

## EXPRESSION OF INTEREST (EOI) / REQUEST FOR QUOTATION (RFQ)

**Title:** Provision of Printing Services for the Act Naija! Project

**Reference No.:** ANEEJ/ACTNAIJA/PRINT/2025/02

**Issuing Organization:** Africa Network for Environment and Economic Justice (ANEEJ)

**Project:** Act Naija! – Civil Society Action to Strengthen Social Protection in Nigeria

**Co-Funded By:** European Union and Brot für die Welt (BfdW)

**Issue Date:** 9th August 2025

**Submission Deadline:** 22nd August 2025

**Contact Email:** [procurement@aneej.org](mailto:procurement@aneej.org)

### 1. Background

The *Act Naija!* project is a three-year initiative co-funded by the **European Union** under its *Human Rights and Support to Civil Society in Nigeria* programme. It aims to strengthen Nigeria's social protection systems through civil society engagement, advocacy, and participatory monitoring. ANEEJ, as a member of the implementing consortium, is seeking qualified printing service providers to produce various branded Information, Education and Communication (IEC) materials and project reports.

### 2. Scope of Services

Selected vendors will be responsible for the printing and delivery of materials which may include, but are not limited to:

- Project Reports (A4 size, colour, perfect bound)
- IEC Materials (flyers, brochures, factsheet, handbills, booklets)
- Posters, banners, and roll-up stands
- Branded stationery (folders, pens, etc.)
- Policy briefs
- Customized envelopes and letterheads
- T-shirts and Caps

Specifications and quantities will be provided per task order.

### 3. Qualification Requirements

Interested printing firms must submit the following:

- Company profile and evidence of legal registration (CAC certificate, TIN, etc.)
- At least three (3) samples or photo evidence of similar previous jobs completed
- References from at least two recent clients (preferably NGOs or development partners)
- Technical capacity (equipment and production lead time)
- Financial proposal/quotation for sample items (see Section 5)

- Evidence of physical business location
- Commitment to quality assurance and timely delivery

#### 4. Compliance Requirements

Vendors must:

- Adhere to EU visibility and branding guidelines (to be shared upon engagement)
- Comply with ethical standards and avoid conflict of interest
- Observe environmental sustainability standards where applicable
- Be open to inspection and quality checks before final delivery

#### 5. Sample Pricing (to be filled by vendor)

Please provide unit cost quotes for the following sample items:

Item Description	Quantity	Unit Price (NGN)	Total Price (NGN)
A4 Project Report (40 pages, full color, perfect bound)	100		
A5 Flyers (full color, 150gsm)	100		
Roll-Up Banners (standard size)	5		
Brochures (tri-fold, A4, full color)	500		
Custom booklets (A5, 50 sheets)	200		
Posters (A3/A4)	200		
T-shirts	100		
Caps	100		
Policy Briefs (20 pages, full color, perfect bound)	100		

All prices must be inclusive of delivery to ANEEJ Office in Abuja.

#### 6. Submission Details

All applications should be submitted in PDF format by email to: [procurement@aneej.org](mailto:procurement@aneej.org) with the subject: **"EOI/RFQ for Printing Services – ANEEJ/ACTNAIJA/PRINT/2025/02"**

Deadline for submission: **5:00 PM on Friday, 22nd August 2025**

**Late submissions will not be considered.**

#### 7. Evaluation Criteria

Submissions will be evaluated based on:



- Technical competence and print quality (30%)
- Experience and past performance (20%)
- Cost effectiveness (30%)
- Timeliness and delivery capacity (20%)

Only vendors that meet minimum technical requirements will be considered for financial evaluation.

**ANEEJ reserves the right to reject any or all quotations and is not bound to award the contract to the lowest bidder.**