

# CALL FOR EXPRESSION OF INTEREST

## FOR PRODUCTION & PRINTING OF POLICY AND PRACTICE: COMPENDIUM OF CLEEN FOUNDATION PROJECT ON IMPROVING SECURITY SECTOR ACCOUNTABILITY & HUMAN RIGHTS COMPLIANCE IN COUNTERING VIOLENT EXTREMISM IN NIGERIA

### 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. 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 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 and Production of Report on the Aforementioned Publication

**LOCATION:** Federal Capital Territory, Abuja

### OBJECTIVE:

The overall objective of this engagement is to undertake production and printing of 1000 copies of the under listed publication on Printing Of Policy And Practice: Compendium Of CLEEN Foundation Project On Improving **Security Sector Accountability & Human Rights Compliance In Countering Violent Extremism In Nigeria**”

### SCOPE OF WORK

The assignment will cover production and printing of the above publication

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

**Sizes of documents/Number of pages:** 100- 130 pages

### SPECIFIC ROLES AND RESPONSIBILITIES

- Production of dummies' of the printing job for corrections and final approval
- Printing of 500 - 1000 copies of the publication
- Premium quality and 1-week time delivery

### SUPERVISION

The selected vendor will work under direct supervision of the Public Safety & Security Unit and Information Technology Departments 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. Financial Proposal covering costs of execution of the work
5. 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](mailto:procurement@cleen.org) which must include the following: 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: Monday 18<sup>th</sup> January, 2021**

**NO PHONE CALLS PLEASE**