work with a proposed project plan reflective of timeframes and deliverables.
4. Profile of the organization.
5. 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
6. Financial Proposal covering costs of execution of the work
7. Contact of three recent client references from similar publication projects

### **HOW TO APPLY**

Interested and qualified vendors should submit their proposals, with their experience and skills described above to:

procurement@cleen.org Only shortlisted vendors will be contacted and successful applicants will be notified immediately if approved. Samples of similar work may be attached to the expression of interest in soft copies.

Deadline for submission of the expression of interest: Friday 22nd of January, 2021. The CLEEN Foundation retains the right to select qualified vendors before the closing date of the application.

***NO PHONE CALLS PLEASE***