



Monrovia, 28/06/2023

Supplier: _____

Subject: Request for tender_ **Printing Services**

Project: CAD-L

Ref. project: 14819

Reference: 03D/2023_QR_CAD-L 14819

1. BACKGROUND:

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

2. PURPOSE

With reference to the above mentioned project, AIFO Liberia is considering printing Servicing of it's projects training documents. See detailed Below:

- Utilize highly reliable printing machines;
- Equipment and quality media;
- Materials to process and produce AIFO Liberia printing requirements;
- The successful Bidder shall provide AIFO Liberia with small-format & large-format printing and branding services and/or fabrication works for a period of one (1) year from the commencement date of the Contract;
- Please note that AIFO Liberia does not guarantee a specific or fixed volume during the Contract period since this will have to depend on the actual requirements of AIFO Liberia;
- Services to be supplied shall be required on a per-need basis throughout the Contract period;

3. SUBMISSION REQUIRMENT:

- The economic offer for the supply of the products described in Annex 1;
- Supplier Declaration (Annex 2);
- General information about the Bidder (Annex 3);
- Quotation for the product;
- Valid Business Registration;
- Tax Clearance up to date;

NOTE: All the required documents should be signed and stamped in all pages.



4. EVALUATION CRITERIA:

- The procedure will be carried out according to the principles of transparency, proportionality, equality of treatment, traceability equal treatment and non-discrimination.
- The selection will be based according to the best value for money principle.

Further information (will be considered in the evaluation process):

- Price in USD;
- Duration of the offer for 12 months;
- Time of delivery of the products;
- Every supplementary cost/taxes must be evidenced separately;
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer;
- **No cash payment are allowed;**
- No advance payment will be made;

5. SUBMISSION DEADLINE:

All submissions must be sent to AIFO Liberia via email to procurement.liberia@aifo.it by Wednesday 12th July 2023, **16:00 PM**. And hard copies in **close envelope** to:

AIFO Liberia Office

Opposite Joy of Learning International School

Jallah Town Road, Sinkor, Monrovia-Liberia

Monrovia, Liberia

If preferable, please advise on whether AIFO should pick up your quotation from your office.

NOTE: Late submissions will not be considered.

6. CONTACT INFORMATION:

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters

Email: willie.peters@aifo.it

Phone: 0775-269-125/0770-541-719/0886-541-719

Note: The offer must be released to the kind attention of:

AIFO Liberia

Adminstartion Department

Opposite Joy of Learning International School

Jallah Town Road, Sinkor, Monrovia-Liberia

Monrovia, Liberia



Annex 1

Description of products

SUPPLY AND DELIVERY OF PRINTING SERVICES & NOT LIMITED TO THE BELOW:

S/No.	Item Description	Unit Measurement	of Estimated Quantity	Unit price
01.	Flyers	PCs	1	
02	Posters	PCs	1	
03	ID cards	PCs	1	
04	Business cards	PCs	1	
05	Printing on shirt	PCs	1	
06	Banners	PCs	1	
07	Jackets	PCs	1	



Annex 2

Exclusion criteria in the Contract Award procedures

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
 - Fraud
 - Corruption
 - Participation in Criminal organizations
 - Illicit funds clening or terrorism funding
 - Child labour or human trafficking

Yours faithfully

Place.....date/...../.....



Annex 3

GENERAL INFORMATION ABOUT THE BIDDER

(To be submitted attached to the quotation)

1 - Company Name

2 – Company Business

3 - Representative Name

4 - ID card number (Attach the copy)

5 - Address

6 - Contact Number (mobile)

7 - Email address