

CALL FOR EXPRESSION OF INTEREST FOR THE PRINTING OF TWO GENDER AUDIT REPORTS

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 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 reports, 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 two Gender Audit Reports on the assessment of protection services and shelters for trafficked victims and Returnees in Edo and Lagos states of Nigeria; The reports were developed under the project: *Preventing the trafficking and forced migration of women and girls in Nigeria: Build resilience, promote sustainable development.*

OBJECTIVE:

CLEEN Foundation is seeking to contract the publishing service to a printing vendor with extensive print/graphic design experience to undertake the production and printing of 300 copies each of the aforementioned Gender Audit reports.

SIZES OF DOCUMENTS/ NUMBER OF PAGES: Two gender audit reports of **53 pages** (Edo gender audit report) and **37 pages** (Lagos gender audit report) respectively.

SPECIFIC ROLES AND RESPONSIBILITIES

- Production of dummies of each report for corrections and final approval
- Printing of 300 copies of each publication

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 Programme and the 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. Profile of the organization.
2. 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
3. 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 the submission of the expression of interest: Thursday, 28th of January, 2021. The CLEEN Foundation retains the right to select qualified vendors before the closing date of the application.

NO PHONE CALLS PLEASE